

Reviewed by: TSP

BS

**COMMISSIONER BOARD MINUTES
FEBRUARY 12, 2013**

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
Jayne Romero, MH/DS	Jeffrey Ruditis, Prison
David Schwille, CYS	Deborah Sharpe, Treasurer
Mark Seigworth, 911	Sheila Boughner, News Media
Pastor Bruce Davis, Calvary United Methodist Church	
Craig Adams, Public,	Martha Breene, Public
David Hull, Venango County Democratic Committee	
Jil McAleer, Public	Jeanette Thompson, Public
Erin Williams, Public	Brandon Winger, Public
Jerry Ziegler, Public	

Prior to the meeting, a public prayer was offered by Pastor Bruce Davis from the Calvary United Methodist Church located in Oil City, Pennsylvania. 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.

CALL TO ORDER:

Commissioner Brooks called the meeting to order at 6:43 p.m. The following change was made to the agenda: addition of Approval of Resource Family Agreement to Human Services Agenda under Children and Youth Services.

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

APPROVAL OF MINUTES:

Commissioner Summers made a motion to approve the minutes from the January 8, 2013 meeting, seconded by Commissioner Witherup, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

There was no public comment offered on the Commissioner Board agenda.

COURT ADMINISTRATION:

The following item was presented for approval by Ms. Jones on behalf of Mr. Robert Daugherty:

Approval of Facilities Use Agreement with Clarion University of Pennsylvania – This is a request to use the Robert W. Rhoades Auditorium located at Venango College of Clarion University for the Victims’ Impact Program. The cost will be \$285 for four (4) days totaling \$1,140. The dates of use are January 26, April 13, July 13 and October 5, 2013.

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

ROW OFFICES:

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

Approval of Agreement for Forensic Pathologist – The County of Erie has an independent pathologist on retainer and Erie County makes his services available to other counties, including Venango County, as needed for autopsies and other post mortem exams. The cost of a normal autopsy is \$850 with an additional \$35 if photographs are required. Any autopsy that goes beyond normal procedures would result in additional charges. A \$5,000 retainer is required, which would be applied to the cost of autopsies. This is a one year agreement and is a shared expense between the District Attorney’s office and the Coroner’s office. In the past years, the retainer has been exhausted.

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

PRISION:

The following item were presented for approval by Warden Ruditis:

Approval of Contract Renewal with Seneca Medical Center, LLC – to furnish cost containment services to the Venango County Prison. This contract was tabled during the December 2012 Board Meeting.

Commissioner Witherup made a motion to take this contract off the table, seconded by Commissioner Summers, aye all.

This is a contract for Seneca Medical Center to audit and review medical bills received by the Venango County Prison from outside providers, provide case management regarding hospital admissions and referrals to outside providers, general denial letters to providers for services rendered to inmates prior to and after their incarceration, and generate annual correspondence with local providers to review service and payment expectations. The fee for this contract is \$515 per month and the term of this contract is from January 1, 2013 to December 31, 2015.

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 Mr. Seigworth:

Approval of Maintenance Contract with Mobilcom with 911 - This is for maintenance of the 911 Emergency Services equipment. This contract is a three (3) year contract and the price of the contract is \$70,853.26 for 2013 (\$6,416.66 per month), \$79,309.92 for 2014 (\$6,609.16 per month) and \$81,689.22 for 2015 (\$6,807.43 per month).

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

HUMAN SERVICES:

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

OEO/Weatherization/Transportation

Approval of an amendment to the agreement with the Department of Community and Economic Development, extending the current agreement until 31 March 2013. The amount of the extension is \$85,164 bringing the 15 month total to \$425,818. Services include employment, education, nutrition, linkages and self-sufficiency provided to low income residents of Crawford and Venango counties.

Children, Youth and Family Services

Approval of an amendment with Parkside Psychological Associates in the amount of \$11,430 to provide Trauma-Focused Training to foster parents and staff.

Approval of an amendment with Mars Home for Youth for placement of a youth within their Diagnostic and Stabilization Unit at a per diem of \$285.

Approval of an Agreement of Joint Venture between the counties of Bucks, Montgomery and Venango for the upgrade of a software platform to meet current and future federal standards. The agreement has been reviewed by the solicitor.

Resource Family Agreement – Jennifer Denardo

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

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

NEW CONTRACTS

Item 1: Patrick S. Hanna, PH.D.

