

Reviewed by: 


**COMMISSIONER BOARD MINUTES
DECEMBER 11, 2012**

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

Commissioner Tim Brooks	Commissioner Vince Witherup
Commissioner Bonnie Summers	Denise Jones, Chief Clerk
Abby Flockerzi, Admin. Asst	Rich Winkler, Solicitor
Diona Brick, Fiscal	Bill Kresinski, MIS
Pennie Maclean, HR	Rich Mihalic, Park
Jeffrey Ruditis, Prison	Jayne Romero, MH/DS
David Schwille, CYS	Major Smith, Prison
Sheila Boughner, News Media	Jim Gross, GBS Television
Robert Taylor, Southwestern PA Legal Services	
Pastor Barry Markel, Community Church of God, Cooperstown, Pennsylvania	

Prior to the meeting, a public prayer was offered by Pastor Randy Powell from the First Baptist Church. Commissioner Brooks then 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 6:05 p.m. The following changes were made to the agenda: additions include approval of MOU between the Administrative Office of Pennsylvania Courts and Venango County and approval of Lease Agreement with the City of Franklin under Human Services.

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

Commissioner Summers made a motion to approve the minutes from the November 13, 2012 meeting, seconded by Commissioner Witherup, aye all.

COURT ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

There was no business to be conducted.

PRISION:

The following items were presented for approval by Chief Deputy Warden Ruditis:

Approval of Contract Renewal with Seneca Medical Center, LLC – to provide medical service to the Venango County Prison – This is a contract for Seneca Medical Center to provide on-site physician/physician assistant/nurse practitioner services to the Venango County Prison two times per week and as needed for urgent situations. Incoming inmates will receive an evaluation within 48 hours. Seneca Medical Center will provide five (5) days per week, eight (8) hours per day nursing. The term of this contract is from January 1, 2013 to December 31, 2016.

Commissioner Witherup made a motion to table the contract due to the length of the term of this contract, seconded by Commissioner Summers, aye all.

Approval of Contract Renewal with Seneca Medical Center, LLC – to furnish cost containment services to the Venango County Prison – This is a contract for Seneca Medical Center to audit and review the medical bills received by the Venango County Prison from outside providers. The term of this contract is from January 1, 2013 to December 31, 2016.

Commissioner Witherup made a motion to table the contract due to the length of the term of this contract, seconded by Commissioner Summers, aye all.

Approval of Contract Renewal with Computer Power Solutions – This is preventive maintenance on the control panels. This is for the back-up system in case of a power outage. The cost of this contract is \$500 and the term is February 1, 2013 through January 13, 2014.

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

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

Approval of Contract with Johnson Controls – This is for retooling for the HVAC system at the Prison. This is only covering the Johnson Controls contract. The additional contract for the environment portion of the contract (\$6,100) will be presented at a future public meeting. The cost of this contract is \$33,057.

Commissioner Witherup made a motion to approve the above contract, pending the changes requested by Solicitor Winkler, seconded by Commissioner Summers, aye all.

COMMUNITY SERVICES ADMINISTRATION:

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

Approval of Career Concepts Staffing Services Agreement – This contract covers the Northwest Pennsylvania Emergency Response Group Access Agent. This individual works for the six county- one city group and the County performs fiduciary functions for this group.

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

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

Approval of ADP-2012-County of Venango-00018 Grant Funds to Acquire Airport Field Equipment – This is an Aviation Development Program grant where 75% of the money (\$149,395) comes from the State and 25% (\$49,798) is local and is paid for from the Airport Management budget. The total amount of the grant is \$199,193.

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

Approval of Bid with Eagle Industrial Truck Mfg, LLC to Acquire Airfield Equipment – Aircraft Tug – This is to supply an aircraft tug capable of safely towing aircraft up to 110,000 pounds. The bid is for \$69,500. Lee Simpson, the Engineer on this project, has reviewed this bid and is recommending this bid award.

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

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

Approval of Professionals Services Contract – This is a contract with Mission Critical Partners, Inc. for the Telephony Project to obtain assistance in CPE and Legacy 9-1-1 Network Integration. Phase I, the CPE and Legacy Network Design Integration will be at cost of \$18,810. Phase II, CPE Procurement Support will be at cost \$30,660.

