

Reviewed by: \_\_\_\_\_

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**COMMISSIONER BOARD MINUTES**  
**March 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  
Rich Mihalic, Park Director  
Sheila Boughner, News Herald  
Deb Lutz, ORA  
Rod Bedow, Taxpayer  
Eva Palmer, Taxpayer  
Rina Nerlich, CDC, Inc.  
Tom Horner, CDC, Inc.

Commissioner Jan Beichner  
Denise Jones, Chief Clerk  
Lisa Mumford, Admin. Assist.  
Bill Kresinski, MIS  
Jayne Romero, MH/DS  
Frank Toothman, Taxpayer  
Rev. Bob Graham  
Susan Duray, Taxpayer  
Craig Adams, Election Board Chairman  
Terry Danko, First National Bank  
Robert Daugherty, Court Supervision

The meeting began with a public prayer given by Rev. Bob Graham 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 three amendments to the agenda to include adding: 2010 Budget Transfer; adding the Premiere Power Contract; and removal of item 10-C - 2011 Budget Amendments/Transfer. Commissioner Beichner made a motion to approve the amendments and removal, seconded by Commissioner Witherup, aye all.

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

**COURT ADMINISTRATION:**

Bob Daugherty, Court Supervision Services Director, presented a Memorandum of Understanding between the County Commissioners Association of Pennsylvania and Venango County for CJIEP Data Exchange Service and Support. Under the Memorandum, CCAP is the program manager for the CJIEP. CCAP will provide ongoing maintenance and support to Venango County for CJIEP data. The CJIEP provides an improved means of exchanging critical justice information generated from the Association of Pennsylvania Court's (AOPC's) Court Case Event (CCE) Message and passed through the Justice Network's (JNET's) secure infrastructure. In exchange, the County is required to provide consistent access to the County's IT network and computer systems, which is a primary technical point of contact for CCAP. The

MOU is in effect for the term of one year which is January 1, 2011 through December 31, 2011. Commissioner Witherup made a motion to approve the MOU, seconded by Commissioner Beichner, aye all.

**PRISON:**

Chief Clerk, Denise Jones, presented on behalf of the Prison, Memorandum of Mutual Aid Agreements between the County of Venango and Mercer, Warren, Clarion, Crawford, and Butler County Jails. The agreements states that all entities agree that each facility and its staff will react in good faith providing emergency mutual aid in the event a disaster or emergency befalls the other. Commissioner Witherup made a motion to approve the agreements, seconded by Commissioner Beichner, aye all.

**HUMAN SERVICES:**

The following item was presented for approval by Jayne Romero:

**MH/DS**

Request Commissioner approval to enter into sub-lease agreements with 3 individuals identified by Venango County MHDS for properties located in Franklin that are zoned for apartment living. The terms of the agreements cover periods between 02/28/11 through 03/13/12. The monthly rent to be paid by the tenants is 30% of their gross income up to the monthly rent due as identified in the lease agreements. There is no match associated with these lease agreements.

**CYFS**

Request approval of two resource family agreements.

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

**FINANCE ADMINISTRATION:**

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

Warrant	031111	\$ 187,415.62	Non-Human Services Expenditures
Warrant	HS031111	263,611.49	Human Services Expenditures
Warrant	HS031011	1,770.00	Human Services Expenditures
Warrant	031811	265,494.09	Non- Human Services Expenditures
Warrant	HS031811	<u>417,228.80</u>	Human Services Expenditures
<b>Total</b>		<b>\$ 1,135,520.00</b>	

Commissioner Witherup made a motion to approve the above warrants, seconded by Commissioner Witherup. Commissioner Brooks opposed the warrants. Motion passed by majority vote.

The next item Diona presented was an Engagement Agreement between the County of Venango and Sammartino and Stout, Inc. The agreement is for Sammartino & Stout to conduct a tax assessment review and appraise two (2) McDonald's properties which are located at 201 13<sup>th</sup> Street Franklin, and 5 Elm Street, Oil City to determine market value. The cost for each appraisal is \$3,250 for a total of \$6,500. This will be paid thru the Assessment Budget.

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

The last item presented by Diona was a request for a 2010 budget transfer from the Contingency Fund to the Jail Fund in the amount of \$112,955 to cover medical expenses for prisoners. Commissioner Witherup made a motion to approve the transfer, seconded by Commissioner Beichner, aye all.

A motion was made by Commissioner Witherup to remove the 2011 Budget Amendments/Transfer that was listed on the agenda, seconded by Commissioner Beichner, aye all.

