

Reviewed by: 

**COMMISSIONER BOARD MINUTES
FEBRUARY 11, 2020**

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

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| Commissioner Samuel Breene | Jason Ruggiero, Planning |
| Commissioner Michael Dulaney | Tim Dunkle, Public Safety |
| Commissioner Albert Abramovic | Bill Buchna, Airport |
| Sabrina Backer, Chief Clerk | Kelly McKenzie, Venango County Prison |
| Jamie Kirkwood, Administrative Assistant | David Corle, Venango County Prison |
| Richard Winkler, Solicitor | Chris Rossetti, Explore Venango |
| Diona Brick, Fiscal | Kara O'Neil, The Derrick |
| Justin Wolfe, Human Resources | Kevin Ross |
| Kim Woods, Human Services | Barb Ross |
| Luke Kauffman, Two Mile Run County Park | RAACA (Riders Advocating Against Child Abuse) |
| Pastor Doug Strawn, Canal Wesleyan Methodist Church, Utica, PA | |

The Retirement Board meeting was convened and adjourned prior to the start of the Salary Board meeting. The Salary Board meeting was convened and adjourned prior to the start of the Commissioner Board meeting.

CALL TO ORDER:

Commissioner Breene called the meeting to order at 4:36 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

Tim Dunkle, Public Safety, asked to add Pennsylvania Emergency Management Agency 9-1-1 Statewide Interconnectivity Funding Grant Agreement and a Contract with MobilCom.

- Commissioner Abramovic made a motion to approve the amendment, seconded by Commissioner Dulaney, aye all.

APPROVAL OF MINUTES FROM THE JANUARY 14, 2020 MEETING:

- Commissioner Dulaney made a motion to approve the minutes from the January 14, 2020 meeting, seconded by Commissioner Abramovic, 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.

PRISON:

The following items were presented for approval by Warden McKenzie:

Approval of Contract with Ecolab for the lease of a dishwasher for the kitchen.

Approval of Contract with PA Savin for the maintenance to the victim notification system.

Approval of Contract with Oasis Commissary for the ability of the inmates to purchase hygiene products and other miscellaneous items.

- Commissioner Abramovic made a motion to approve the above contracts, seconded by Commissioner Dulaney, aye all.

COMMUNITY SERVICES ADMINISTRATION:

The following items were presented for approval by Bill Buchna, Airport:

Approval of Contract with Larry E. Boyer for Rental of Hangar 12-5.

Approval of Contract with Mark A. Chatley to Execute Avocation of Easements for ongoing Airport Obstruction Project for Mark A. Chatley.

- Commissioner Dulaney made a motion to approve the above contracts, seconded by Commissioner Abramovic, aye all.

Ratification of Contract with Richardson Tree and Landscape Company for removal/cutting of trees obstructing flight path per FAA requirements.

Ratification of Contract with Ford Business Machines, Inc.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

The following items were presented by Tim Dunkle, Public Safety:

Approval of Pennsylvania Emergency Management Agency 9-1-1 Statewide Interconnectivity Funding Grant Agreement.

- Commissioner Abramovic made a motion to approve the above agreement, seconded by Commissioner Dulaney, aye all.

Approval of Contract with MobilCom.

- Commissioner Dulaney made a motion to approve the above contract, seconded by Commissioner Abramovic, aye all.

HUMAN SERVICES:

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

AMENDMENTS:

Item 1: Alpine Springs Rehabilitation and Recovery Center, LLC (SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Alpine Springs Rehabilitation and Recovery Center, LLC for the period of February 11, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

Item 2: Davis Archway Centers for Addiction Treatment (SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Davis Archway Centers for Addiction Treatment for the period of February 11, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

Item 3: Ellen O'Brien Gaiser Addiction Center, Inc. (SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Ellen O'Brien Gaiser Addiction Center, Inc. for the period of February 11, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

Item 4: Family Service & Children's Aid Society (SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Family Service & Children's Aid Society for the period of February 11, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

Item 5: Conewago Indiana (SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Conewago Indiana for the period of February 11, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

Item 6: Gage House, LP (SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Gage House, LP for the period of February 11, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

Item 7: Gateway Rehabilitation Center (SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Gateway Rehabilitation Center for the period of February 11, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

Item 8: Gaudenzia Erie, Inc. (SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Gaudenzia Erie, Inc. for the period of February 11, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

Item 9: Glenbeigh ACMC Healthcare System (SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Glenbeigh ACMC Healthcare System for the period of February 11, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

Item 10: Greenfield Counseling

(SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Greenfield Counseling for the period of February 11, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

Item 11: Oil Region Recovery

(SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Oil Region Recovery for the period of February 11, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

Item 12: Pyramid Healthcare, Inc.

(SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Pyramid Healthcare, Inc. for the period of February 11, 2020 through June 30, 2020. This is to include the medical marijuana attestation amendment to our contract.

Item 13: Sojourner House, Inc.

(SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Sojourner House, Inc. for the period of February 11, 2020 through June 30, 2020. This is to include the medical marijuana attestation amendment to our contract.

Item 14: Sugar Valley Lodge

(SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with Sugar Valley Lodge for the period of February 11, 2020 through June 30, 2020. This is to include the medical marijuana attestation amendment to our contract.

Item 15: BPC Management Group, LLC

(SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with BPC Management Group, LLC for the period of February 11, 2020 through June 30, 2020. This is to include the medical marijuana attestation amendment to our contract.

Item 16: White Deer Run, LLC

(SA)

Synopsis: Request Commissioners to approve an amendment to the FY 19-20 contract with White Deer Run, LLC for the period of February 11, 2020 through June 30, 2020. This is to include the medical marijuana attestation amendment to our contract.

OTHER ITEMS:

Item 1: Approval of Early Head Start Program Governance

(HS)

Request Commissioners to approve the Early Head Start Program Governance. This details the administrative/management responsibilities of the Venango County Commissioners.

Item #2: Approval of Grant Agreement for the Senior Farmers Market Nutrition Program

(OAS)

Request Commissioners to approve the Local Agency Grant Agreement for the Senior Farmers Market Nutrition Program. This provides funds to eligible senior citizens to purchase fresh fruits and vegetables for sale at designated farm markets.

Item 3: Approval of CYFS Resource Family Agreements

(CYS)

Request Commissioner approval to enter into three Resource Family Agreements for the Foster/Kinship Care Program.

Item 4: Approval of Terry Fay to Older Adult Services Advisory Council (OAS)

Request Commissioner approval to appoint Terry Fay to the Venango County Older Adults Services Advisory Council. This appointment is to fill a vacancy left on the Advisory Council.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

FINANCE ADMINISTRATION:

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

011720	\$535,308.14	Non-Human Service Warrant
HS011720	\$300,153.78	Human Service Warrant
HS012420	\$260,150.00	Human Service Warrant
SP012320	\$2782.00	Non-Human Service Warrant
012420	\$1,103,915.62	Non-Human Service Warrant
013120	\$286,324.15	Non-Human Service Warrant
HS013120	\$259,530.27	Human Service Warrant
020720	\$751,114.15	Non-Human Service Warrant
HS020720	\$82,337.69	Human Service Warrant
	Total \$3,581,615.80	

- Commissioner Dulaney made a motion to approve the above warrants, seconded by Commissioner Abramovic, aye all.

Approval of Ratification of Contract with Sammartino and LoPressi for Appraisal Services.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)

Ratification of Contract for Equipment Manager.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

Ratification of Contract for Penn State AG Rescue Training.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

Ratification of Dislocated Workers Transition team Agreement.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

Memorandum of Financial Understanding for Additional Adult Funding.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

Approval of Contract with West Central Job Partnership for Youth Re-Entry Project.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic.

HUMAN RESOURCES:

The following Human Resources items were presented for approval by Mr. Wolfe:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #140 (Tax Claim) of **Melanie Bailey**, Tax Clerk, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 9, **effective 02/03/20; Special Conditions:** Filling existing vacancy. In Department #325 (911 Center) of **Joshua Lam**, Telecommunicator I, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 3, **effective 02/09/20; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #305 (Prison) of **David Corle** from Correctional Lieutenant, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 to Chief Deputy Warden, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9, **effective 02/09/20; Special Conditions:** Filling existing vacancy; Action ratified at the February Prison Board meeting; of **Kelly McKenzie** from Chief Deputy Warden, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9 to Warden, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 4, **effective 02/01/20; Special Conditions:** Filling existing vacancy; Action ratified at the February Prison Board meeting. In Department #520 (CYS) of **Matthew Guerin**, from Service Coordinator I, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 5 to Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 01/29/20; Special Condition:** Promotion due to successful completion of 6 months as Service Coordinator I. In Department #530 (PICS) of **Gina Antill**, from Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 to Service Coordinator III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7, **effective 02/10/20; Special Conditions:** Filling existing vacancy.