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

Approval of Professionals Services Contract – This is a contract with Mission Critical Partners, Inc. for consulting services for emergency communications programs and is not to exceed \$10,000.

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

Approval of Resolution 2012-21 – WestCORE Telephony Project MCP Contract – This resolution provides for the County to become a member of the Western Counties Regional Emergency Group (WestCORE) for the provision of 9-1-1 and other related public safety services in a cooperative and joint effort.

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

HUMAN SERVICES:

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

Children, Youth and Family Services

New contract with Markiewicz Consulting, not to exceed \$5,000, for training and consulting for the Children’s Roundtable school based and faith based initiatives.

Renewal agreement with Wayne Burnside, not to exceed \$2,450 for instructional support for the Family Development Credentialing program.

Approval of Resource Family Agreements

Steve and Julie Titus

Mike and Susan Burris

Office of Economic Opportunity

Approval of the State Food Program agreements with:

1. The United Way of Venango County in the amount of \$61, 249 to be distributed as follows:
2. Franklin Salvation Army, Oil City Salvation Army, Community Services of Venango County and the Clintonville Food Pantry, each receiving \$9,953
3. A one-time food voucher program in December costing \$21,437.

Substance Abuse Services

Renewal of a fee for service agreement with Stepping Stones at Meadville Medical Center for Adult Short Term Hospital Rehabilitation at \$497 per diem and Medically Managed Detoxification at \$523 per diem.

Lease Agreement between the City of Franklin and the County of Venango – This lease agreement is for 1,980 square feet of space in the old Physician’s Office Building located at 150 Prospect Avenue. This space will be used for an independent living laboratory to teach living skills to almost adult individuals. The term of the lease is from February 1, 2013 through January 31, 2014 at a cost of \$1,650 per month.

Commissioner Summers made a motion to approve the above contracts, pending the receipt of a Certificate of Insurance from Markiewicz Consulting, seconded by Commissioner Witherup, aye all.

Memorandum of Understanding between Administrative Office of Pennsylvania Courts and Venango County – This MOU is for a \$5,000 grant that will pay for most of the Children’s Mini Summit conducted in October.

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

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

CONTINUATION/RENEWAL CONTRACTS (2012/13):

Item 1: Touch-Stone Solutions, Inc

Synopsis: Request commissioner approval to continue to contract with Touch-Stone Solutions, Inc. in FY 2012/13 to provide Home & Community Habilitation services to Venango County base funded ID consumers as authorized by the County at the rates set by the Department of Public Welfare, Office of Developmental Services. The required 10% match will come from the existing match allocation.

OTHER ITEMS

Item 1: Appointment to the MHDS Advisory Board

Request Commissioner Approval to appoint Carrie Forden, Ph.D. to the Mental Health and Developmental Services advisory board effective January 1, 2013.

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

The following item was presented for approval by Commissioner Brooks:

Ratification of Bids for State Food Purchase Program with Franklin-Save-A-Lot and Franklin Shop-N-Save – This program provides several food items to families in need for the holidays. The bids are sent out throughout the County and the County usually tries to award one bid to a grocery store in Franklin and one bid to a grocery store in Oil City; however, this year, the two lowest bids came from grocery stores in Franklin. The total amount awarded to Franklin Save-A-Lot is \$14,204.56 and the total amount awarded to Franklin Shop-N-Save is \$15,052.44.

