

Reviewed by: TSJ  
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**COMMISSIONER BOARD MINUTES**  
**November 19, 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     |
| OC Bell, Airport   | Diona Brick, Fiscal         |
| Sandra Oden Kellner, Jury Commissioner                     | Pennie Maclean, HR          |
| Rich Mihalic, Park   | Jayne Romero, MH/DS         |
| Sheila Boughner, Press                                     |                             |
| Pastor Steve Henry, Victory Heights United Brethren Church |                             |

Prior to the meeting, a public prayer was offered by Pastor Steve Henry from the Victory Heights United Brethren Church located in Franklin, Pennsylvania. Commissioner Brooks then led the group in the Pledge of Allegiance.

The Election Board, Retirement Board and Salary 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 6:06 p.m. The following changes were made to the agenda: addition of Approval of Comcast Business Agreement under Community Services Administration; addition of two Resource Family Agreements and Bid Award for Christmas Food Vouchers under Human Services – Attachment C; addition of Frenchcreek Township to list of Flood Plain Administrators under Planning.

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

**APPROVAL OF MINUTES:**

Commissioner Witherup made a motion to approve the minutes from the October 8, 2013 meeting, seconded by Commissioner Summers, 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 by Ms. Jones:

Approval of Request to Use Cranberry Area School District Facility for Venango County DUI Victim Impact Panel – This request is for the use of a new venue for the Venango County DUI Victim Impact Panel. The Panel will be using the Auditorium from 8:30 a.m. through 11:00 a.m. on Saturday January 25<sup>th</sup>, April 12<sup>th</sup>, July 12<sup>th</sup> and October 4<sup>th</sup>, 2014. There is no cost associated with this.

Commissioner Witherup made a motion to approve the above request pending Solicitor approval, seconded by Commissioner Summers, aye all.

**ROW OFFICES:**

The following item was presented by Ms. Jones:

Ratification of Contract with Hicks Office Equipment for Copier – Sheriff’s Office – This is a replacement copier at a cost of \$118 per month for 60 months and will result in a savings of \$13 per month. The new copier also functions as a fax machine.

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

The following item was presented by Ms. Oden Kellner:

Ms. Oden Kellner thanked Senator Scott Hutchinson who voted to keep the Jury Commissioners’ position. She stated that it had been a privilege to serve the residents of Venango County and she thanked the voters that voted for her. Ms. Oden Kellner and fellow Jury Commissioner Jack Mays have been working on processing and preparing the January and February jury summonses and mailings. She requested that her parking space be given to the employee taking over the Jury Commissioners’ responsibilities.

The Board of Commissioners thanked the Jury Commissioners for their service.

**PRISION:**

The following item was presented by Ms. Jones:

Approval of Bid for Garland Commercial Double Fryer – The County accepted bids for a commercial double fryer and warmer unit that was formally used at the County Jail. Mr. Dennis Weaver of Cranberry submitted the high bid of \$450.00.

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

**COMMUNITY SERVICES ADMINISTRATION:**

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

Approval of Hangar Lease Agreement – Steven Kalasky – This is a standard Hangar Lease Agreement between the Venango Regional Airport and Steven Kalasky of Thermo Supply at a cost of \$259.70 per month.

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

Approval of Snow Removal Agreement – Dennis Baker Construction – This agreement begins on December 1, 2013 and concludes on March 31, 2014. The agreement calls for a \$3,500 monthly retainer for the months of December, January, February, and March. Dennis Baker Construction will provide two experienced equipment operators to plow snow within thirty minutes of activation at the rate of \$40 per operator hour and will be on call 24 hours per day, seven days per week for the duration of the agreement.

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

Approval of Resolution 2013-19 – Authority to Sign Agreements with PA Department of Transportation, Bureau of Aviation – This resolution gives Commissioner Brooks, the Chairman of the Board of Commissioners, the authority to sign any agreement entered into with the commonwealth of Pennsylvania, Department of Transportation and requires the Chief Clerk, Denise Jones, to attest the same.

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

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

Approval of Century Link Maintenance Contract – This is a six (6) month contract for the ECS1000 located at the 911 Center. The cost of this contract is \$13,486.68.

