

Reviewed by: \_\_\_\_\_  
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**COMMISSIONER BOARD MINUTES**  
**August 23, 2011**

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

Commissioner Tim Brooks	Commissioner Jan Beichner
Commissioner Vince Witherup	Abby Flockerzi, Admin. Asst.
Rich Winkler, Solicitor	O. C. Bell, Airport
Diona Brick, Fiscal	Tim Johnson, Domestic Relations
Bill Kresinski, MIS	Pennie Maclean, HR
Rich Mihalic, Park	Tom Sherman, EMA
Major Smith, Prison	Sheila Boughner, News Media
Pastor Stephen Henry, Victory Heights United Brethren Church	

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

**COMMISSIONER BOARD:**

Commissioner Brooks called the meeting to order at 5:30 p.m. The following change was made to the agenda: the addition of the Service Agreement Renewal for Johnson Controls under Prison. With the noted change to the Commission Board Agenda, Commissioner Beichner made a motion to accept the agenda as presented; Commissioner Witherup seconded the motion, aye all.

Commissioner Witherup made a motion to approve the minutes from the August 11, 2011 meeting, seconded by Commissioner Beichner, aye all.

**COURT ADMINISTRATION:**

The following item was presented for approval by Commission Brooks on behalf of Mr. Daugherty:

Juvenile Court Judges' Commission Grant-in-Aid Award Notification/Invoice – The grant amount is \$112,241 (\$17,714 for Probation Services and \$94,527 for Specialized Probation Services) and will help to pay for juvenile probation services.

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

**ROW OFFICES:**

There was no business to be conducted.

**COMMUNITY SERVICES ADMINISTRATION:**

The following items were presented for approval by Mr. O. C. Bell:

Supplemental Agreement with Lee-Simpson Associates, Inc. for additional design services of the Community Hanger at the Venango Regional Airport. The cost of the additional design services is \$16,200.

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

Change Order Number 1 via Lee-Simpson Associates, Inc. to Wausau Equipment Company, Inc. – Acquire Snow Removal Equipment. This is to install an 8” wide white reflective stripe on SnoDozer chassis at a cost of \$460.

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

Supplemental Lease Agreement with TSA at a rental rate of \$400 per month for years 1–6.

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

The following item was presented for approval by Mr. Tom Sherman:

Lease Agreement between County of Venango and Mike Klapac beginning September 1, 2011 for property located at 402 State Route 8, Oil City, Pennsylvania for the storage of the EMA’s HAMAT truck and another piece of equipment. Rent on this lease will be \$400 per month which includes utilities and will be coming from the HAZMAT budget. No county tax money will be used to pay for this rental.

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

Commissioner Brooks read a letter from the Emlenton Volunteer Fire Department addressed to the County Commissioners expressing “continued gratitude for the prompt and competent response of the Venango County Emergency Management Agency.” The letter noted that Venango EMA has assisted with accidents, MAZMAT situations, and providing use of their all-terrain vehicle for rescues, among other things.

**HUMAN SERVICES:**

There was no business to be conducted.

**FINANCE ADMINISTRATION:**

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

Warrant	HS081211	145,536.86	Human Services Expenditures
Warrant	081911	340,889.72	Non- Human Services Expenditures
Warrant	HS081911	351,489.02	Human Services Expenditures
Warrant	SP0801711	<u>429.00</u>	Non-Human Service Expenditures
<b>Total</b>		<b>\$ 838,344.60</b>	

**JAIL TOTAL EXPENDITURES**

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

Mrs. Brick presented the National Fuel Gas Sales Agreement. The term of this agreement is from October 1, 2011 to September 30, 2012 and the price is \$5.060/dekatherm down from the previous agreement's price of \$5.218/dekatherm.

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

Mrs. Brick presented a Policy for the Acceptance of Credit Cards by departments in the County. This policy applied to all County employees, elected officials and department heads, who in the course of business accept credit cards for any type of payment and makes the acceptance uniform across the County. All County departments that accept credit cards have reviewed this policy.

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

**HUMAN RESOURCES:**

The following Human Resource Agenda was presented for approval by Pennie Maclean:

**PROBATIONARY NEW HIRE** – In Department #580 (Transportation) of **Curtis Boyles**, Vehicle Driver, SEIU position, part-time, 50 hour/pay SEIU Pay Grade 7 Step X (\$9.0000/hr), **effective 8/12/11; Special Conditions:** Filling vacancy.

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #580 (Transportation) of **Thomas Clark**, Vehicle Driver, **effective 8/9/11.**

**SEPARATION OF EMPLOYMENT** – In Department #520 (Children & Youth Services), of **Chelsie Conn**, Social Casework Intern, **effective 8/12/11.**

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

**PLANNING:**

There was no business to be conducted.

**PRISION:**

The following item was presented for approval by Mr. Major Smith:

A Service Agreement Renewal for Johnson Controls for maintenance on the cooling units at an annual cost of \$6,940 starting October 1, 2011 and concluding September 30, 2012.

Commissioner Beichner made a motion to approve the above item, seconded by Commissioner Witherup, aye all, pending approval of agreement by Mr. Rich Winkler, Solicitor.

**TWO MILE COUNTY PARK:**

Rich Mihalic presented the Park Activities Report as follows:

The Monthly Trail Ride held on August 13, 2011 had 44 riders. The Full Moon Night Hike, Mountain Pie making and Corn Roast held on August 13, 2011 had 37 participants.

Swim for a Cure, organized by Mike Hart, had 37 swimmers and raised more than \$5000.

The Annual Mountain Bike Race was held on August 20, 2011 and drew 60 riders grossing \$1400.

A DEP biologist reported Justice Lake has no Zebra Mussels.

Crosby Beach will be open on Saturday from 12:00pm – 6:00pm and Sunday 1:00pm – 6:00pm of Labor Day Weekend.

During the month of September VARHA will hold a fund raiser and the Astroblast will be held. Also, the inflow and outflow rates will be studied.

Cherrytree Bridge will be replacement will occur in August 2013 and there has been no word yet on the replacement of the boat launch.

**COUNTY ADMINISTRATION:**

Commissioner Brooks presented a proclamation for September 11 – 17, 2011 to be United Way of Venango County Week. This proclamation was signed by all Commissioners.

Commissioner Beichner presented a resolution by the United States Senate to honor the victims of September 11, 2001. The resolution asks all Americans to participate in a national Moment of Remembrance at 1:00pm on September 11, 2011. "For one minute, first responders, houses of worship, towns, and others throughout the country will sound sirens and bells in a signal to each of us to Stop and Remember the 10<sup>th</sup> anniversary of the tragedies of September 11, 2011," the resolution states.

**OTHER BUSINESS**

There was no other business.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The meeting adjourned at 5:43 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Beichner; aye all.

Respectfully submitted,

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Abby R. Flockerzi, Admin. Assist.