Synopsis: Request Commissioner Approval to enter into a contract in FY 2012-13 with Patrick S. Hanna, Ph.D. to provide psychological counseling services for an individual as authorized by the Venango County Mental Health Administrator. The rate will be \$125.00 per hour. Two sessions per week of approximately 1.75 hour duration will be provided. Additional hours needed beyond 4 hours per week require the approval of the Venango County Mental Health Administrator.

CONTRACT ADDENDUMS (2012-2013)

Item 1: Family Service and Children’s Aid Society, Inc.

Synopsis: Request Commissioner Approval to amend the contract with Family Service and Children’s Aid Society to amend the unit rate paid to the Provider for Home and Community Habilitation Services for Mental Health individuals from \$5.83 per 15 minute unit to the unit rate set by the PA Department of Public Welfare, Office of Developmental Programs, which is currently \$6.35 per 15 minute unit. This rate shall be retroactive to January 1, 2013.

OTHER ITEMS

Item 1: Appointment to the MHDS Advisory Board/SAP Executive Commission

Request Commissioner Approval to appoint Judge Oliver Lobaugh to the Mental Health and Developmental Services advisory board effective February 19, 2013. .

Item 2: Early Head Start Program Governance Agreement

Synopsis: Request Commissioner Approval of Early Head Start Resolution #99-32.

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

FINANCE ADMINISTRATION:

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

Warrant	011113	\$ 283,061.90	Non-Human Services Expenditures
Warrant	HS011113	96,361.29	Human Services Expenditures
Warrant	HS010813	7,222.25	Human Services Expenditures
Warrant	011813	459,242.35	Non-Human Services Expenditures
Warrant	HS011813	292,554.22	Human Services Expenditures
Warrant	SP011813	7,427.63	Non-Human Services Expenditures
Warrant	012513	274,933.01	Non- Human Services Expenditures
Warrant	HS012513	197,874.31	Human Services Expenditures
Warrant	SP012813	35,960.71	Non-Human Services Expenditures
Warrant	SP012913	7,833.62	Non-Human Services Expenditures
Warrant	020113	357,290.97	Non-Human Services Expenditures
Warrant	HS020113	115,908.40	Human Services Expenditures
Warrant	JS012913	2,189.00	Non-Human Services Expenditures
Warrant	020813	295,234.25	Non-Human Services Expenditures
Warrant	HS020813	244,859.36	Human Services Expenditures
Warrant	HS020713	418.50	Human Services Expenditures

Total **\$ 2,677,771.77**

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:

Approval of Budget Transfer – This is a request to transfer \$12,440.61 from the Contingency Fund to the Prison Budget to pay for housing an inmate in Erie with outside housing for the month of January.

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

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 #125 (Public Defender) of **Charles Phillips II**, Assistant Public Defender, Full-Time Exempt, Legal Exempt Pay Grade 2 (\$43,012/yr.), **effective 02/04/13; Special Conditions:** Filling existing vacancy. In Department #520 (Children and Youth Services) of **Brooke Hoffman**, Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 01/17/13; Special Conditions:** Filling existing vacancy. In Department #530 (PICs) of **Suzann James**, Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 01/22/13; Special Conditions:** Filling existing vacancy; of **Nerissa Weaver**, Senior Caseworker, Full-Time, 80

hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 01/22/13; Special Conditions:** Filling existing vacancy. In Department #540 (MH/DS) of **RT Yates**, Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 01/14/13; Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Robert Gramley**, Transportation Aide, SEIU position, Part-Time, 60 hours/pay, SEIU Pay Grade 4 (\$8.00/hr.), **effective 01/07/13; Special Conditions:** Filling existing vacancy; of **Anthony Avolio**, Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 7 (\$9.00/hr.), **effective 01/14/13; Special Conditions:** Filling existing vacancy.

REHIRE – In Department #531 (Human Services Clerical) of **Stephanie Alex**, Department Clerk II, SEIU position, Probationary Full-Time, 75 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 01/14/13; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #531 (Human Services Clerical) of **Carol Gavin**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, **effective 02/04/13;** of **Laurie Greenlee**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, **effective 02/04/13;** of **Tracy Sherman**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, **effective 02/04/13.**

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #305 (Prison) of **Dean Caldwell**, Corrections Officer, AFSCME position, **from** Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **to** Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **effective 02/03/13; Special Conditions:** Filling existing vacancy; benefits effective immediately; action ratified at the February Prison Board meeting.