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

Approval of Contract for NWPAERG – This contract is with the Northwestern Pennsylvania Emergency Response Group and Independent Contractor, Timothy L. Dunkle. The contract provides for Mr. Dunkle to be paid \$16.67 per hour for up to 60 hours of work per month, for a period of twelve (12) months commencing on January 1, 2014 and concluding on December 31, 2014. The County acts as a fiscal agent for the NWPAERG.

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

Approval of Comcast Business Agreement – This contract provides voice, internet and television service to the 911 Center located at 1052 Grandview Road, Oil City. This is a 24 month contract at a cost of \$204.70 per month.

Commissioner Witherup made a motion to approve the above agreement, seconded by

Commissioner Summers, aye all.

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

Ratification of Resolution 2013-18 – Designation of Agent – This resolution provides that Commissioner Timothy Brooks is authorized to execute for and on behalf of the County of Venango all required forms and documents for the purpose of obtaining financial assistance for the Hazard Mitigation Grant Program.

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

**HUMAN SERVICES:**

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

**CONTRACT ADDENDUMS 2013-2014**

**Item 1: Community Service of Venango County, Inc.** (MHDS)

**Synopsis:** Request Commissioner approval to amend the contract for the completion of 55 Independent Monitoring for Quality surveys for recipients of ID services and for the completion of NCI Parent/Guardian data entry. The maximum to be reimbursed for these services is \$25,914.

**Item 2: Erie Homes for Children and Adults** (MHDS)

**Synopsis:** Request Commissioner approval to amend the contract for Respite Out-of-Home services for Base funded ID individuals at the rate set by the Pa Dept. of Public Welfare, Office of Developmental Programs.

**Item 3: Family Services of Northwest PA** (MHDS-Add. to CYS contract CYFS35)

**Synopsis:** Request Commissioner approval to amend the contract for Family Based Mental Health services as authorized by Venango County Human Services. For individuals not yet qualified for Medical Assistance. The Provider must assist the family to access and qualify for Medical Assistance, immediately upon program enrollment. Reimbursement for the services contracted shall be at the MA fee for service rate.

**Item 4: The POINTE** (HS)

**Synopsis:** Request Commissioner approval to amend the contract for the provision of transportation of Venango County clients by the use of County owned vehicles or by a vehicle owned by the Provider. For transportation by the Provider's vehicle, the County will reimburse the Provider 45 cents per mile and for actual employee expenses for the driver.

**Item 5: Heart 2 Heart Parent Support Network, Inc.** (CYS)

**Synopsis:** Request Commissioner Approval to amend the contract with Heart 2 Heart Parent Support Network for FY 2013-14 to provide transportation services for Venango County individuals when no other means of transportation is available as authorized by the County. The hourly rate to be reimbursed to the Provider will be \$9.50 per hour for drive time and mileage will be reimbursed at \$.45 per mile. The required match will come from the existing match allocation.

**Item 6: Family Care for Children, Youth & Families** (CYS)

**Synopsis:** Request Commissioner Approval to amend the contract with Family Care for Children, Youth & Families for the F/Y 2013-2014 to increase the per diem rate from \$64.48 to \$65.77 for foster care services. This will be retro-active to July 1, 2013. Any required match will come from the existing match allocation.

**Item 7: Child to Family Connections** (CYS)

**Synopsis:** Request Commissioner Approval to amend the contract with Child to Family Connections for F/Y 13-14 for Family Group Decision Making services from fee for service to actual cost reimbursement. This addendum is retro-active to July 1, 2013 and the contract maximum remains at \$215,910. The required match will come from the existing match allocation.

**CONTINUATION/RENEWAL CONTRACTS 2013-2014**

**Item 1: The Center for Family Based Training – C. Wayne Jones, PhD.** (MHDS)

**Synopsis:** Request Commissioner approval to contract with the Provider for didactic instruction and clinical supervision in structural family therapy. The 4 full day training days and the 2 half day training days will be shared among Venango County Mental Health, The Regional Counseling Center, Community Services of Venango County, and Family Service and Children's Aid Society. Cost is \$2,625 per day and \$1,350 per half day.

**Item 2: Dr. Allen Ryen** (CYS)

**Synopsis:** Request Commissioner Approval to continue to contract in FY 2013 -14 with Dr. Allen Ryen for psychological services, primarily bonding assessments at the rate of \$100.00 per out of office hour and is inclusive of travel expenses. The match will come from the existing match allocation.