### **PLANNING COMMISSION:**

County Solicitor, Rich Winkler, presented on behalf of the Planning Commission, the By-Laws of the Venango County Regional Planning Commission. An amendment made to the By-Laws is allowing County employees to serve on the Planning Commission and all members shall be residents of Venango County. Commissioner Witherup made a motion to approve the By-Laws, seconded by Commissioner Beichner, aye all.

The next item presented by Denise Jones was a Keep Pennsylvania Beautiful Affiliation Agreement between PA CleanWays, d/b/a Keep Pennsylvania Beautiful, and PA CleanWays of Venango County. There will now be a minimal \$50 annual fee for participants along with updated responsibilities of the affiliate. It is to the County's benefit to remain a participating member of KPB with regards to potential grant funding, administrative assistance, access to free educational materials, as well as illegal dump clean-up/special collections insurance coverage. Commissioner Beichner made a motion to approve the agreement, seconded by Commissioner Witherup, aye all.

### **TWO MILE COUNTY PARK:**

Rich Mihalic, Park Director, had several items to present. The first item was the Two Mile Run Park Ordinance #11-01. This is an update to the rules and regulations governing the Park. This ordinance will be on display in the Commissioners' office for ten (10) days. Commissioner Witherup made a motion to approve the display of the ordinance, seconded by Commissioner Beichner, aye all.

The next item presented by Rich was a Letter of Intent from Three River Outboard Racing Association to the County Commissioners in regards to host a Spring Two Mile Run Regatta to be held May 27 – 29, 2011 and the Summer Regatta to be held August 20 – 21, 2011 at the Park. Commissioner Witherup made a motion to approve the Letter of Intent, seconded by Commissioner Brooks. Commissioner Beichner opposed. Motion passed by majority vote.

The third item presented by Rich was a Cooperative Agreement for Construction of Facilities for Recreation Boats between the Pennsylvania Fish and Boat Commissioner and the County of Venango. The agreement is a grant from the Pennsylvania Fish & Boat Commission for funding for a new boat launch facility to be constructed at Justus Lake. The grant is in the amount of \$99,000 and the work must be completed by June 30, 2012. Commissioner Beichner made a motion to approve the agreement, seconded by Commissioner Witherup, aye all.

The last item presented by Rich was the approval to purchase a new mower from Fisher & Father in the amount of \$6,416 for the Park. The money to pay for the lawn mower is coming from money that was leftover from a grant from Mary Jo White. Commissioner Witherup made

a motion to approve the purchase, seconded by Commissioner Beichner, aye all.

**COUNTY ADMINISTRATION:**

The first item under County Administration was a renewal contract with Trugreen Lawn Care Services. Denise Jones felt the contract wasn't thorough and didn't have enough information and; therefore, requested this contract be tabled until further notice. Commissioner Beichner made a motion to have the contract tabled, seconded by Commissioner Witherup, aye all.

Rina Nerlich, Director of the Child Development Centers, Inc., requested approval of a Certificate of Approval from the Venango County Board of Commissioners. The Certificate of Approval is requesting the County Commissioners approve the issuance by the Venango Industrial Development Authority of its obligation to finance the construction of a new childcare center located at 210 East Bissell Avenue in Oil City, PA. The maximum amount of proposed issuance from the VIDA is \$700,000 in tax-free bonds. The endorsement of the project by the Commissioners would not involve any pledge of the county tax base. Commissioner Beichner made a motion to approve the Certificate of Approval, seconded by Commissioner Witherup, aye all.

A motion was made by Commissioner Witherup to rescind a previous Certificate of Approval that was signed at the Commissioners' Public Meeting held on March 8th. It was signed prematurely. Commissioner Beichner seconded the motion, aye all.

Commissioner Beichner presented for approval an agreement between Premier Power Solutions and the County of Venango. The agreement would be for the County to purchase electricity for all their buildings at a rate of 7.25 cents per kilowatt hour thru Premier Power Solutions which is an electricity broker. The agreement is for two-years which service is to begin January 2011 or the next available meter read date after January 2011 and run thru the end of 2012. First Energy (Penelec) will continue to be the County's provider for electricity. Commissioner Witherup made a motion to approve this agreement, seconded by Commissioner Beichner, aye all.

**PUBLIC COMMENT:**

Rod Bedow asked if the taxes for the McDonald locations that are be appraised would be lowered. Rich Winkler advised probably not.

Commissioner Witherup made a motion to adjourn the meeting at 5:55 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

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Lisa Mumford, Admin. Assist.