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

FINANCE ADMINISTRATION:

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

Warrant	111612	\$ 231,610.82	Non-Human Services Expenditures
Warrant	HS111612	322,497.55	Human Services Expenditures
Warrant	EL111612	24,893.70	Non-Human Services Expenditures
Warrant	112112	86,542.50	Non-Human Services Expenditures
Warrant	HS112112	186,415.28	Human Services Expenditures
Warrant	SP112012	49,306.53	Non-Human Services Expenditures
Warrant	HS112012	5,535.11	Human Services Expenditures
Warrant	113012	326,681.16	Non-Human Services Expenditures
Warrant	HS113012	63,810.70	Human Services Expenditures
Warrant	120712	303,916.37	Non-Human Services Expenditures
Warrant	HS120712	227,437.81	Human Services Expenditures
Warrant	SP120612	2,750.00	Non-Human Services Expenditures

Total **\$1,831,397.53**

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

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

Approval of Budget Transfers - \$100,000 from the Operating Reserve to the Prison Budget for food costs and prisoner medical costs and \$3,000 from the Marcellus Legacy Fund for the payment of the allotted Greenways Coordinator that had already been paid in 2012. This is an allowable cost into that fund.

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

Approval of 2013 Budget – the final budget includes revenues of \$47,032,744, down \$512 from the proposed budget. It also includes expenditure of \$48,934,735, an increase of 4,123,976 over the proposed budget. The General Fund is balanced at \$17,810,807, down \$512 and includes a transfer of \$1,752,567 from the Operating Reserve to balance the budget. These changes are due to the loss of a \$125,000 grant received by the District Attorney’s office, \$25,000 more for the food budget at the Jail, \$30,000 more for medical costs for prisoners at the Jail, and \$40,000 for maintenance on the Jail’s HVAC system.

Commissioner Summers made a motion to approve the 2013 budget, seconded by Commissioner Brooks, Commissioner Witherup voted against the motion. Motion passed on a majority vote.

HUMAN RESOURCES:

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

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #580 (Transportation) of **Ronald Shaneen**, Bus Driver, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 9 (\$10.21/hr.), **effective 11/19/12; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #190 (Planning) of **Jason Ruggiero**, Planner I, Full-Time, 70 hours/pay, **effective 11/02/12**. In Department #305 (Prison) of **Joshua Meeder**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, **from AFSCME Pay Grade 11 (\$9.38/hr.) to AFSCME Pay Grade 11 (\$11.25/hr.), effective 11/13/12; Special Conditions:** Action to be ratified at January Prison Board meeting; of **Michael Scannell**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, **from AFSCME Pay Grade 11 (\$9.38/hr.) to AFSCME Pay Grade 11 (\$11.25/hr.), effective 11/07/12; Special Conditions:** Action to be ratified at January Prison Board meeting. In Department #580 (Transportation) of **Jodi Mooney**, Vehicle Driver, Part-Time, 50 hours/pay, **effective 11/13/12**.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #305 (Prison) of **Steven Dashner**, Corrections Officer, AFSCME position, **from Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$12.53/hr.), to Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.53/hr.), effective 11/27/12; Special Conditions:** Filling existing vacancy; part-time service credited to benefits probationary period; benefits effective immediately; action ratified at the December Prison Board meeting.

CHANGE IN EMPLOYMENT STATUS / TRANSFER / INCREASE IN HOURS – In Department #180 (Treasurer) of **Jennifer Mattocks**, Department Clerk II, SEIU position, **from Part-Time, 68 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), to Department #520 (Children and Youth Services), Full-Time, 75 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), effective 12/03/12; Special Conditions:** Filling existing vacancy; part-time service credited to benefits probationary period; benefits effective immediately.

TRANSFER / INCREASE IN HOURS – In Department #520 (Children and Youth Services) of **Jessica Turner**, Department Clerk II, SEIU position, **from Full-Time, 75 hours/pay, SEIU Pay Grade 6 (\$8.8740/hr.), to Department #510 (AAA), Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$8.8740/hr.), effective 11/11/12; Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #580 (Transportation) of **Robert Burneisen**, Dispatcher, SEIU position, Full-Time, 80 hours/pay, **from SEIU Pay Grade 6 (\$8.874/hr.) to SEIU Pay Grade 6 (\$9.00/hr.), effective 11/05/12; Special Conditions:** Covering as vehicle driver through 11/30/12.