**Item 3: Wilson, Thompson & Cisek** (CYS)

**Synopsis:** Request Commissioner Approval to continue to contract with Wilson, Thompson & Cisek to act as the CYs solicitor for FY 2013-2014. The Provider will represent the Agency at all dependency, Orphan's Court, and appellate court hearings as well as provide consultation and trainings to VCCYFS staff as authorized by the County. The reimbursement rate will be \$100.00

per hour for legal representation and \$50.00 per hour for travel and training time. The required match will come from the existing match allocation.

## **OTHER ITEMS**

### **Item 1: Three Lease Agreements for individuals identified by Venango County MH/DS** (MHDS)

**Synopsis:** Request Commissioner approval to sign lease agreements for properties located in Franklin that are zoned for apartment living. One agreement will be in effect October 16, 2013 through October 31, 2014 and the other two will be in effect December 1, 2013 through December 30, 2014. There is no match associated with these lease agreements. The amount of rent is \$650 on two (2) of the leases and \$500 on one (1).

### **Item 2: Snow Removal agreement for 806 Grandview Road** (MHDS)

**Synopsis:** Request Commissioner Approval to enter into a contract with Bill's Remodeling & Snow Plowing for snow removal and salting of parking lot at 806 Grandview Road (the old BSU) in Oil City from December 1, 2013 through March 31, 2014. The cost of this service is reimbursed to the County by the tenants. The cost is \$37.50 per trip for the front and upper lot, \$25.00 per trip for the rear lot and driveway and \$25.00 per application for salting.

### **Item 3: Mustard Seed Missions** (HS)

**Synopsis:** Request Commissioner Approval to enter into a Memorandum of Understanding with Mustard Seed Missions. The agreement permits Mustard Seed Missions to use two County owned vehicles to transport Venango County clients.

### **Item 4: Seven Resource Agreements for Foster/Kinship Care** (CYS)

**Synopsis:** Request Commissioner approval to enter into Resource Family Agreements with seven Resource parents.

- Bob and Brenda Mooney
- Misty Nalepa
- Anthony and Nichole Sloss
- Jerald and Jessica Fenner
- Freda Chilson
- Bill and Denise Hirsch
- Richard and Nancy Murray

### **Item 7: Community Services Block Grant** (CNS)

**Synopsis:** Request Commissioner approval to submit an application for a Community Services Block Grant for the last three months of 2013. The amount of the Grant is \$84,541.

**Item 8: Early Head Start Continuation Funding Application** (HS)

**Synopsis:** Request Commissioner approval to submit an Early Head Start continuation funding request to the Dept. of Health and Human Services for the period 3/1/14 to 2/28/15 in the amount of \$795,864. The required non-federal share (\$198,966) is the responsibility of the Provider (Community Services of Venango County).

**Bid Award for Christmas Food Vouchers**

Typically this is awarded to two (2) stores, one (1) each in Oil City and Franklin. This year the bid was awarded to Save-A-Lot in Franklin at a price of \$28.74 and Giant Eagle in Oil City at a price of \$30.33.

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

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

Ratification of Agreement with Schneider Electric for System Upgrades at Polk Property – This contract is for work at the Polk property to disconnect the current computer used to operate the building’s heating system from the school district and enable it to be used as a stand-alone system. The amount of this contract is \$19,993.

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

**FINANCE ADMINISTRATION:**

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

|              |          |           |                     |                                  |
|--------------|----------|-----------|---------------------|----------------------------------|
| Warrant      | 101113   | \$        | 200,310.76          | Non-Human Services Expenditures  |
| Warrant      | HS101113 |           | 174,776.35          | Human Services Expenditures      |
| Warrant      | SP101013 |           | 2,400.00            | Non-Human Services Expenditures  |
| Warrant      | 101813   |           | 150,097.14          | Non-Human Services Expenditures  |
| Warrant      | HS101813 |           | 206,336.69          | Human Services Expenditures      |
| Warrant      | HS101713 |           | 624.57              | Human Services Expenditures      |
| Warrant      | 102513   |           | 1,177,466.58        | Non-Human Services Expenditures  |
| Warrant      | HS102513 |           | 192,899.38          | Human Services Expenditures      |
| Warrant      | SP102213 |           | 6,988.58            | Non-Human Services Expenditures  |
| Warrant      | HS102213 |           | 1,595.52            | Human Services Expenditures      |
| Warrant      | 110113   |           | 446,640.71          | Non-Human Services Expenditures  |
| Warrant      | HS110113 |           | 161,910.20          | Human Services Expenditures      |
| Warrant      | SP102913 |           | 2,428.00            | Non- Human Services Expenditures |
| Warrant      | SP103113 |           | 1,686.23            | Non-Human Services Expenditures  |
| Warrant      | 110813   |           | 105,926.41          | Non-Human Services Expenditures  |
| Warrant      | HS110813 |           | 201,137.29          | Human Services Expenditures      |
| Warrant      | 111513   |           | 222,900.18          | Non-Human Services Expenditures  |
| Warrant      | HS111513 |           | 273,502.69          | Human Services Expenditures      |
| <b>Total</b> |          | <b>\$</b> | <b>3,529,627.28</b> |                                  |

