

Reviewed by: _____

COMMISSIONER BOARD MINUTES
August 26, 2008

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Tim Brooks
Commissioner Jan Beichner
Rich Winkler, Solicitor
Lisa Mumford, Admin. Assist
Sheila Boughner, News Herald
O. C. Bell, Airport
Mark Heim, WKQW
Don Plummer, Taxpayer
John Phillips, ORA
Ed Adams, Taxpayer

Commissioner Troy Wood
Denise Jones, Chief Clerk
Diona Brick, Fiscal
Connie Hazelton, Human Resources
Dave Schwille, Human Services
Judy Downs, Planning
Rich Mihalic, Park Director
Ray Beichner, Taxpayer
Randy Seitz, ORA
Bill Kresinski, MIS

The meeting began with a moment of silent prayer and then Commissioner Brooks led the group in the Pledge of Allegiance.

COMMISSIONER BOARD:

Commissioner Brooks called the meeting to order at 6:03 p.m. A motion was made by Commissioner Beichner to approve the minutes from the August 12, 2008 meeting seconded by Commissioner Wood, aye all.

No public comment on the agenda. There was no business to come before the Board from Court Administration or the Prison.

ROW OFFICES:

Chief Clerk, Denise Jones, presented two applications for approval for sub grants from the PCCD. The first sub grant is for financial support for the Continuation of Victims of Juvenile Offenders Project administered through the District Attorney's Office. The grant money will cover funding for a victim witness coordinator in the amount of \$24,190.00, employee benefits in the amount of \$9,418.00, and travel (including training) in the amount of \$424.00 for a total of \$34,032.00 to be divided yearly over a two-year period. This is a two-year continuation with a State Fund Source of 100% and in-kind match of 0%. Project start date is 01/01/2009 with an end date of 12/31/2010. Commissioner Wood made a motion to approve the grant, seconded by Commissioner Beichner, aye all.

The second application presented by Denise Jones was for a sub grant from the PCCD for financial support for the Continuation of the Rights and Services Act (RASA) or Victim/Witness Services for adults administered through the District Attorney's Office. The grant money will cover funding for a victim/witness coordinator in the amount of \$40,580.00, a victim-witness provider in the amount of \$18,002.00, employee benefits in the amount of \$23,310.00, and travel (including training) in the amount of \$382.00 for a total of \$82,274.00 to be divided yearly over a two-year period. This is a two-year continuation with State Fund Source of 100% and the in-kind match of 0%. Project start date is 01/01/2009 with an end date

of 12/31/2010. Commissioner Wood made a motion to approve the grant, seconded by Commissioner Beichner, aye all.

COMMUNITY SERVICES ADMINISTRATION:

O. C. Bell, Airport Director, presented an Operating Agreement between the County of Venango and Tom's Aircraft Services. This agreement is for Tom's Aircraft Services to provide an aircraft maintenance service and operate an aircraft repair business at the Venango Regional airport. Tom's Aircraft Services will be provided exclusive use of Hangar 11 and said 60' x 60' apron area to operate their aircraft repair business to include providing services to aircraft and equipment for the airport, in lieu of paying rent. This agreement is for one (1) year and will commence on September 1, 2008. Commissioner Wood made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwille:

MH/MR

Renewal agreement with Berks County IU as a pass through fiduciary for state early head start funds.

Renewal agreement with Community Services of Venango County to provide Early Head Start services under the state grant for pregnant women, infants and toddlers.

Renewal agreement with Community Services of Venango County to provide assessment services and evaluation of children referred for the early intervention program at the rate of \$26.62 per 15 minute unit.

Renewal agreement with Fayette Resources to provide residential services for two MRconsumers at \$10,486 per half month and life sharing residential for two consumers at \$2,696 per half month.

Request Commissioner approval to extend the FY 2007/08 contract, and the rates included therein, with Baker Transportation until FY 08/09 rates can be finalized.

CHILDREN AND YOUTH SERVICES

Addendum to the contract with Brenda Manno to change the name of Project Point of Light to Shippenville Project Point of Light.

Substance Abuse

Renewal agreement with White Deer Run to provide a variety of residential substance abuse services at per diems ranging from \$90 to \$246.

Renewal agreement with Dr. Richard Moran to provide buprenorphine services at \$100 per visit.

Renewal agreement with Sojourner House to provide inpatient non hospital rehabilitation for pregnant women and women with children at \$205.88 per diem.

AAA

Approval of the draft RSVP report for 01-06 2008. Approval authorizes electronic submission of the report.

Commissioner Beichner made a motion to approve the above contracts, seconded by Commissioner Wood, aye all.

FINANCE ADMINISTRATION:

Diona Brick presented the following warrants for approval:

Warrant	SP081308	\$	2,020.17	Non-Human Services Expenditures
Warrant	HS081508		399,307.66	Human Services Expenditures
Warrant	HS081408		164,582.00	Human Services Expenditures
Warrant	SP081808		3,743.00	Non-Human Services Expenditures
Warrant	082208		264,486.34	Non-Human Services Expenditures
Warrant	HS082208		395,551.43	Human Services Expenditures
Warrant	082908		142,974.81	Non-Human Services Expenditures
Warrant	HS082108		<u>56,834.99</u>	Human Services Expenditures

Total Estimated Cost \$ 1,429,500.40

Commissioner Wood made a motion to approve the above warrants, seconded by Commissioner Beichner, aye all.

