

Reviewed by:       
      
    

**COMMISSIONER BOARD MINUTES  
December 10, 2013**

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

Commissioner Tim Brooks  
Commissioner Bonnie Summers  
Abby Flockerzi, Administrative Assistant  
Diona Brick, Fiscal  
Pennie Maclean, HR  
Jayne Romero, Human Services  
Sheila Boughner, News Media

Commissioner Vince Witherup  
Denise Jones, Chief Clerk/County Administrator  
Rich Winkler, Solicitor  
Bill Kresinski, MIS  
Rich Mihalic, Park  
Jeff Ruditis, Jail

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

The 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 6:07 p.m. The following changes were made to the agenda: addition of Approval of Appointment of Keith Klingler to Planning Commission under Planning Commission; Approval of Timber Sale Bid Award under Two Mile Run County Park; and Approval of Fund 13 Award under County Administration. There is a typo on the Human Resources agenda, Attachment F, the date in the last paragraph currently reads November 18 and should read November 15.

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

**APPROVAL OF MINUTES:**

Commissioner Summers made a motion to approve the minutes from the November 19, 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:**

There was no business to be conducted.

**ROW OFFICES:**

There was no business to be conducted.

**PRISION:**

The following item was presented by Warden Ruditis:

Approval of Renewal of Physician Services Contract with Seneca Medical Center – This is a one (1) year contract with 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 coverage. The cost of this contract renewal is \$7161.08 per month and the term is from January 1, 2014 to December 31, 2014.

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

**COMMUNITY SERVICES ADMINISTRATION:**

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

Approval of Certification for Authorized Use of 911 Funds – Under Chapter 53 of the Emergency Services Pennsylvania Consolidated Statute, this needs to be approved stating that for the fiscal year 2014 / 2015, the County will use the 911 funds solely for 911 activities and the County will not divert any portion of the 911 contribution rate to any other funds. This also authorizes Mark Seigworth, the 911 Coordinator, to submit the application for the funds to PEMA.

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

Ratification of Annual County Report on Hazardous Material Emergency Response Preparedness – Due to Mr. Tom Sherman’s absence, the Commissioners agreed to table this item.

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

**HUMAN SERVICES:**

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

**CONTINUATION/RENEWAL CONTRACTS 2013-2014**

**Item 1: Community Services of Venango County** (CSN)

**Synopsis:** Request Commissioner Approval to contract with the provider for Employment/training and related services to Venango and Crawford County residents with an emphasis on Venango County residents. The contract covers wages and benefits, employment incentives, community service and paid work experience for participants. This also covers wages and benefits for administration of the

Work Ready Program. The amount of the contract is \$73,992. Note: this is a one year contract renewable for 3 years.

**Item 2: Crawford County Mental Health Awareness Program, Inc. (CHAPS)** (CSN)

**Synopsis:** Request Commissioner Approval to contract with the provider for Employment/training and related services to Venango and Crawford County residents with an emphasis on Crawford County residents. The contract covers wages and benefits, employment incentives, community service and paid work experience for participants. This also covers wages and benefits for administration of the Work Ready Program. The amount of the contract is \$73,992. Note: this is a one year contract renewable for 3 years.

**Item 3: Philadelphia Child & Family Guidance Training Center** (MH/CYS)

**Synopsis:** Request Commissioner Approval to continue to contract with Philadelphia Child & Family Guidance Training Center for the period December 1, 2013 through June 30, 2014 to provide didactic instruction and clinical supervision in structural family therapy. The 6 training days will be shared among Venango County Mental Health, The Regional Counseling Center, and Family Service and Children's Aid Society. The cost to Venango County is \$3,600 plus travel and per diem cost of the trainer of approximately \$1000. The required match will come from the existing match allocation.

**OTHER ITEMS**

**Item 1: Appointment to the Housing Authority of Venango County Board of Directors**  
(Other)

**Synopsis:** Request Commissioner approval to appoint Mary Mahle to the Housing Authority of Venango County Board of Directors.

**Item 2: Appointment to the MHDS and SAP Advisory Boards** (MHDS and SAP)

**Synopsis:** Request Commissioner approval to appoint Rina Nerlich to the MHDS and SAP Advisory Boards.

**Item 3: One Resource Agreements for Foster/Kinship Care** (CYS)

**Synopsis:** Request Commissioner approval to enter into a Resource Family Agreement with the Resource parents.

- Pat and Darlene Stevens

**Item 4: ERIE COUNTY HUMAN SERVICES** (CYS)

**Synopsis:** Request Commissioner Approval to enter into an agreement with Erie County Human Services for FY 2013-14. Erie County is requesting to utilize Venango County foster homes for the children under their jurisdiction. Erie County will retain case management responsibility for children



the Courthouse. Commissioner Summers inquired if this would conclude the renovations to the rear of the Courthouse and Ms. Jones responded that yes it would.