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

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

Approval to Place 2014 Budget on Public Display – Ms. Brick asked that the 2014 County Budget be placed on public display in the Commissioners’ Office. Total revenue for the 2013 budget is \$48,491,183 and total expenses are \$51,323,706. Revenue and expenses do not equal due to the fact that the General Fund and the Human Services are required to be adopted with a balanced budget on or before December 31 annually. The other funds are budgeted differently based on time of year projects or debt schedules. The budget contains no tax increase.

Commissioner Witherup made a motion to approve placing the 2014 Budget on public display, seconded by Commissioner Summers, aye all.

Approval of Tax Base Certification – Approval of Tax Base Certification – The Commissioners are required to certify the Tax Base on or before December 31. The total taxable amount is \$1,990,654,520. The County-wide total including the exempt is \$2,416,503,670.

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

Approval of Budget Transfer – A Budget Transfer was requested in the amount of \$12,000 from Contingency to Voter Registration to pay for 2013 election expenses and a Budget Transfer was requested to the Marcellus Legacy Fund in the amount of \$50,000 for the relocation of the Oil Region Astronomical Society’s telescope from Two Mile Run Park to Pinegrove Township.

Commissioner Witherup made a motion to approve the above budget transfers, seconded by Commissioner Summers, 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 Terwilliger, Jr.**, Assistant Public Defender, Full-Time Exempt, Legal Exempt Pay Grade 2 (\$43,012.00/yr.), **effective 10/28/13; Special Conditions:** Filling existing vacancy. In Department #305 (Prison) of **Vivian Delia**, Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 11/18/13; Special Conditions:** Filling existing vacancy; to be ratified at the December Prison Board meeting; of **Andrew Riddle**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 10/14/13; Special Conditions:** Filling existing vacancy; ratified at the November Prison Board meeting. In Department #325 (911) of **Chris Faller**, Telecommunicator I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 (\$10.60/hr.), **effective 11/12/13; Special Conditions:** Filling existing vacancy; of **Kelly Myers**,

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Telecommunicator I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 (\$10.60/hr.), **effective 11/12/13; Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #305 (Prison) of **Joshua Ditzenberger**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, **from** AFSCME Pay Grade 11 (\$9.38/hr.) **to** AFSCME Pay Grade 11 (\$11.25/hr.), **effective 11/12/13; Special Conditions:** Action ratified at the November Prison Board meeting. In Department #325 (911) of **Vanessa Stoffer**, Telecommunicator I, Full-Time, 80 hours/pay, **effective 10/09/13**. In Department #507 (Veterans Affairs) of **Randolph Schneider**, Intake Clerk II, SEIU position, Part-Time, 50 hours/pay, **effective 10/18/13**. In Department #520 (Children & Youth Services) of **Jodi Lepley**, Caseworker, Full-Time, 80 hours/pay, **effective 10/30/13**.

**LATERAL TRANSFER / JOB TITLE CHANGE** – In Department #520 (Children & Youth Services) of **Terry Bliss**, **from** Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.1571/hr.), **to** Department #510 (AAA), Aging Care Manager, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.1571/hr.), **effective 10/28/13; Special Conditions:** Filling existing vacancy.

**CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS** – In Department #305 (Prison) of **Lorrene Wagner**, **from** Corrections Monitor, AFSCME position, Probationary Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **to** Corrections Officer, AFSCME position, Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 10/06/13; Special Conditions:** Filling existing vacancy; ratified at the November Prison Board meeting.