SEPARATION OF EMPLOYMENT - RETIREMENT – In Department #535 (Substance Abuse) of **Frank Fay**, Drug & Alcohol Case Management Specialist, **effective 12/07/12**. In Department #540 (MH/DS) of **Dennis Gramley**, Caseworker, **effective 12/07/12**.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Dawn Botts**, Corrections Officer, AFSCME position, **effective 12/03/12; Special Conditions:** Action to be

Commissioners' Board
December 11, 2012

ratified at the January Prison Board meeting; of **Douglas Buchanan**, Corrections Officer, AFSCME position, **effective 12/03/12**; **Special Conditions:** Action to be ratified at the January Prison Board meeting; of **Adam Craig**, Corrections Officer, AFSCME position, **effective 12/04/12**; **Special Conditions:** Action to be ratified at the January Prison Board meeting; of **William Hunter**, Corrections Officer, AFSCME position, **effective 11/28/12**; **Special Conditions:** Action ratified at the December Prison Board meeting; of **Richard Schaeffer**, Corrections Officer, AFSCME position, **effective 11/28/12**; **Special Conditions:** Action ratified at the December Prison Board meeting; of **Stella Watson**, Corrections Officer, AFSCME position, **effective 12/03/12**; **Special Conditions:** Action to be ratified at the January Prison Board meeting. In Department #325 (911) of **Ryan Smith**, Telecommunicator II, **effective 11/20/12**. In Department #520 (Children and Youth Services) of **Sommer Elliott-Disque**, Caseworker, **effective 11/19/12**; of **Jennifer Hollabaugh**, Senior Caseworker, **effective 11/27/12**. In Department #580 (Transportation) of **Kevin Forester**, Vehicle Driver, SEIU position, **effective 10/30/12**; of **Leroy Milner**, Vehicle Driver, **effective 12/03/12**.

CORRECTION TO 11/13/12 HR COMMISSIONER BOARD AGENDA

SEPARATION OF EMPLOYMENT – In Department #507 (Veterans' Affairs) of **Laurie Murray**, Intake Clerk II, SEIU position, **effective 11/05/12**.

NOTE: Resignation date changed to 11/02/12.

.....
PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

POSITION REALLOCATION – In Department #520 (Children and Youth Services) of **Sherry McCauley**, from Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.38/hr.) to Senior Caseworker (SAP Liaison), Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 11/05/12**; **Special Conditions:** Filling newly created position ratified at December Salary Board; of **Lynda Wheeling**, from Program Specialist, Full-Time Exempt, Exempt Pay Grade 2 (\$39,429/yr.) to Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 (\$41,006/yr.), **effective 11/11/12**; **Special Conditions:** Filling newly created position ratified at December Salary Board. In Department #540 (MH/DS) of **Deanna Cooke**, from Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$46,167/yr.) to Program Manager, Full-Time Exempt, Exempt Pay Grade 4 (\$48,014/yr.), **effective 11/25/12**; **Special Conditions:** Filling newly created position ratified at December Salary Board; of **Verna Martin**, from Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$47,080/yr.) to Program Manager, Full-Time Exempt, Exempt Pay Grade 4 (\$48,963/yr.), **effective 11/25/12**; **Special Conditions:** Filling newly created position ratified at December Salary Board; of **Marie Plumer**, from Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$44,571/yr.) to Program Manager, Full-Time Exempt, Exempt Pay Grade 4 (\$46,354/yr.), **effective 11/25/12**; **Special Conditions:** Filling newly created position ratified at December Salary Board.

DEMOTION – In Department #520 (Children and Youth Services) of **Sherry McCauley**, from Senior Caseworker (SAP Liaison), Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7

(\$15.40/hr.), to Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.38/hr.), effective 12/05/12; Special Conditions: Filling newly created position ratified at December Salary Board meeting.

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

The following Human Resource Agenda was presented by Ms. Maclean for informational purposes only:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #270 (Sheriff) of **Jeffrey Hollidge, Jr.**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), effective 12/17/12; Special Conditions: Filling existing vacancy.

INCREASE IN HOURS – In Department #210 (Domestic Relations) of **Michael Tanner**, Compliance Officer, Part-Time, Non-Union Hourly Pay Grade 5 (\$12.80/hr.) from 40 hours/pay to 48 hours/pay, effective 01/01/13.



PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

POSITION REALLOCATION – In Department #210 (Domestic Relations) of **Denise Swartz**, from Conference Officer/IRS Coordinator, Full-Time Exempt, Exempt Pay Grade 1 (\$36,100/yr.) to Deputy Director/Domestic Relations, Full-Time Exempt, Exempt Pay Grade 2 (\$38,988/yr.), effective 01/01/13; Special Conditions: Filling newly created position ratified at December Salary Board

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

Approval of Renewal of UPMC Health Plan – This is a renewal of the employee health insurance agreement with UPMC and calls for a 3.79% increase over the 2012 rate.

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

Approval of Delta Dental Extension – This is a continuation of the administration fee with Delta Dental. We are self-funded. There is one change for this and it is to the term. The term will now extend to December 31, 2014. This will put vision and dental insurance on the same cycle to be reviewed at the same time.

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

PLANNING:

Commissioner Brooks presented the following item for approval:

Approval of Cooperation Agreement between Sugarcreek Borough and Venango County for the CDBG Program – This is a cooperation agreement between Sugarcreek Borough and the County for the Planning Department to assist Sugarcreek Borough with their CDBG grant at a rate of \$60.00 per hour.

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

TWO MILE RUN COUNTY PARK:

The following item was presented by Mr. Mihalic for informational purposes only:

Park Activities Report:

Deer season and small game season are both complete and no accidents were reported.

A big Thank You was extended to all members of the public who frequented the Park during deer and small game seasons for wearing orange not only on themselves, but their pets as well.

The new steel roof on the Justus Pavilion is complete.

Terra Works has completed the road repairs at Pioneer Flats.

An Eagle Scout completed their Eagle Scout project by building a new dock and ramp at the Big Pine area.

Learn to Ski Days have been scheduled for January 26, 2013 and February 9, 2013.

All of the bids for the boat launch in the Nature Lodge area came in over budget. Mr. Mihalic has contacted DCNR and the Fish and Boat Commission and is waiting to hear from JMT Engineering about rebidding the project.

Mr. Mihalic presented the following item for approval:

Approval of Bid for Venango County Two Mile Run County Park Unit #4 Timber Sale with Scott L. Pettit – This is for select timber cutting and any downed trees will be removed from the area. The bid was for \$37,400.

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

COUNTY ADMINISTRATION:

The following item was presented for approval by Solicitor Winkler:

Approval of Easement for Cranberry Township – The Authority in Cranberry is doing a sewer expansion project and needs to obtain rights of way for the lines. There are five (5) properties they need to cross which are in the County repository because of past unpaid taxes and no sale at tax sales. These properties are held in trust by the County; therefore the County must grant the easement.

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

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

Approval of Letter of Understanding (LOU) between the Pennsylvania Board of Probation and Parole and the County of Venango – Under the Adam Walsh Act the PBPP is responsible for collecting and forwarding registration information to the Pennsylvania State Police for individuals under their supervision jurisdiction. The Adam Walsh Act requires that, at the time of sentencing, an adult sexual offender immediately report to the Office of Probation and Parole serving that county to register. This agreement allows the County to transport adult sexual offenders, who have been recently sentenced to a period of incarceration, into its Franklin Sub-Office in order to allow the PBPP to register said offenders.

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

Award of 2013 Liquid Fuels Grants – A total of \$625,953 was submitted in applications by 21 municipalities within the County for 2013 Liquid Fuels Grants. Of those 21 municipalities, 14 municipalities were awarded \$287,000 for road, bridge and other infrastructure projects.

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

Approval of 2013 Commissioner Board Public Meetings and Workshops Schedule – This schedule contains the dates, times and locations of all public meetings to be held in 2013.

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

OTHER BUSINESS

There was no business conducted.

PUBLIC COMMENT

Robert Taylor, a representative from Southwestern PA Legal Services, introduced himself and gave a brief overview of his company. His company receives grants from HUD to provide legal services to people in 24 counties, including Venango, to assist them with issues concerning fair housing. His company also receives grants from HUD to conduct outreach/educational services. Mr. Taylor wanted to introduce his office and their services to the County Commissioners and various members of the County.

ADJOURNMENT

The meeting adjourned at 6:43 p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.