Commissioner Witherup made a motion to approve the above budget transfer, 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 #520 (Children & Youth Services) of **Bethany Cloonan**, Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 12/09/13**; **Special Conditions:** Filling existing vacancy. In Department #530 (PICs) of **Donald Ahrens**, Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 11/25/13**; **Special Conditions:** Filling existing vacancy; of **Gary Wiley**, Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 12/16/13**; **Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #160 (Maintenance) of **Danny Norris, Sr.**, Maintenance Worker II, SEIU position, Full-Time, 80 hours/pay, **effective 12/19/13**. In Department #305 (Prison) of **Raymond Bell**, 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 11/29/13**; **Special Conditions:** Action ratified at the December Prison Board meeting; of **Kathleen Seefried**, Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, **effective 12/12/13**; **Special Conditions:** Action ratified at the December Prison Board meeting. In Department #510 (AAA) of **Joni Baker**, Aging Care Manager, Full-Time, 80 hours/pay, **effective 12/03/13**. In Department #520 (Children & Youth Services) of **Allison Myers**, Caseworker, Full-Time, 80 hours/pay, **effective 11/13/13**; of **Lindsay Weckerly**, Casework Supervisor, Full-Time Exempt, **effective 12/10/13**. In Department #540 (MH/DS) of **Phillip Geer**, Caseworker, Full-Time, 80 hours/pay, **effective 11/28/13**. In Department #580 (Transportation) of **Julie Beers**, Dispatcher, SEIU position, Full-Time, 80 hours/pay, **effective 11/18/13**.

**OUT OF CLASS COMPENSATION** – In Department #580 (Transportation) of **Julie Beers**, Dispatcher, SEIU position, Full-Time, 80 hours/pay, **from** SEIU Pay Grade 6 (\$8.80/hr.) **to** SEIU Pay Grade 6 (\$10.1923/hr.), **effective 11/04/13**; **Special Conditions:** Salary increase through 11/15/13 while performing Lead Dispatcher duties.

**SEPARATION OF EMPLOYMENT** – In Department #520 (Children & Youth Services) of **Gerald Bowers**, Social Worker I, **effective 12/05/13**; of **Terry Tate**, Caseworker, **effective 11/12/13**.

#### **CORRECTION TO 10/08/13 HR COMMISSIONER BOARD AGENDA**

**PROMOTION** – In Department #520 (Children & Youth Services) of **Elizabeth Williams**, **from** Casework Trainee, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$12.8030/hr.), **to** Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 09/16/13**.

**Note: Promotion to be retroactive to 08/23/13.**

**CORRECTION TO 11/19/13 HR COMMISSIONER BOARD AGENDA**

**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.

**Note: Effective date changed to 12/16/13.**

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

**REHIRE** – In Department #190 (Planning) of **Emily Donaldson**, Planning Intern, Temporary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), effective 01/02/14; **Special Conditions:** Filling newly created position ratified at the December Salary Board meeting; temporary assignment through 01/31/14.

**PROMOTION / INCREASE IN HOURS** – In Department #509 (Human Services Fiscal) of **Jennifer Kennedy**, from Accountant, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 12 (\$12.4003/hr.), to Fiscal Operations Officer I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8 (\$16.54/hr.), effective 12/09/13; **Special Conditions:** Filling newly created position ratified at the November Salary Board meeting.

**PROMOTION / TRANSFER** – In Department #530 (PICs) of **P. Brian Gotses**, from Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$17.4906/hr.), to Department #520 (Children and Youth Services), Program Specialist, Full-Time Exempt, Exempt Pay Grade 2 (\$37,835.72/yr.), effective 11/18/13; **Special Conditions:** Filling newly created position ratified at the September 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:**

**POSITION RECLASSIFICATION / RATE ADJ. / JOB TITLE CHANGE** – In Department #205 (Courts) of **Jamie Kirkwood**, from Administrative Assistant II (Courts), Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 (\$14.2795/hr.), to Administrative Assistant II/Jury Administrator, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 (\$15.3148/hr.), effective 01/01/14; **Special Conditions:** Rate adjustment includes 2014 salary increase.