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Connie Hazelton:

APPOINTMENT - In Department #205 (Courts) of **Jeffrey Skakalski**, Law Clerk, Full-Time, Legal Exempt Pay Grade 1 (\$37,444/yr.), **effective 08/11/08; Special Conditions:** Filling existing vacancy.

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Brian Harmon**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 08/19/08; Special Conditions:** Filling existing vacancy; successfully completed C.O. testing on 06/30/08; to be ratified at September Prison Board meeting. In Department #530 (Integrated Crisis Services) of **Todd Gruber**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **effective 08/11/08; Special Conditions:** Filling existing vacancy. In Department #540 (MH/MR) of **Kimberly Lyons**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 08/25/08; Special Conditions:** Filling existing vacancy.

TEMPORARY NEW HIRE – In Department #520 (Children and Youth Services) of **Amanda Sheffer**, Social Casework Intern, Temporary Part-Time, 44 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 08/25/08; Special Conditions:** Filling position to be ratified at September Salary Board; not to exceed 1,040 hours.

END OF PROBATION – In Department #540 (MH/MR) of **Kay Crawford**, Caseworker II, Full-Time, 80 hours/pay, **effective 07/23/08; Special Conditions:** No change in pay grade or step.

LATERAL TRANSFER – In Department #510 (AAA) of **Holly Dayton**, from Aging Care Manager II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), to Department #520 (Children and Youth Services), Caseworker II, Full-Time, 80 hours/pay, Non-

Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 09/01/08; Special Conditions:** Filling existing vacancy.

In Department #535 (Substance Abuse) of **Sara Jane Szabat**, from Drug & Alcohol Case Management Specialist, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 10 (\$14.68/hr.), **to** Department #540 (MH/MR), Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 10 (\$14.68/hr.), **effective 08/25/08; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #540 (MH/MR) of **Amy Aikins**, from Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 2 (\$14.95/hr.), **to** Casework Supervisor, Full-Time, Exempt Pay Grade 3 (\$37,444/yr.), **effective 08/11/08; Special Conditions:** Filling existing vacancy.

TRANSFER/INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #605 (County Park) of **Victoria Quen**, from Department Clerk II, SEIU position, Part-Time, 60 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **to** Department #250 (Register & Recorder), Department Clerk II, Probationary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 09/02/08; Special Conditions:** Filling existing vacancy; part-time hours to be credited to probationary period.

CHANGE IN EMPLOYMENT STATUS – In Department #305 (Prison) of **Nicholas Bell**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **from** Temporary Part-Time, 64 hours/pay, **to** Probationary Part-Time, 64 hours/pay, **effective 06/30/08; Special Conditions:** Temporary service to be credited to probationary period; successfully completed C.O. testing on 06/30/08; to be ratified at September Prison Board meeting; of **Adam Craig**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **from** Temporary Part-Time, 64 hours/pay, **to** Probationary Part-Time, 64 hours/pay, **effective 06/30/08; Special Conditions:** Temporary service to be credited to probationary period; successfully completed C.O. testing on 06/30/08; to be ratified at September Prison Board meeting; of **Maria Doyle**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **from** Temporary Part-Time, 64 hours/pay, **to** Probationary Part-Time, 64 hours/pay, **effective 06/30/08; Special Conditions:** Temporary service to be credited to probationary period; successfully completed C.O. testing on 06/30/08; to be ratified at September Prison Board meeting; of **Leonard Thornley**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **from** Temporary Part-Time, 64 hours/pay, **to** Probationary Part-Time, 64 hours/pay, **effective 06/30/08; Special Conditions:** Temporary service to be credited to probationary period; successfully completed C.O. testing on 06/30/08; to be ratified at September Prison Board meeting; of **Timothy Yerger**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **from** Temporary Part-Time, 64 hours/pay, **to** Probationary Part-Time, 64 hours/pay, **effective 06/30/08; Special Conditions:** Temporary service to be credited to probationary period; successfully completed C.O. testing on 06/30/08; to be ratified at September Prison Board meeting.

LEAVE OF ABSENCE – In Department #520 (Children and Youth Services) of **Jessica Anthony**, Caseworker III, Full-Time, 80 hours/pay, Pay Grade 7 Step 3 (\$15.10/hr.), **effective 08/25/08; Special Conditions:** Educational leave through the CWEL program until no later than 05/31/10. During this period, Jessica will be paid at 95% of her current salary and will not be eligible for any salary increases that the Board of Commissioners may grant during this period. Fringe benefits are not to exceed the amount permitted by the PA Dept. of Public Welfare. Children & Youth will invoice the University of Pittsburgh on a monthly basis for the amount of salary and benefits.