**PROMOTION / TRANSFER** – In Department #510 (AAA) of **Joni Baker**, **from** Aging Care Manager, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **to** Department #540 (MH/DS), Senior Caseworker, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 12/02/13; Special Conditions:** Filling existing vacancy.

**PROMOTION / CHANGE IN EMPLOYMENT STATUS** – In Department #580 (Transportation) of **Julie Beers**, **from** Transportation Aide, SEIU position, Probationary Part-Time, 50 hours/pay, SEIU Pay Grade 4 (\$8.00/hr.), **to** Dispatcher, SEIU position, Probationary Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 10/21/13; Special Conditions:** Filling existing vacancy.

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #160 (Maintenance) of **Kim Blausner**, Maintenance Worker III, SEIU position, **effective 10/09/13**.

**SEPARATION OF EMPLOYMENT** – In Department #320 (EMA) of **Mark Hicks**, Operations & Training Officer, **effective 09/27/13**. In Department #325 (911) of **Noel Bartlett**, Telecommunicator I, **effective 11/30/13**. In Department #520 (Children & Youth Services) of **Jennifer Buck**, Caseworker, **effective 10/25/13**.

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

**REINSTATEMENT** – In Department #160 (Maintenance) of **Danny Norris, Sr.**, Maintenance Worker II, SEIU position, Probationary Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$9.60/hr.), **effective 11/04/13**; **Special Conditions:** Filling newly created position ratified at the November Salary Board meeting; shared position with the Park according to pre-arranged schedule.

**TRANSFER** – In Department #520 (Children and Youth Services) of **David Schwille**, from Co-Human Services Administrator/CYS Director, Full-Time Exempt, Exempt Pay Grade 7 (\$67,570.93/yr.), **to** Department #540 (MH/DS), Human Services Clinical Director, Full-Time Exempt, Exempt Pay Grade 6 (\$67,570.93/yr.), **effective 10/14/13**; **Special Conditions:** Filling newly created position ratified at the November Salary Board meeting. In Department #580 (Transportation) of **Lauren Lindholm**, Intake Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 (\$10,398.88/hr.), **to** Department #570 (Community Supports & Nutrition), **effective 09/01/13**; **Special Conditions:** Filling newly created position ratified at the November Salary Board meeting.

**EXTENSION OF TEMPORARY ASSIGNMENT** – In Department #520 (Children and Youth Services) of **Kayla Edwards**, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 11/04/13**; **Special Conditions:** Assignment extended for an additional 740 hours; filling the extended position ratified at the November Salary Board meeting.

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

**ROW OFFICES**

**Human Resource Items for Informational Purposes**

**PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:**

**LATERAL TRANSFER** – In Department #310 (Court Supervision Services) of **Andrew Falco**, from Adult House Arrest Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14,991.9/hr.), **to** Department #270 (Sheriff), Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14,991.9/hr.), **effective 11/21/13**; **Special Conditions:** Filling existing vacancy.

**PROMOTION / TRANSFER / CHANGE IN EMPLOYMENT STATUS** – In Department #225 (Magisterial D.J. 3-1) of **Barbara VanEpps**, from District Judge Secretary, Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 2 (\$10,056.6/hr.), **to** Department #205 (Courts), Administrative Assistant II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 (\$12,400/hr.), **effective 11/18/13**; **Special Conditions:** Filling existing vacancy.

**SEPARATION OF EMPLOYMENT - RETIREMENT** – In Department #205 (Courts) of **Kathy Miller**, Administrative Assistant II, **effective 11/08/13**.

**SEPARATION OF EMPLOYMENT** – In Department #270 (Sheriff) of **Andrew O’Shall**, Deputy Sheriff, **effective 11/15/13.**

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

**RECLASSIFICATION / RATE ADJUSTMENT** – In Department #210 (Domestic Relations) of **Krystal Knox**, from Department Clerk III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 (\$12.2042/hr.), to Domestic Relations Court Coordinator, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4 (\$12.6923/hr.), **effective 10/13/13; Special Conditions:** Filling newly created position ratified at the November Salary Board meeting; of **Debra Ochs**, from Intake Clerk, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 (\$11.6776/hr.), to Department Clerk III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 (\$12.1447/hr.), **effective 10/13/13; Special Conditions:** Filling newly created position ratified at the November Salary Board meeting.

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

Approval of Professional Consulting Services Contract with William C. Raber/TJ&S – This contract is effective January 1, 2014 and will continue on a month to month basis at a cost of \$1,625.00 per month for consulting services. This is a three (3) percent increase.

