

Reviewed by: _____

COMMISSIONER BOARD MINUTES
May 8, 2012

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

Commissioner Tim Brooks
Commissioner Bonnie Summers
Abby Flockerzi, Admin. Asst.
O. C. Bell, Airport
Bill Kresinski, MIS
Rich Mihalic, Park
Deborah Sharpe, Treasurer
John Phillips, Oil Region Alliance

Commissioner Vince Witherup
Denise Jones, Chief Clerk
Rich Winkler, Solicitor
Diona Brick, Fiscal
Pennie Maclean, HR
David Schwille, Human Services
Deb Lutz, Oil Region Alliance

Prior to the meeting Commissioner Brooks led the group in the Pledge of Allegiance.

The Retirement Board, Salary Board and Election Board meetings were convened and adjourned prior to the start of the Commissioner Board meeting.

COMMISSIONER BOARD:

Commissioner Brooks called the meeting to order at 6:07 p.m. The following changes were made to the agenda: additions include the Approval of Amanda Sheffer participating in the CWEL Program on the Human Services; and Three (3) Sub Lease Agreements on the Human Services agenda. Deletions include the deletion of the Approval of Purchase of Service Agreement for Barb Feroz to act as Portfolio Advisor on the Human Services agenda.

Commissioner Summers made a motion to approve the amendments, seconded by Commissioner Witherup, aye all.

Commissioner Witherup made a motion to approve the minutes from the April 10, 2012 meeting, seconded by Commissioner Summers, aye all.

COURT ADMINISTRATION:

The following items were presented for approval by Ms. Jones:

Approval of Maintenance Agreement with Bollinger Technical Services – This is a maintenance agreement renewal for the lektriever located in the Law Library. The agreement is through May 16, 2013 at a cost of \$710.19.

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

Approval of Mercer County Juvenile Probation Agreement – This is an agreement with Mercer County Juvenile Probation Department to ensure that users of the database comply with Federal, State, and statutory regulations. This is for Court Supervision Services personnel. No money is involved in this agreement.

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

ROW OFFICES:

There was no business to be conducted.

PRISION:

The following items were presented for approval by Ms. Jones:

Approval of Agreement with Contract Pharmacy Services, Inc. – The County advertised for bids for pharmacy services at the Prison and received three (3) bids. The lowest bid was from Contract Pharmacy Services, Inc. from Warrington, Pennsylvania. Contract Pharmacy Services, Inc. will provide pharmaceuticals at the average wholesale price that will be discounted by 20.25% for brand names drugs and at 79.50% for generic drugs. This is a five (5) year contract.

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

Approval of Agreement with Reck Construction, Inc. – This agreement is necessary to repair a sagging wall in the Administration part of the Prison. Reck Construction will repair and install a support wall. The cost for this project will be \$3,043.00.

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

Approval of Amendment Number 3 with Aramark – This is a one (1) year amendment to the contract with Aramark to provide food service to the Prison. The amendment calls for a price increase dependent on the inmate population meals served per seven-day week. Staff meals shall be billed at the same amounts. The price per meal is effective from May 1, 2012 through April 30, 2013.

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

COMMUNITY SERVICES ADMINISTRATION:

The following item was presented for approval by Ms. Jones:

Approval of Bid for EMA Multi-Purpose Response Truck – Parkwood Volunteer Fire Department, Inc. – This is for the purchase of a 1991 E-One Hush Walk-In Heavy Rescue Truck. The County put out a bid for a multi-purpose response truck and the Parkwood Volunteer Fire Department from Durham, North Carolina was the only responding agency. The purchase price of the truck is \$130,000 and will come from HAZMAT money. None of the purchase price will be funded by taxpayer dollars.

Commissioner Summers made a motion to approve the above bid agreement contingent upon the physical inspection of the truck by Tom Sherman, EMA, seconded by Commissioner Witherup, aye all.

HUMAN SERVICES:

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

Children, Youth and Family Services

Resource parent agreements

Approval of Purchase of Service Agreements for the following individuals to act as Portfolio Advisors for the current Family Development Credentialing class. The maximum contract amount for each of these agreements is \$500.

Barb Feroz Kristin Arendash Shanin Kelly

Stephen Kosak Ladona Strouse Debb Kapp

Mental Health and Developmental Services

Approval of a contract amendment with the Regional Counseling Center in the amount not to exceed \$1,050 for the placement of two mental health awareness billboards.

Request Commissioner approval to amend a rental property lease agreement to increase the monthly rent by \$25 to cover excess utility expenses.

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

Appointment of Ray Feroz to the Venango County Advisory Board for MH/DS and the Drug and Alcohol Executive Commission.

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

Approval of Amendment to Current AARA Subcontract with Warren/Forest EOC – This is an \$85,000 extension of the AARA subcontract and will fund the weatherization of up to 14 units.

