

Reviewed by: _____

COMMISSIONER BOARD MINUTES
February 22, 2011

Those present at the public meeting of the Venango County Commissioners held in Room 103 of the Courthouse Annex:

Commissioner Tim Brooks
Commissioner Vince Witherup
Rich Winkler, Solicitor
Diona Brick, Fiscal
Bill Kresinski, MIS
Dave Schwille, Human Services
Sheila Boughner, News Herald
Mike McKain, Forester
Pastor Steve Henry
Susan Duray, Taxpayer
Marilyn Black, ORA

Commissioner Jan Beichner
Denise Jones, Chief Clerk
Lisa Mumford, Admin. Assist.
Sandy Sutch, Human Resources
Rich Mihalic, Park Director
Major Smith, Warden
Judy Downs, Planning Director
Frank Toothman, Taxpayer
Rod Bedow, Taxpayer
Martha Breene, Taxpayer

The meeting began with a public prayer given by Pastor Steve Henry of the Victory Heights United Brethren Church and then Commissioner Brooks led the group in the Pledge of Allegiance.

COMMISSIONER BOARD:

Commissioner Brooks called the meeting to order at 5:31 p.m. Commissioner Brooks announced there were two amendments to the agenda to include pricing guidelines for the Venango County Regional Planning Committee and the UPMC Health Network Group Agreement. Commissioner Beichner made a motion to approve the amendments, seconded by Commissioner Witherup, aye all.

Commissioner Witherup made a motion to approve the minutes from the February 8, 2011 meeting, seconded by Commissioner Beichner, aye all. There was no business to come before the Board from Court Administration, the Row Offices, or Community Services Administration.

PRISON:

Warden Major Smith presented a renewal contract between the Venango County Prison and Keefe Commissary Network. Keefe Commissary supplies food and other related products to the inmate commissary department. The agreement shall continue in effort for a period of three (3) years beginning on the date of signing the contract. The Prison will receive 20% commission from Keefe Commissary based on percentage of gross sales. Commissioner Beichner made a motion to approve the contract, seconded by Commissioner Witherup, aye all.

HUMAN SERVICES:

The following item was presented for approval by Dave Schwille:

CONTINUATION CONTRACTS 2010/2011

1. Community Services of Venango County, Inc.

Synopsis: Request Commissioner approval to continue to contract with Community Services of Venango County, Inc. to provide Early Head Start services to 116 pregnant women or infants in Venango County. Total funding contracted to Community Services is \$499,802. There is no county match associated with this contract.

OTHER ITEMS

Request Commissioner approval to accept funding awarded through the Pennsylvania Department of Public Welfare to promote employment or postsecondary education opportunities for students with disabilities. This grant will be administered through AHEDD. The amount awarded is \$2,250 and there is no county match associated with this funding award.

Commissioner Witherup made a motion to approve the above items, seconded by Commissioner Beicher, aye all.

FINANCE ADMINISTRATION:

The following warrants were presented for approval by Diona Brick, Fiscal Director:

Warrant	021111	\$ 105,203.96	Non-Human Services Expenditures
Warrant	HS021111	352,230.48	Human Services Expenditures
Warrant	SP020911	3,920.00	Non-Human Services Expenditures
Warrant	021811	303,051.03	Non-Human Services Expenditures
Warrant	SP021511	620.00	Non- Human Services Expenditures
Warrant	HS021811	138,917.23	Human Services Expenditures
Warrant	HS021611	71,046.24	Human Services Expenditures
Warrant	SP021711	<u>760.00</u>	Non Human Services expenditures

Total \$ 975,748.94

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

PLANNING COMMISSION:

Judy Downs, Director of the Planning Commission, had several items to present. Judy conducted the Second Public Hearing for 2011 CDBG funds. Judy advised that the County expects to receive roughly \$250,000 that will be distributed to local municipalities for eligible projects benefiting low-to-moderate income. Five requests for funding was received totaling \$250,000. Listed below are the five requests that were received from local municipalities:

1. President Township Architectural Barrier Removal \$ 16,000
2. Utica Borough sidewalks 35,500
3. Rouseville Borough Waterlines (Locust & 3rd Ave.) 138,000

4. Courthouse Architectural Barrier Removal	15,000
5. Administration	45,000
ORA – Trail Engineering Study	
Total	\$250,000

Commissioner Beichner made a motion to approve the second public hearing, seconded by Commissioner Brooks, aye all.

