

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

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**COMMISSIONER BOARD MINUTES**  
**September 27, 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	Denise Jones, Chief Clerk
Abby Flockerzi, Admin. Asst.	Rich Winkler, Solicitor
Diona Brick, Fiscal	Robert Daugherty, Court Supervision
Timothy Johnson, Domestic Relations	Bill Kresinski, MIS
Pennie Maclean, HR	Rich Mihalic, Park
David Schwillie, Human Services	Sheila Boughner, News Media
Pastor Brenda Aughenbaugh, Associate Pastor Fox Street Church of God	
Frank Toothman, General Public	

The meeting began with a public prayer given by Pastor Brenda Aughenbaugh, Associate Pastor of the Fox Street Church of God. Commissioner Brooks then led the group in the Pledge of Allegiance.

**COMMISSIONER BOARD:**

Commissioner Brooks called the meeting to order at 5:31 p.m. The following changes were made to the agenda: the addition of the award of the Shippen Bridge Bank Stabilization Project that was bid out in May of 2011 under County Administration and the deletion of the Work Attire and Grooming Policy and Procedure under Human Resources pending further review by Solicitor Rich Winkler. With the noted changes to the Commission Board Agenda, Commissioner Witherup made a motion to accept the agenda as presented; Commissioner Beichner seconded the motion, aye all.

Commissioner Witherup made a motion to approve the minutes from the September 13, 2011 meeting, seconded by Commissioner Beichner. Commissioner Brooks abstained due to his absence from the September 13, 2011 meeting.

**COURT ADMINISTRATION:**

The following item was presented for approval by Mr. Robert Daugherty:

License for the Use of Facilities and/or Provision of Services – the agreement is made between Clarion University and the Venango County Court Supervision Services to use Robert W. Rhoades Auditorium for the Victims’ Impact Program on Saturday, October 1, 2011 from 8:00am – 11:30am at a cost of \$200.00. There will also be an additional \$85.00 out of pocket security coverage fee, for a total of \$285.00 due to Clarion University.

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

**ROW OFFICES:**

There was no business to be conducted.

**PRISON:**

The following item was presented for approval by Ms. Denise Jones on behalf of Warden Major Smith:

Contract for Dennis Baker Construction for G2 Remodeling to comply with DOC Inspection Requirements. Three quotes were obtained. The Warden is recommending that the bid from Dennis Baker Construction in the amount of \$9,950.00 be approved. The bid does include all labor and materials.

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

**COMMUNITY SERVICES ADMINISTRATION:**

There was no business to be conducted.

**HUMAN SERVICES:**

The following items were presented for approval by Mr. David Schwille:

**MH/DS/EI**

New agreement with the Venango County Housing Authority to provide administrative support for the Shelter Plus Care Program to include 1) HUD eligibility determination, income verification and rental assistance calculations (\$125 per application); 2) rental unit inspections (\$150 per inspection); 3) participation in due process informal grievance hearings (\$100 per occurrence).

Addendum to the contract with Community Services of Venango County to (1) manage the employees of the County Perks (consumer-run business at the Human Services Complex) including payroll administration and (2) to update the Community Child and Adult Well Being report for MH/DS and EI.

### **Children, Youth and Family Services**

Two Resource Family agreements one with Joseph and Kristy Dengel, 104 Second Avenue, P. O. Box 180, Rouseville, PA 16344 and the other with Jan Karg, 215 Bissell Avenue, Oil City, PA 16301. Both contracts provide the same daily rate of \$16.00 per date for ages 0 – 5 years old, \$20.00 per day for ages 6 – 11 years old, and \$24.00 per day for 12 – 18 years old. An emergency rate of \$25.00 per day will be paid for the initial 30 days that a child is placed outside the home.

Addendum to the 2011-12 contract with Youth Alternatives to revise the rate for the Snack and Study Program to \$29.53 per day to a maximum of 3100 units. The contract maximum of \$138,324 remains the same.

Renewal agreement with Child Development Centers to provide the Outer Limits Skill building Program in the amount of \$100,626.

Memorandum of Understanding with the Administrative Offices of the Pennsylvania Courts in the amount of \$11,000 to contract with a consultant to train and advise on improving the Family Finding activity in Venango County.

Renewal agreement with Cornell Abraxas for residential treatment services.

### **OEO/Weatherization/Transportation**

Renewal agreement with the PA Department of Community and Economic Development, Community Services Block Grant, which is from 01 January 2010 to 30 September 2012. The total amount of this amended contract is \$740,763, which is a reduction of \$10,403. This amount is mitigated this year by over \$60,000 in carry-over funding. The CSBG grant covers both Crawford and Venango Counties and provides a variety of services to low income individuals including education and job training, transportation, housing and nutrition.

### **AAA**

Approval of an agreement with Forever Broadcasting in the amount of \$1200 for radio advertising to be used in the Link program.