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

Approval of Business Associate Agreement with Benefit Coordinators Corporation – The purpose of this contract is to protect the privacy and provide for the security of health information disclosed to Benefit Coordinators Corporation in compliance with HIPAA. There is no cost associated with this agreement.

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

Approval of Renewal of UPMC Health Plan / UPMC Health Network – This contract is effective January 1, 2014 and is effective until December 31, 2014. There is no increase or change in coverage associated with this contract.

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

Approval of Service Contract Renewal with Delta Dental of Pennsylvania – This is the Deposit Agreement with Delta Dental. The term of this contract is until December 31, 2014.

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

Ratification of Life Insurance Carrier Change – The Lincoln National Life Insurance – This is a one (1) year contract and will result in a cost savings of 22% per \$1,000.00 of insurance for the County.

Commissioner Witherup made a motion to ratify the above life insurance carrier change, seconded by Commissioner Summers, aye all.

**PLANNING COMMISSION:**

The following items were presented for approval by Commissioner Brooks:

Approval of Agreements to Provide Services to be Flood Plain Administrator:

Pinegrove Township

Mineral Township

Polk Borough

Victory Township

Frenchcreek Township

These agreements set forth that the County will administer but not enforce flood plain ordinances for the above municipalities effective January 16, 2014.

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

**TWO MILE RUN COUNTY PARK:**

Park Activities Report:

The boat launch has been completed. DCNR completed their inspection last Friday and it was good. The Fish and Boat Commission will coordinate with DCNR concerning their inspection.

Mr. Mihalic thanked Tom Sherman and EMS for the efforts put forth to coordinate with FEMA and PEMA to assist in the Park receiving reimbursement for some of the damage caused by the severe storms that moved through the County in late June / early July.

Hunting season is open even in the Park and folks need to exercise caution by wearing orange.

WinterFest is scheduled for January 25, 2014.

The Trail Committee will meet in January to plan the events for 2014.

**COUNTY ADMINISTRATION:**

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

Approval of Change Order Number 3 – Courthouse Rear Extension Project – This Change Order is to add heat and air conditioning to the addition that was recently added to the rear of the Courthouse by Whalen Contracting, Inc. The original cost of the project was \$259,773. This amendment will add \$28,000 to that cost making the total \$306,538. Whalen Contracting, Inc. will be completing the work associated with this Change Order.

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

Ratification of Renewal Agreement with TruGreen for Lawn Care – This is a one (1) year agreement for lawn care for the Courthouse and Annex at a cost of \$1,412.25. There is no change in the cost of this agreement from last year.

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

The following item was presented for approval by Commissioner Brooks and Ms. Romero:

Ratification of Interagency Agreement with the Housing Authority of the County of Venango – This agreement allows for the County of Venango to become a management company for the Housing Authority.

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

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

Ratification of Lease Agreement with Daryl and Dianne Hicks – 228 Seneca Street, Oil City – This is a thirty (30) month lease which begins on January 1, 2014 and will end on June 30, 2016. There is no change in the rental amount and conditions as stated in the original lease.

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

The following items were presented for approval by Commissioner Brooks:

Approval of Oil Region Alliance of Business, Industry and Tourism 2014 Destination Development and Marketing Project Summary – The Oil Region Alliance Agency provides tourism services through the Tourist Promotion Agency that is housed and is a part of ORA. As a part of the agreement to receive the Hotel Excise funding, their annual Marketing Project Summary must be submitted to the County, for review and approval by the Board of Commissioners. Commissioner Summers commented on how well done this summary was and how inclusive it was of the things we have to offer, especially the trails.

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

Approval of Resolution 2013-20 – Tax Collector’s Compensation – This resolution sets the compensation rate for the tax collectors from January 1, 2014 to December 31, 2017. There is no change in the rate.

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

Approval of 2014 County Holidays – This is a list of holidays the County will observe during 2014.

Approval of 2014 Commissioner Board Public Meetings and Workshops Schedule – This schedule contains the dates, times and locations of all public meetings to be held in 2014.

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

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

Approval of CCAP Insurance Programs Tax Collectors Proposal for Venango County – This insurance is the bond that covers the tax collectors in Venango County. The term of the bond is four (4) years and the prepaid amount is \$20,667.