Commissioner Summers made a motion to approve the above amendment, seconded by Commissioner Witherup, aye all.

Approval of Educational Leave for Amanda Sheffer – This is a request for a two (2) year educational leave for Amanda Sheffer, a Child Welfare employee, who will be participating in the CWEL program. This is a program that is fully funded by the University of Pittsburgh to provide 95% of the individual's salary, 100% of the benefits, 100% of the tuition, and a stipend for books and mileage so the individual can obtain her Master's Degree in Social Work. Once she completes the program, she will have a commitment to the agency of 22 months, the same amount of time as the CWEL program.

Commissioner Summers made a motion to approve the above educational leave, seconded by Commissioner Witherup, aye all.

FINANCE ADMINISTRATION:

The following warrants were submitted for your approval by Ms. Brick:

Warrant	HS041312	168,666.88	Human Services Expenditures
Warrant	SP040912	11,663.68	Non-Human Services Expenditures
Warrant	HS041112	247.81	Human Services Expenditures
Warrant	SP041612	1,728.26	Non- Human Services Expenditures
Warrant	042012	1,100,457.73	Non- Human Services Expenditures
Warrant	HS042012	364,076.41	Human Services Expenditures
Warrant	SP041712	800.00	Non-Human Services Expenditures
Warrant	042712	462,248.36	Non-Human Services Expenditures
Warrant	HS042712	89,738.51	Human Services Expenditures
Warrant	SP042612	2,640.00	Non-Human Services Expenditures
Warrant	050412	73,993.77	Non-Human Services Expenditures
Warrant	HS050412	149,458.15	Human Services Expenditures
Warrant	SP050212	1,975.00	Non-Human Services Expenditures
Warrant	EL050712	25,104.54	Non-Human Services Expenditures
Warrant	SP050412	131,000.00	Non-Human Services Expenditures
	Total	\$ 2,583,799.10	

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

The following item was presented for approval by Ms. Brick:

Budget Transfer - A Budget Transfer in the amount of \$72,278 from the Contingency Fund to the Community Development Budget for the Point of Presence Project. This is the County's contribution to the construction and start-up of a fiber optic operation center in Franklin to tap into the city's two-way 10-gigabit telecommunication line linking Franklin to the Chicago Data Center.

Commissioner Summers made a motion to approve the above budget transfer, seconded by Commissioner Witherup, aye all.

HUMAN RESOURCES:

The following items were presented for approval by Ms. Maclean:

Approval of Collective Bargaining Agreement between SEIU and Venango County – This contract runs from January 1, 2012 through December 31, 2014 and includes wage increases of 2 percent the first year and 3.25 percent in the second and third years. The SEUI represents 69 clerical, maintenance and transportation workers, including 55 full-time and 14 part-time employees.

Commissioner Summers made a motion to approve the above collective bargaining agreement, seconded by Commissioner Witherup, aye all.

Approval of Collective Bargaining Agreement between AFSCME and Venango County - This contract runs from January 1, 2012 through December 31, 2014 and includes wage increases of 2 percent the first year and 3.25 percent in the second and third years. The AFSCME represents 39 guards at the County prison, 22 full-time and 17 part-time employees.

Commissioner Witherup made a motion to approve the above collective bargaining agreement, seconded by Commissioner Summers, aye all.

Appointment of Tracy Jamieson of Venango County Alternative Dispute Resolution (ADR) Panel

Appointment of Courtney Cox of Venango County Alternative Dispute Resolution (ADR) Panel

Appointment of Tim Fogety of Venango County Alternative Dispute Resolution (ADR) Panel – This panel is a dispute resolution panel for providing an appeal process for personnel transactions for those in the Human Services area employ.

Commissioner Summers made a motion to approve the above appointments, seconded by Commissioner Witherup, aye all.

PLANNING:

There was no business to be conducted.

TWO MILE COUNTY PARK:

The following items were presented for approval by Mr. Mihalic:

Approval of Contract with L. O. Bouquin for Handicapped Accessible Parking Pads – This agreement is to remove architectural barriers at Two Mile Run County Park at the following locations: Beach Side Pavilion, Daniel Boone Pavilion, and Pioneer Flats Pavilion. The total cost for this project is \$17,728.48. Prior to the meeting, Mr. Mihalic received a request from Ed from L. O. Bouquin concerning one of the pavilions that would exceed the budget for this project and would require a change order for one of the pavilions. That request will be placed on hold until Mr. Mihalic has the opportunity to further speak with Ed.

Commissioner Witherup made a motion to approve the above contract, pending a change order for one pavilion, seconded by Commissioner Summers, aye all.

Approval of Contract with Terra Works, Inc. for Fixing of Pioneer Flats Road – This agreement is for the removal of the existing asphalt surface and the replacement with commercial asphalt paving. The cost of this project is \$4,895 and will come from Liquid Fuels money.