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

**OEO**

Mr. Schwillie presented the following for approval:

Homeless Assistance Program Assurance of Compliance – due to the passage of the 2011 – 2012 state budget, the Homeless Assistance Program (HAP) allocation is \$50,199.

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

**RSVP**

Approval of Appointment of Ivan Pettit to Retired Senior Volunteer Program (RSVP) Advisory Council.

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

**FINANCE ADMINISTRATION:**

The following warrants are submitted for your approval:

Warrant	091611	283,777.05	Non- Human Services Expenditures
Warrant	HS091611	349,231.75	Human Services Expenditures
Warrant	092311	115,331.96	Non-Human Services Expenditures
Warrant	HS092311	<u>164,470.72</u>	Human Services Expenditures
<b>Total</b>		<b>\$ 912,811.48</b>	

Commissioner Witherup 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 Ms. Pennie Maclean:

Contract with Campbell Durrant Beatty Palombo & Miller, P.C. for 2012. The rate for 2012 will be the same as 2011.

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

**PLANNING:**

There was no business to be conducted.

**TWO MILE COUNTY PARK:**

Mr. Rich Mihalic presented the Park Activities Report as follows:

The VARHA fund raiser held during September was very successful.

27 individuals have signed up for the next Moonlight Hike so far.

Purple with a Purpose 5K Walk Against Domestic Violence will be held Saturday, October 1, 2011.

Camping sites with hook-ups are all booked for Applefest.

The steps at the Farmhouse have been replaced.

All boat docks are out of the lake.

Attendance was down a little for Astroblast, maybe because of the weather.

Mr. Mihalic submitted the following for approval:

Contract for Miller Construction for a New Roof on the Nature Lodge – four bids were submitted with Miller Construction being the second lowest bid and being able to complete the work immediately. Miller Construction’s bid was submitted at a cost of \$9,452.

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

**COUNTY ADMINISTRATION:**

Ms. Denise Jones presented the following for approval on behalf of the Election Board:

Contract with Election System & Software, Inc. (ES&S) - The contract includes the rental of a high speed optical scanner for the November 2011 election and five management days, which breaks down to two training days and assistance on the day before Election Day, Election Day, and the day after Election Day. The cost is \$18,220.

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

Ms. Jones presented the following for approval:

Bid for C.J. Diirner & Sons Roofing Inc. for Painting of the Court House Towers and/or Roof Repairs – The total cost of this bid is \$154,780, with \$55,848 being dedicated to the tower and

\$98,372 to roof repairs. The painting includes gold leaf finials on top of the Towers, and the roofing project includes miscellaneous slate repairs, lead-coated copper flashing, gutters, snow guard, and lightning protection. All repairs and painting will begin next spring.

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

The Award of the Shippen Bridge Bank Stabilization Project – This project was bid out in May of 2011. Taylor Engineering is recommending that the bid be awarded to Shingledecker Welding, the lowest of the four bids, at \$16,922 for the bank stabilization project.

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

Extension of the completion of Dotter Road Bridge Replacement Project – Taylor Engineering has recommended an extension be granted because new guidelines have added delays to the historic bridge mitigation process. This would be the fifth extension if granted and the new completion date would be March 26, 2012.

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

Resolution #2011-08 – Sale of County Surplus Property – Ms. Jones presented this Resolution for the sale of surplus County property and explained we will be having a public auction in addition to using the Public Surplus Program for future sales. The Public Surplus Program is a web-based program much like ebay and will be linked to the County website. As usual, any items valued at \$1,000 or more will be published in the newspaper, also.

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

Amendment to Ikon Office Solutions, Inc., Capital Contract - OEO/Transportation would like a copier that will be located in their offices in the County Garage. The amendment to the contract to add this copier to the Capital Contract would increase the number of copies on this contract from 92,000 to 93,000 per month at a cost of \$3,778 per month, up from \$3,714 per month.

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

### **OTHER BUSINESS**

Mr. Mihalic from the Park received four bids for a proposed roofing project to put metal roofs on three of the park's pavilions for approximately \$6,400 funded by the Adopt a Pavilion fund. Miller Construction submitted this bid.

Commissioner Witherup made a motion to approve the above proposal, pending the submission of a contract and the review and approval of said contract by Solicitor Rich Winkler, seconded by Commissioner Beichner, aye all.

**PUBLIC COMMENT**

Mr. Timothy Johnson asked about the results of the forensic audit being conducted on the voting machines. Commissioner Brooks explained the results will not be available for approximately one month or so.

**ADJOURNMENT**

The meeting adjourned at 5:51 p.m. upon a motion by Commissioner Beichner and a second by Commissioner Witherup; aye all.

Respectfully submitted,

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Abby R. Flockerzi, Admin. Assist.