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

Approval of Court-Appointed PCCR Counsel for Calendar Year 2014: This is for Post-Conviction Collateral Relief Petitions. The cost is \$500 per case and shall be paid from the Public Defender's budget.

Matthew C. Parson, Esquire

Matthew T. Kirtland, Esquire

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

Approval of Court-Appointed Criminal Counsel for Calendar Year 2014: The cost is \$525 per case and shall be paid from the Public Defender's budget. In the event an appeal is filed with the Superior Court of Pennsylvania an addition stipend of \$250 per case shall be paid by the County of Venango upon proof of filing.

Pamela Logsdon Sibley, Esquire

Neil E. Rothschild, Esquire

Matthew C. Parson, Esquire

Jeri L. Bolton, Esquire

Matthew T. Kirtland

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

Approval of Court-Appointed Counsel / Mental Health Procedures Act for Calendar Year 2014: This is for representation of all defendants at UPMC Northwest, or at such other facility designated by UPMC for the care and treatment of person who are committed to their facility by petition under the Mental Health Procedures Act and at Warren State Hospital. The cost is \$9,500 and shall be paid from the Public Defender's budget.

Edward McIntyre, Esquire

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

Approval of Court-Appointed Counsel / Juvenile Master Court for Calendar Year 2014:

Elissa M Stuttler, Esquire – This appointment calls for Ms. Stuttler to preside over Juvenile Court as the Juvenile Court Master when scheduled. The cost is \$6,000 and shall be paid from the Court of Common Pleas’ budget.

Edward J. McIntyre, Esquire - This appointment calls for Mr. McIntyre to provide legal representation before the Juvenile Court Master as an Assistant District Attorney. The cost is \$6,000 and shall be paid from the District Attorney’s budget.

Virginia Garris Sharp, Esquire – This appointment calls for Ms. Sharp to provide legal representation as the Juvenile Court Attorney for all juveniles, except those that are determined to represent a conflict of interest, scheduled before the Juvenile Court Master. The cost is \$6,000 and shall be paid from the Public Defender’s budget.

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

Approval of Court-Appointed Juvenile Court Counsel / Guardian AD Litem for Calendar Year 2014:

Virginia Garris Sharp, Esquire – Juvenile Court / JP – Is appointed to represent juveniles on days that are designated “Juvenile Court / JP”. The cost is \$21,500 and shall be paid from the Public Defender’s budget.

Virginia Garris Sharp, Esquire – Juvenile Court / CYS – Is appointed to represent juveniles on dates that are designated “Juvenile Court / CYS”. The cost is \$36,500 and shall be paid from the Public Defender’s budget.

Virginia Garris Sharp, Esquire – Emergency Hearings on 72 – hour reviews – CYS, Juvenile Probation, CSS – Is appointed to provide legal services for Emergency hearings on 72-hours reviews on matters filed by CYS and Families or Juvenile Probation and Court Supervision Services.

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

Approval of Court Appointed Juvenile Court Counsel / Parents:

Neil E. Rothschild, Esquire – Is appointed to provide legal representation to parents on days that are designated “Juvenile Court / CYS” in involuntary termination of parental rights proceedings initiated by CYS. The cost is \$26,500 and shall be paid from the Public Defender’s budget.

Edward J. McIntyre, Esquire – Is appointed to provide legal representation to parents on days that are designated “Juvenile Court / CYS” in involuntary termination of parental

rights proceedings initiated by CYS. The cost is \$21,500 and shall be paid from the Public Defender's budget.

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

**Approval of Nominations of Conservation District Directors**

Chris Weber - Farmer  
Mike Ohler - Farmer  
John Kolojechick - Public

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

The following item was presented for approval by Commissioner Brooks:

Planning Commission Membership – Commissioner Brooks announced that the Planning Commission is looking for three (3) board members. The Venango County Housing Authority is looking to fill two (2) vacancies and the Workforce Investment Board (WIB) is in need of two (2) business representatives for the County.

**OTHER BUSINESS**

There was no other business conducted.

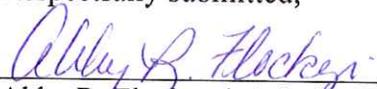
**PUBLIC COMMENT**

There was no public comment offered.

**ADJOURNMENT**

The meeting adjourned at 6:54p.m. upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,

  
Abby R. Flockerzi, Admin. Assist.