PROMOTION/TRANSFER – In Department #305 (Prison) of **Cody Sines**, from Corrections Officer, AFSCME position, Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11 to Department #270 (Sheriff), Sheriff Deputy, Probationary Full-Time, 80 hours/pay, Non-Exempt Pay Grade 6, **effective 01/13/20; Special Conditions:** Filling existing vacancy; Action ratified at the February Prison Board meeting.

CHANGE IN STATUS/INCREASE IN HOURS – In Department #325 (911 Center) of **Lauren Kemp**, Telecommunicator I, Part-Time, 40 hours/pay, Non-Exempt Hourly Pay Grade 3 to Telecommunicator I, Full-Time, 80 hours/pay, Non-Exempt Pay Grade 3, **effective 02/09/20**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #305 (Prison) of **Courtney Hines**, Corrections Officer, **effective 02/20/20**; **Special Conditions:** Action ratified at the February Prison Board meeting; of **Morgan Kemp**, Corrections Officer, **effective 01/08/20**; **Special Conditions:** Action ratified at the February Prison Board meeting; of **Torin Lehmier**, Corrections Officer, **effective 02/02/20**; **Special Conditions:** Action ratified at the February Prison Board meeting; of **Marcy Perry**, Corrections Officer, **effective 02/14/20**; **Special Conditions:** Action ratified at the February Prison Board meeting. In Department #510 (Older Adult Services) of **Cynthia Strickland**, Volunteer Program Coordinator, **effective 02/13/20**. In Department #520 (CYS) of **Matthew Guerin**, Service Coordinator II, **effective 01/29/20**.

DECREASE IN HOURS - In Department #540 (MH/DS) of **Debra Kapp** from Resource Navigator, Part-Time, 40 hours/pay, Non-Exempt Hourly Pay Grade 6 to Resource Navigator, Part-Time, 30 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 01/12/20**.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Phillip Davis**, Corrections Monitor, **effective 02/03/20**; **Special Conditions:** Action to be ratified at the March Prison Board meeting. In Department #325 (911 Center) of **Allison Gerwick**, Telecommunicator II; **effective 02/10/20**. In Department #509 (HS Fiscal) of **Amber Kistler**, Fiscal Operations Officer, **effective 01/16/20**. In Department #530 (PICS) of **Scott Pitzer**, Service Coordinator III, **effective 01/17/20**. In Department #531 (HS Clerical) of **Shanda Kelly**, Department Clerk III, **effective 02/21/20**. In Department #590 (Housing) of **Staci Beggs**, Housing Case Manager, **effective 02/05/20**.

SEPARATION OF EMPLOYMENT – RETIREMENT - In Department #540 (MH/DS) of **Diana Hoffman**, Service Coordinator II, **effective 01/24/20**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #520 (CYS) of **Rebecca Frey**, Child Welfare Case Aide, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 12/16/19**; **Special Conditions:** Filling newly created position ratified at the October 2019 Salary Board meeting. In Department #590 (Housing) of **Jonathon Deemer**, Chore/Maintenance Worker III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 01/27/20**; **Special Conditions:** Filling newly created position ratified at the February Salary Board meeting.

TEMPORARY NEW HIRE – In Department #520 (Children & Youth) of **Remelita Elizon**, Service Coordinator Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/13/20**; **Special Conditions:** Filling newly created position ratified at the November 2019 Salary Board meeting; Seasonal assignment to last no longer than 05/04/20 as part of the Recruiting and Retention Program; of **Shiann Lamison**, Service Coordinator Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/13/19**; **Special Conditions:** Filling newly created position ratified at the November 2019 Salary Board meeting; Seasonal assignment to last no longer than 05/04/20 as part of the Recruiting and Retention Program. In Department #540 (MH/DS) of **Tyshae Gibson**, Service Coordinator Intern, Temporary Full-Time, 72 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/21/20**; **Special Conditions:** Filling newly created position ratified at the November 2019 Salary Board meeting; Seasonal assignment to last no longer than 05/04/20 as part

of the Recruiting and Retention Program; of Kaitlyn Taylor, Service Coordinator Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/13/20; Special Conditions:** Filling newly created position ratified at the November 2019 Salary Board meeting; Seasonal assignment to last no longer than 05/04/20 as part of the Recruiting and Retention Program.

PROMOTION – In Department #305 (Prison) of Scott Raecke, from Correctional Lieutenant, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 to Deputy Warden, Full-Time, 80 hours/pay, Non-Exempt Hourly 8, **effective 02/09/20; Special Conditions:** Filling newly created position ratified at the February 2020 Salary Board meeting; action ratified at the February Prison Board meeting. In Department #530 (PICS) of Cathy Lackatos, from Service Coordinator Supervisor, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9 to Senior Service Coordinator Supervisor, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 10, **effective 02/05/20; Special Conditions:** Filling newly created position ratified at the February 2020 Salary Board meeting.