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

Approval of Agreement with Norris M. Carter to Cultivate County Park Land

Approval of Agreement with Daniel L. Geer to Cultivate County Park Land

Approval of Agreement with Louis M. Heath to Cultivate County Park Land

Approval of Agreement with Norris M. Carter to Cultivate County Park Land

Approval of Agreement with Glenn F. Speer to Cultivate County Park Land

Approval of Farming Agreement with Porterfield – Under these contracts, farmers agree to cultivate County Park land, as well as provide food and habitat to wild life.

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

Park Activities Report:

First trail ride of the season took place the weekend of May 5th. 50 folks participated.

46 folks participated in the Super Moon hike held on May 5th.

The week of May 7th is Environmental Education Week at the Park. The Environ-a-Thon began on May 8th and, once again, Valley Grove School won. Several schools will be visiting the Park this week. They will range from elementary schools to senior high schools.

Recently, approximately 15 mountain bikers came and stayed at the Farm House and Cottage. They commented that the Park was the best mountain biking trails they had ever been on.

Saturday, May 12th is the Oil City YMCA May Fly Race and Community Services Clean Up Day at the Park.

The weekend of May 19th will mark the opening of the campground.

The Boat Races will be held on Memorial Day weekend.

The Trails Committee wanted Mr. Mihalic to ask the Commissioners for their endorsement for the Trails Committee to use \$600 of their fundraising money to pay to have the road from Cherrytree to the Observatory graded. The Commissioners offered their endorsement of this project.

Upcoming events at the Park can be viewed on the Park's website at www.twomilerun.net.

COUNTY ADMINISTRATION:

The following items were presented for approval by Ms. Jones:

Approval of Contract Renewals with Simplex Grinnel – This contract will cover the following: Courthouse Annex - annual fire alarm test and inspection at a cost of \$605.00; Courthouse Annex - annual wet sprinkler test and inspection at a cost of \$399.39; Courthouse Annex - annual backflow test and inspection at a cost of \$944.61; County Jail - fire alarm parts and labor coverage M – F 8 – 5 with annual inspection at a cost of \$3,888.80; County Jail - annual wet sprinkler test and inspect at a cost of \$1,049.40; Courthouse - fire alarm panel parts and labor M – F 8 – 5 with annual inspection at a cost of \$2,645.67; Human Services - annual fire alarm test and inspection at a cost of \$2,350.00; Human Services - annual backflow test at a cost of \$350.00; and Human Services annual wet sprinkler test and inspection at a cost of \$150.00. The contracts run from July 1, 2012 to June 20, 2013.

Commissioner Summers made a motion to approve the above contracts, seconded by Commissioner Witherup.

Approval of Amendment to the Badge Policy – This is an amendment to the policy initially adopted on October 1, 2006. This amendment outlines the procedures for new ID badges to be issued and details how the new ID badges will replace keys previously issued to access County facilities after business hours.

Commissioner Witherup made a motion to approve the above amendment, seconded by Commissioner Summers.

Appointments to the Safety Committee – The following individuals will be core-members of the Safety Committee: Rich Mihalic (Park) and Pennie Maclean (Human Resources). The following individuals will be reappointed to the Safety Committee beginning July 1, 2012 and ending June 30, 2015: Bill Morrison (Airport), Ellen Rettinger (Courts), Jewell Williams (Substance Abuse), and Diane Shook (County Jail).

Commissioner Summers made a motion to approve the above appointments and reappointments, seconded by Commissioner Witherup.

The following items were presented for approval by Mr. Phillips:

Resolution #2012-09 – Sandycreek IP KOZ Designation

Resolution #2012-10 – Emlenton Municipal Airport KOZ Designation

Resolution #2012-11 – Honeywell International Inc. KOZ Designation – This is a state-wide program to spur economic development and investment. Venango County currently does not have any KOZ's. The State has four (4) KOZ's available and the ORA will be trying to obtain one (1). Sandycreek, Richland, and Emlenton townships have all signed their resolutions. The ORA still needs to present to the school districts.

Commissioner Witherup made a motion to approve the above resolutions, seconded by Commissioner Summers.

OTHER BUSINESS

Mr. Mihalic added that he met with the local Home Depot concerning a Service Project at the Park. He submitted two project proposals: 1. Paint the restrooms at the beach and campground; 2. Side the beach lodge. Mr. Mihalic received a telephone call from Mike Sadler, Manager of Home Depot, and he has agreed to support at least one of these projects later in the year.

Commissioner Summers expressed a Thank You and said the RSVP luncheon was heart-felt.

Commissioner Summers also wanted to recognize the staff members of the Register and Recorder's office who have been working in an environment of adversity to say "job well done".

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:40 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,

Commissioners' Board
May 8, 2012

Abby R. Flockerzi, Admin. Assist.