CHANGE IN EMPLOYMENT STATUS / TRANSFER / INCREASE IN HOURS/ RATE ADJUSTMENT – In Department #250 (Register & Recorder) of **Melissa Confer**, **from** Department Clerk II, Part-Time, 68 hours/pay, Non-Union Hourly Pay Grade 2 (\$10.0566/hr.), **to** Department #531 (Human Services Clerical), Department Clerk II, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 01/22/13; Special Conditions:** Filling existing vacancy; benefits effective immediately.

LATERAL TRANSFER – In Department #530 (PICs) of **Natalie Prichard**, Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.9005/hr.) **to** Department #520 (Children and Youth Services), **effective 01/14/13; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #325 (911) of **Shawn Harrah**, **from** Telecommunicator I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 (\$11.1613/hr.), **to** Telecommunicator II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$12.40/hr.), **effective 01/13/13; 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 (\$9.1624/hr.) **to** SEIU Pay Grade 6 (\$9.7627/hr.), **effective 01/18/13; Special Conditions:** Salary increase for one day to cover for vehicle driver; of **Michael McElhaney**, Mechanic, SEIU

position, Full-Time, 80 hours/pay, from SEIU Pay Grade 10 (\$11.7261/hr.) to SEIU Pay Grade 10 (\$13.2662/hr.), effective 02/07/13; Special Conditions: Increase in salary for up to two months while filling in as Lead Mechanic.

LEAVE OF ABSENCE – In Department #580 (Transportation) of **Jodi Mooney**, Vehicle Driver, effective 01/02/13.

RETURN FROM LEAVE OF ABSENCE – In Department #580 (Transportation) of **Jodi Mooney**, Vehicle Driver, effective 01/25/13.

SEPARATION OF EMPLOYMENT - RETIREMENT – In Department #305 (Prison) of **Major Smith**, Warden, effective 01/04/13; Special Conditions: Action ratified at the February Prison Board meeting.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Susan Rice**, Corrections Officer, AFSCME position, effective 01/17/13; Special Conditions: Action ratified at the February Prison Board meeting. In Department #520 (Children and Youth Services) of **Charity Blair**, Casework Intern, effective 01/14/13; of **Laine Bookwalter**, Social Worker I, effective 01/25/13. In Department #580 (Transportation) of **William Deal**, Vehicle Driver, SEIU position, effective 01/08/13; of **Donald O’Neil**, Vehicle Driver, SEIU position, effective 01/29/13; of **Micah Reagle**, Vehicle Driver, SEIU position, effective 01/22/13; of **Edward Skrzypa**, Lead Mechanic, SEIU position, effective 02/07/13.

CORRECTION TO 01/08/13 HR COMMISSIONER BOARD AGENDA

VOLUNTARY DEMOTION – In Department #530 (PICs) of **Jennifer Carothers**, from Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$16.41/hr.), to Department #520 (Children and Youth Services), Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.75/hr.), effective 01/07/13; Special Conditions: Filling newly created position ratified at November Salary Board meeting.

NOTE: Transaction should reflect a transfer from Department #540 (MH/DS) rather than Department #530 (PICs) to Department #520 (Children and Youth Services).



PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

TEMPORARY NEW HIRE – In Department #190 (Planning) of **Jennifer Stitt**, Intern, Part-Time, 8 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), effective 01/31/13; Special Conditions: Filling newly created position ratified at the February Salary Board meeting; temporary assignment for no more than 20 hours; funded through CDBG. In Department #520 (Children and Youth Services) of **Kimberly Bega**, Casework Intern, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), effective 01/14/13; Special Conditions: Filling newly created position ratified at the January Salary Board meeting; temporary assignment for