The next item presented by Judy was a Memorandum of Understanding between the County of Venango and the Southwestern Pennsylvania Household Hazardous Waste Task Force (SW PA HHW Task Force). The MOU provides for a household hazardous waste collection. Venango County is planning an up and coming waste collection this summer. The event is tentatively scheduled for July 30, 2011 at the Cranberry Mall. The County's primary obligation under this MOU would be a contribution of not less than \$5,000 to the Task Force, handling of the various logistical matters related to the event and obtaining any necessary permits, and provide at least twelve volunteers or staff to assist at the event. Commissioner Witherup made a motion to approve the MOU, seconded by Commissioner Beichner, aye all.

The last item presented by Judy was pricing guidelines for Venango County Regional Planning Commission - Revised Fee Schedule which is as follows:

VCRPC Municipal Membership Fees - \$0.50 per capita		
GIS Mapping – Existing Maps	8.5" x 11"	\$ 5.00
	11" x 17"	\$10.00
	42" x 36"	\$45.00

Customer Map Development - \$50.00/hour
 No Charge for mapping for direct member municipalities

Garbage Hauler's Fee - \$25
 Community Development Block Grants Administration – 18%

Subdivision Fees – Minor
 \$0.00 for applicants in member municipalities
 \$100 for applicants in non-member municipalities
 \$25 for Register and Recorders

Subdivision Fees – Major Land Development
 \$300 - \$500 plus direct costs for engineering review

Grant Writing - \$60.00/hour
 Grant writing free to member municipalities
 Grant administration fees - \$60.00/hour or an allowable/negotiated percentage of the grant

CDBG Environmental Review/General PNDI Search - \$60.00/hour
 Land Use and Ordinance Preparation/Administration - \$60.00/hour
 CDBG/HOME/ESG Applications - \$3,500 plus \$500 per project activity
 Desktop Publishing - \$60.00/hour

Storm-water Review Fee (Small application; 1,000-5,000 sq. ft.) - \$30.00

Commissioner Beichner made a motion to approve the above pricing guidelines, seconded by

Commissioner Witherup, aye all.

TWO MILE COUNTY PARK:

Park Director, Rich Mihalic, requested approval for the Conservation District to re-submit a grant application to the Pennsylvania Lake Management Society. The grant is to address lake-related issues of critically eroded shorelines, excess nutrient loading, and aquatic invasive species that degrade the quality of lakes in the Commonwealth. This grant was previously submitted but the grant was not funded. Commissioner Witherup made a motion to approve the grant submission, seconded by Commissioner Beichner, aye all.

Mike McKain of McKain Forestry Services reviewed the Stewardship Plan for Two Mile Run County Park. He advised he did a complete inventory of the Park's timber lots, and they contain more than 9 million board feet. That is up 46 percent since 2000, reflecting a 4 – 5 percent growth rate. Mike also advised that the County's GIS Department made maps for the plan that will be used for any harvesting or managing efforts. Commissioner Beichner made a motion to approve the plan, seconded by Commissioner Witherup, aye all.

Rich advised that the "Learn How to Ski" program will be held at the Park this Saturday, February 26th. Also, the "Snowmobile for Fun" is scheduled for this Saturday but it depends on the weather as to whether or not the event will be held.

COUNTY ADMINISTRATION:

Chief Clerk, Denise Jones presented the contract between the County of Venango and Terry L. Williams. The contractor, Terry Williams, agrees to perform election services required by the County. Services relating, but not necessarily limited to the Election 2011 coding, logic and accuracy testing, user training, machine setup, Election Day support, results reporting and other such tasks which agreement between parties is reached. The sum of \$7,200, plus Election Day mileage at the current IRS rate for personal vehicle use – to be paid as follows: Primary Election: \$1,700 for coding, \$1,900 for all other election-related tasks, plus mileage for roving on Election Day. General Election: \$1,700 for coding, \$1,900 for all other election-related tasks, plus mileage for roving on Election Day. Commissioner Witherup made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

Commissioner Witherup announced five (5) Proclamations recognizing Stephen Dennis, Christopher Master, Joseph Crate, Callen Cochran, and William Chittester from Boy Scout Troop #111 from Seneca, PA for their attainment of Eagle Scout. The actual Eagle Scout ceremony will be held Saturday, February 26th. Commissioner Beichner made a motion to approve the proclamations, seconded by Commissioner Witherup, aye all.

Commissioner Beichner made a motion to adjourn the meeting at 5:50 p.m., seconded by Commissioner Witherup, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.