SEPARATION OF EMPLOYMENT--RETIREMENT – In Department #405 (Airport) of **Sherry Surrena**, Department Clerk III, **effective 09/19/08**. In Department #535 (Substance Abuse) of **Bonnie Summers**, Substance Abuse Director, **effective 09/12/08**.

SEPARATION OF EMPLOYMENT – In Department #240 (District Judge 3-4) of **Charleen Schrecengost**, District Judge Secretary, **effective 08/22/08**. In Department #325 (911) of **Mark Hicks**, Telecommunicator I, **effective 08/18/08**. In Department #510 (AAA) of **Colleen Hundertmark**, Community Health Nurse I, **effective 08/21/08**. In Department #570 (OEO) of **K. Renee Goucher**, Department Clerk II, **effective 08/11/08**, Department #305 (Prison) of **Barb Andres**, Corrections Officer, **effective 08/20/08**.

Commissioner Beichner made a motion to approve the above items, seconded by Commissioner Wood, aye all.

PLANNING:

Judy Downs, Director of the Planning Commission, had several items to present. The first item was an amendment to the DEP Contract for the Storm Water Phase II Plan. Additional work is needed to be done which will include integrated water resources planning into the Venango County Storm Water Management Plan. The additional work will increase the contract by \$28,435.50 from \$150,000.00 to \$178,435.50 and the increase is allocated to Fiscal Year 2010. DEP will fund 75% of the increase with staff in-kind match of 25%. Commissioner Wood made a motion to approve the amendment, seconded by Commissioner Beichner, aye all.

The next item presented by Judy was a new contract for Consulting Services between czbLLC and the County of Venango. Czb is a consulting firm who will conduct a Venango County housing market study. This study will include an assessment of the existing and future housing needs of Venango County, with a market analysis, and a strategy to best address those needs. The cost of the contract will not exceed \$70,000. The study should take between 4 – 7 months to complete. DCED will fund 50%, the Affordable Housing Trust will fund 42%, and MH/MR will fund 8% of this study. Commissioner Beichner made a motion to approve this study, pending the solicitor's review, seconded by Commissioner Wood, aye all.

The last item Judy presented was a DCED Grant to the Venango County Commissioners in the amount of \$20,000 to help cover the cost of a new dump truck for Jackson Township. The grant will expire on June 30, 2010. Commissioner Wood made a motion to approve the grant, seconded by Commissioner Beichner, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director, advised that they anticipate a very busy weekend for the Park since it will be Labor Day weekend, and that the staff and the Park are prepared for the weekend.

COUNTY ADMINISTRATION:

Randy Seitz, President of the ORA, presented to the Commissioners a Certificate of Approval pertaining to VIDA to issue \$4 million in tax-free bonds for a company interested in locating a manufacturing facility in the Sandycreek Industrial Park in Sandycreek Township. The company looking to locate is a customer and supplier of the local company Voyten Electric & Electronics. Plans call for the construction of an 80,000 square foot building. The new company will make its decision some time in September as to whether they will move to this location or not. The endorsement of the project by the Commissioners would not involve any

pledge of the county tax base. Commissioner Wood made a motion to ratify this project, seconded by Commissioner Beichner, aye all.

The award of the Woolen Mills Bridge Repair Project was presented by Denise Jones. Four bids were received and reviewed by Denise. The bid was awarded to Shingledecker Welding, Inc., in the amount of \$55,536.80. Commissioner Beichner made a motion to approve the bid award, seconded by Commissioner Wood, aye all.

Denise presented for approval Cooperstown Borough's request to carry over County Liquid Fuel funds to be used next year. Cooperstown Borough was to use the funds this year to correct the storm sewer problem on Reisenman Drive. The original estimate for this project was \$14,575.00 and that was the amount that was approved. After more detailed engineering studies, it was discovered that the project will cost more than originally estimated. Therefore the Borough of Cooperstown is requesting that the \$14,575.00 be carried over to next year to be added to the full amount of the project. Commissioner Wood made a motion to approve the request, seconded by Commissioner Beichner, aye all.

PUBLIC COMMENT:

Denise Jones informed the Commissioners about a new automated Voter Registration and Ballot Delivery Program that will be available for the upcoming fall election. Residents living overseas will be able to register to vote on-line, and if approved, they will be able to download a ballot. The residents will have to make a hard copy and mail the ballot back to the Voter Registration office.

Ed Adams had several comments. Ed's first request was if something could be done so he could hear the public meetings better. He suggested maybe using some type of PA system. Next Ed commented on Mike Grill's report on the County Park and advised that CDBG funds could maybe be used for handicapped issues. The last item Ed commented on was the improvements that have been done and that are being done to the Courthouse. He strongly endorses these improvements.

Randy Seitz publicly thanked Tom and Mike Nightengale of Voyten Electric & Electronics for their influence and efforts in helping to try to bring another new business into the area. Randy was referring to the company looking to locate at the Sandycreek Industrial Park.

O. C. Bell advised that commercial air service will again be available at the Venango Regional Airport beginning Tuesday, September 2nd. Gulfstream International Airlines will offer service to and from Franklin through the Continental Airlines hub in Cleveland.

A motion to adjourn the meeting was made by Commissioner Wood at 6:40 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.