no more than 600 hours; of **Charity Blair**, Casework Intern, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 01/14/13**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; temporary assignment for no more than 600 hours; of **Allison Fetty**, Casework Intern, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 01/28/13**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; temporary assignment for no more than 300 hours.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #305 (Prison) of **Phillip Davis**, Corrections Officer, AFSCME position, **from** Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$13.0095/hr.), **to** Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$13.0095/hr.), **effective 02/03/13**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; benefits effective immediately; action ratified at the February Prison Board meeting; of **Joseph Janidlo**, Corrections Officer, AFSCME position, **from** Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **to** Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **effective 02/03/13**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; benefits effective immediately; action ratified at the February Prison Board meeting; of **Benjamin Kostek**, Corrections Officer, AFSCME position, **from** Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **to** Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **effective 02/03/13**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; benefits effective immediately; action ratified at the February Prison Board meeting; of **Andrew O'Shall**, Corrections Officer, AFSCME position, **from** Probationary Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **to** Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 02/03/13**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; action ratified at the February Prison Board meeting; of **Alecia Palmer**, Corrections Officer, AFSCME position, **from** Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **to** Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **effective 02/03/13**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; benefits effective immediately; action ratified at the February Prison Board meeting; of **Scott Raecke**, Corrections Officer, AFSCME position, **from** Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **to** Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **effective 02/03/13**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; benefits effective immediately; action ratified at the February Prison Board meeting; of **Heidi Rarer**, Corrections Officer, AFSCME position, **from** Part-Time, 64 hours/pay, AFSCME Pay

Grade 11 (\$12.8650/hr.), **to** Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **effective 02/03/13**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; benefits effective immediately; action ratified at the February Prison Board meeting; of **Michael Scannell**, Corrections Officer, AFSCME position, **from** Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$11.6156/hr.), **to** Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$11.6156/hr.), **effective 02/03/13**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; benefits effective immediately; action ratified at the February Prison Board meeting; of **Stephanie Sherwood**, Corrections Officer, AFSCME position, **from** Probationary Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **to**

Commissioners' Board

February 12, 2013

Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 02/03/13; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; action ratified at the February Prison Board meeting; of **James Stettner**, Corrections Officer, AFSCME position, **from** Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$12.9372/hr.), **to** Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.9372/hr.), **effective 02/03/13; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; benefits effective immediately; action ratified at the February Prison Board meeting; of **Sommer Wice**, Corrections Officer, AFSCME position, **from** Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$12.9372/hr.), **to** Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.9372/hr.), **effective 02/03/13; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; benefits effective immediately; action ratified at the February Prison Board meeting; of **Jeffrey Wonderling**, Corrections Officer, AFSCME position, **from** Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **to** Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$12.8650/hr.), **effective 02/03/13; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; benefits effective immediately; action ratified at the February Prison Board meeting.

POSITION REALLOCATION – In Department #125 (Public Defender) of **Daisylynn Tafoya**, **from** Legal Secretary II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 (\$12.2042/hr.) **to** Paralegal/Investigator, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$12.6924/hr.), **effective 01/21/13; Special Conditions:** Filling newly created position ratified at the February 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:

ROW OFFICES

Human Resource Items for Informational Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #270 (Sheriff) of **Kevin Lewis**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 02/04/13; Special Conditions:** Filling existing vacancy.

CHANGE IN EMPLOYMENT STATUS / TRANSFER / INCREASE IN HOURS/ RATE ADJUSTMENT – In Department #250 (Register & Recorder) of **Melissa Confer**, **from** Department Clerk II, Part-Time, 68 hours/pay, Non-Union Hourly Pay Grade 2 (\$10.0566/hr.), **to** Department #531 (Human Services Clerical), Department Clerk II, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 01/22/13; Special Conditions:** Filling existing vacancy; benefits effective immediately.

INCREASE IN HOURS – In Department #265 (Prothonotary) of **Carol Brown**, Second Deputy Prothonotary, Full-Time, Non-Union Hourly Pay Grade 3 (\$11.2749/hr.), **from** 75

Commissioners' Board

February 12, 2013

hours/pay to 80 hours/pay, effective 01/21/13; of Penny Knupp, First Deputy Prothonotary, Full-Time, Non-Union Hourly Pay Grade 5 (\$13.1954/hr.), from 75 hours/pay to 80 hours/pay, effective 01/21/13; of Lana Linden, Department Clerk II, Full-Time, Non-Union Hourly Pay Grade 2 (\$10.0566/hr.), from 70 hours/pay to 80 hours/pay, effective 01/21/13; of Carolyn Proper, Department Clerk II, Full-Time, Non-Union Hourly Pay Grade 2 (\$10.1598/hr.), from 70 hours/pay to 80 hours/pay, effective 01/21/13; of Carol Sherbine, Bookkeeper II, Full-Time, Non-Union Hourly Pay Grade 3 (\$11.3885/hr.), from 70 hours/pay to 80 hours/pay, effective 01/21/13.