**SEPARATION OF EMPLOYMENT - RETIREMENT** – In Department #245 (Jury Commissioners) of **Sandra Kellner**, Jury Commissioner, effective 12/31/13; of **John Mays**, Jury

Commissioners' Board  
December 10, 2013

Commissioner, effective 12/31/13. In Department #260 (District Attorney) of Marie Veon, District Attorney, effective 01/05/14.

**SEPARATION OF EMPLOYMENT** – In Department #245 (Jury Commissioners) of Marilyn Bell, Department Clerk I, effective 12/20/13.

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

NONE

**PLANNING COMMISSION:**

The following item was presented for approval by Commissioner Brooks:

Approval of Albert Abramovic and Keith Klingler to Planning Commission Board – These are five (5) year terms on the Planning Commission. This will be Mr. Abramovic’s first term and Mr. Klingler’s second term. Both gentlemen are in non-elected capacities.

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

**TWO MILE RUN COUNTY PARK:**

The following item was presented for approval by Mr. Mihalic:

Approval of Timber Sale Bid Award – The bid opening for the timber sale at Two Mile Run County Park was conducted on November 22, 2013. The high bidder was Allegheny Wood Products with a bid of \$48,292.00.

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

**Park Activities Report:**

The boat launch has been completed. A new railing and two (2) benches will be installed in the Spring.

WinterFest is scheduled for January 25, 2014.

A free Learn-to-Ski day is scheduled for the second Saturday in February.

The Park staff is getting winter maintenance up to date.

**COUNTY ADMINISTRATION:**

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

Approval of Liquid Fuels Encumbrances for the Calendar Year 2014 – The Liquid Fuels encumbrances include: Oakland Township – Engineering services for the replacement of Cherrytree Road Bridge located within the Park with a balance of \$35,814.89. This project originated in 2007. Woolen Mills Bridge – Replacement of county-owned Bridge in Cooperstown Borough to zero out (was at \$11,793.00). This project originated in 1992. Miller Farm Bridge – Replacement of county-owned bridge in Oil Creek Township (in Oil Creek State Park) with a balance of \$3,875.39. This project originated in 2004. Dotter Road Bridge – Replacement of county-owned bridge in Rockland Township with a balance of \$28,983.44. This project originated in 1994. Sugarcreek Borough – Construct Salt Storage Shed with a balance of \$20,000. This project originated in 2013. Twenty-six municipalities submitted Liquid Fuels applications for 2014 totaling \$710,409.77. The Liquid Fuels Awards for 2014 totaled \$297,373.00. (Please see attached for detailed information.)

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

Approval of Schindler Elevator Maintenance Agreement – The preventative maintenance agreement with Schindler Elevator for the elevator at the Jail provides for an annual review of Schindler's costs and for adjustments up to 5%. A review by Schindler has shown their labor costs have risen by 3.11%. Therefore the County's cost will be increased to \$8,113.56 per billing period beginning 1/1/2014.

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

Approval to Participate in 2014 Gypsy Moth Suppression Program at \$25.00 per Acre – This agreement allows the County of Venango to have 488 acres at Two Mile Run County Park sprayed for the gypsy moth. The cost will be \$25 per acre for a total of \$12,200.00.

Commissioner Summers made a motion to approve to participate in the gypsy moth suppression program at \$25.00 per acre, seconded by Commissioner Witherup, aye all.

Approval of Act 13 Fund Award – The County received a request for Act 13 Funds from the At Risk Bridge Program. This request came from Richland Township for Township Road 377, Valley Church Road Bridge which runs over a branch of Pine Run in Richland Township. The construction and inspection costs will total \$740,000.00. While the engineering costs will total \$420,000.00. Richland Township is asking for \$70,000.00. Commissioner Brooks stated that the County had another request for the Act 13 Fund At Risk Bridge Program, however that bridge did not fit the criteria set forth by PennDOT. There are still funds available in this program, on a first come-first serve basis and municipalities can apply for these funds but the bridges must meet a level of at risk set forth by PennDOT to be eligible.

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

**OTHER BUSINESS**

There was no other business conducted.

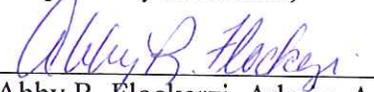
**PUBLIC COMMENT**

There was no public comment offered.

**ADJOURNMENT**

The meeting adjourned at 6:25p.m. upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,

  
Abby R. Flockerzi, Admin. Assist.