CORRECTION TO 01/14/20 COMMISSIONER BOARD AGENDA

END OF PROBATION – *In Department #160 (Maintenance) of Lacy Dugan, Maintenance Worker III, effective 12/31/19*

Note: The end of probation date should have reflected 12/30/19.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

Approval of Administrative Rules 2020 for the Implementation of the Pay Plan

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

PLANNING COMMISSION:

The following items were submitted for approval by Mr. Ruggiero:

Approval of Contract with Mahantango Enterprises for tire collection.

Ratification of Review Fee Reimbursement Agreement with Sheetz, Inc.

Ratification of Right-of-Entry Agreement with PennDOT.

Ratification of Agreement of Sale with Mary and David Sarver.

Ratification of Reimbursement Agreement with PennDOT for bridge inspection services.

Ratification of Agreement between the County of Venango and Affordable Services, Inc.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

TWO MILE RUN COUNTY PARK:

The following items were submitted for approval by Mr. Kauffman:

Approval of Reappointment of Mr. Lance Bowes to the Park Advisory Board.

Approval of Reappointment of Ms. Debra Frawley to the Park Advisory Board.

Approval of Reappointment of Mr. Michael Henderson to the Park Advisory Board.

Approval of Reappointment of Ms. Sandy K. Hovis to the Park Advisory Board.

Approval of Appointment of Mr. Rick Hulsizer to the Park Advisory Board.

Approval of Reappointment of Ms. Debra Kapp to the Park Advisory Board.

Approval of Reappointment of Mr. Chris Porter to the Park Advisory Board.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Update on Park Activities and Events:

There is not much activity going on at the Park due to no snow at this time so they are taking advantage of cleaning up some areas and trimming some trees.

The Polar Plunge was a successful event and a fun time.

COUNTY ADMINISTRATION:

The following items were presented by Ms. Backer:

Approval of Resolution 2020-07, Signatory Authority for Reimbursement Agreement System.

Approval of Resolution 2020-09, Ratification of Commissioner Board Actions.

- Commissioner Abramovic made a motion to approve the above resolutions, seconded by Commissioner Dulaney, aye all.

Approval of Proclamation in Honor of WEBCO Industries, Business of the Year Award.

Approval of Proclamation in Honor of Jamie Hunt, Citizen of the Year Award.

Approval of Proclamation in Honor of Oil City Main Street Program Partner in Business of the Year

Approval of Proclamation for 2-1-1 Day

- Commissioner Dulaney made a motion to approve the above proclamations, seconded by Commissioner Abramovic, aye all.

OTHER BUSINESS:

Several members of RAACA (Riders Advocating Against Child Abuse) were present and gave information about an Opening Party/Dice Walk that will be held on April 18th from 1:00 – 5:00 p.m. at the Sandycreek Firehall, 624 Congress Hill Road, Franklin, PA 16323. The price for the event is \$10.00, children ages 6 to 12 years old is \$5.00 and 5 years old and younger is free. The price will include food and drink. The Dice Walk is \$5.00 to play and there will be cash prizes for the highest and lowest roll. There will also be small games of chance, Chinese auction, 50/50 and a gun raffle. Benefits will go to help the children and the community.

RAACA is a volunteer group who tirelessly works to support the victims of child abuse, educate the public and raise awareness in an effort to prevent all types of abuse of children before it starts. More information can be found at raacanational.com and also look for them on Facebook at RAACA Venango PA

Commissioner Breene thanked them for coming to Venango County.

PUBLIC COMMENT:

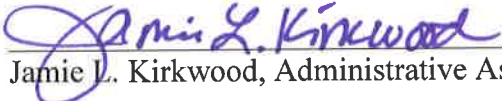
Jim Waugh, Cherrytree Township Supervisor, was present and spoke about recent inquiries by renewable energy companies to lease land for solar farms in the township. Mr. Waugh said Cherrytree Township does not have anything in their zoning code about solar so they are putting a moratorium on solar until they look into the whole picture.

The local Penn State Extension office has arranged for a workshop to provide information to area landowners about solar leasing and the meeting is scheduled for February 12, 2020 from 6:30 to 8:00 p.m. at the Venango County Fairgrounds. The meeting is free and open to the public.

ADJOURNMENT

The meeting adjourned at 5:16 p.m. upon a motion by Commissioner Abramovic and seconded by Commissioner Dulaney, aye all.

Respectfully submitted,



Jamie L. Kirkwood, Administrative Assistant