SEPARATION OF EMPLOYMENT – In Department #270 (Sheriff) of Keith Johnson, Deputy Sheriff, effective 02/19/13. In Department #310 (Court Supervision) of Marc Taylor, House Arrest Officer, effective 01/04/13.

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #265 (Prothonotary) of Billie Jo Vidovich, Department Clerk II, from Part-Time, 68 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.8604/hr.), to Full-Time, 80 hours/pay, effective 01/21/13; **Special Conditions:** Filling newly created position ratified at the February Salary Board meeting; benefits effective immediately.

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

Approval of UPMC Group Contract Agreement – This is a one (1) year contract that details the rates with UMPC.

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

PLANNING:

There was no business to be conducted.

TWO MILE RUN COUNTY PARK:

The following item was presented by Mr. Mihalic:

Approval of Sale of Park Truck – This is to sell a 1992 Park truck that has a rusted frame. The winning bidder was William Winters with a bid of \$115.

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

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

Park Activities Report:

The WinterFest was successful with over 150 people attending; 18 people took advantage of the ski lessons. Unfortunately, due to lake conditions, the ice fishing contest was cancelled.

The Fish Commission has stocked the lake and people are now fishing.

The timber cut in Area Four (4) is progressing.

A Trail Maintenance seminar will be conducted on March 16. Registration forms are available on the web site.

The Park is tracking summer reservations and to date has received 114 reservations. Those reservations include 47 for the campground, 48 for pavilions, 8 for the cottage, and 11 for the farmhouse. Full hook-up campsites are completely booked for the weekends of Memorial Day and Labor Day and only two (2) remain for the July 4th weekend. This is just about on pace with last year.

COUNTY ADMINISTRATION:

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

Approval of Encumbering Funds – This is to encumber funds for the Woolen Mills Bridge project, for Oakland Township for their study to replace Cherrytree Bridge and for the Miller Farm Bridge project. The Woolen Mills Bridge project amount to be encumbered for use during 2013 is \$11,793.25. The Cherrytree Bridge project amount to be encumbered for use during 2013 is \$37,698.75. The Miller Farm Bridge project amount to be encumbered for use during 2013 is \$3,807.70.

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

Approval of Resolution 2013-05 – Designation of Signature Authority for Woolen Mills Bridge Replacement Project – This resolution provides that the Chairperson of the Board of County Commissioners is designated to execute all documents pertaining to the Woolen Mills Bridge replacement project on behalf of the Board of Venango County Commissioners.

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

Approval of Contract with Environmental Solutions by Zingones for HVAC System Work

Due to this contract not being accompanied by the necessary insurance documents,

Commissioners' Board
February 12, 2013

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

Approval of Change Order for Courthouse Towers and Roof Project – This change order is in the amount of \$4,760 to the contract with C.J. Diirner & Sons Roofing. This work included removing the vent, replacing rotted wood and capping the chimney.

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

Approval of Policy 13-03 – Emergency Closing – This policy sets forth procedures to be followed for full or partial closing, delays and early dismissals related to weather and other types of emergencies. It also details who can authorize the closings, early dismissals or delays, how they will be handled on time sheets and how they will affect 24-hour operation departments.

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

Approval of Resolution 2013-03 – Compensation for Venango County Tax Collectors – This is a four-year compensation plan for the elected Tax Collectors, covering the term of 2014 through 2017. The compensation rates remain the same at 55 cents for each per capita tax collection and \$4.25 for each parcel on which the Tax Collector collects the full property tax and \$3.25 per parcel for partial collection.

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

Approval of Re-appointment of Venango County Affordable Housing Committee Member Andrew Restauri

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

The following items were presented for approval by Commissioner Witherup:

Proclamation Eagle Scout Recognition – Billy Sheatz

Proclamation Eagle Scout Recognition – Austin Best

These proclamations recognize Billy Sheatz and Austin Best from Boy Scout Troop #111 from Seneca, Pennsylvania for their attainment of Eagle Scout. The actual Eagle Scout ceremony will be held on Wednesday, February 27th.

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

OTHER BUSINESS

There was no business conducted.

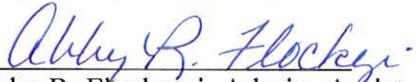
PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 7:04 p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.