

Reviewed by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMISSIONER BOARD MINUTES**  
**September 5, 2007**

Those present at the public meeting of the Venango County Commissioners held in Room 103 of the Courthouse Annex:

Commissioner Sue Smith	Diona Brick, Fiscal
Commissioner Gary Hutchison	George Thompson, Solicitor
Commissioner Larry Horn	Denise Jones, Chief Clerk
Deborah Sharpe, Treasurer	Dave Schwille, Human Services
Ben Breniman, Planning	Sandy Sutch, HR
Barbara Fetteroff, Valley Grove S. D.	Roy Sanner, Valley Grove S. D.
Jeff Clark, Valley Grove S. D.	Bonnie Summers, Substance Abuse
Sheila Boughner-Blair, Ven. News	Ellen Rettinger, Admin. Assistance

Commissioner Larry Horn gave the invocation, and then Commissioner Smith led the group in the Pledge of Allegiance.

The Salary and the Retirement Boards were convened and adjourned prior to the beginning of the Commissioner Board.

**COMMISSIONER BOARD**

Commissioner Smith called the meeting to order at 2:05 p.m. A motion was made by Commissioner Hutchison to approve the minutes from the August 22, 2007 meeting, seconded by Commissioner Horn, aye all.

There was no public comment on the Commissioner Board Agenda.

**COMMUNITY SERVICES ADMINISTRATION:**

Presented by Chief Clerk Denise Jones was a contract award for the Seal Coat G. A. Apron and Crack Seal Taxiway project for the Airport. Engineers Lee Simpson Associates recommended that the contract be awarded to the low bidder which was Axtell's, Inc. out of Olyphant, PA. The base bid amount was \$109,996.87. Commissioner Hutchison made a motion to approve the above contract award, seconded by Commissioner Horn, aye all.

Next presented by Denise was an engineering agreement with Lee Simpson to provide professional services for the Airport's Hangar Door Replacement – Hangar Upgrade

Capital Budget project. The contract has a total value not exceeding \$9,644.18 and is 50% reimbursable through the Capital Budget Grant. Commissioner Hutchison made a motion to approve the agreement, seconded by Commissioner Horn, aye all.

**HUMAN SERVICES**

Dave Schwille presented the following items for approval.

**CONTINUATION CONTRACTS: - Fiscal Year 2007/2008**

**Item 1: Valley Community Services**

**Synopsis:** Request commissioner approval to continue to contract with Valley Community Services to provider residential and Home and Community Habilitation level 3 to one MR consumers. Residential rates are \$3,140.67 per half month; H & C rates are \$4.05 per 15 minute unit. There is no County match

**Item 2: Family Services and Children’s Aid Society**

**Synopsis:** Request approval to continue to contract with FSCAS to provide MR and MH Home and Community Habilitation services (\$5.83 per 15 min unit), the MH Student Assistance Program (\$49.hr up to a contract maximum of \$69,871.00 ) and non-MA reimbursed Family Based Mental Health (\$26.93 per 15 min unit). There is a 10% county match on H & C for MH and MR base funded individuals. The match will come from the existing MH/MR match allocation.

**Item 3: Diversified Family Services**

**Synopsis:** Request approval to continue to contract with Diversified to provide residential support for 6 MR consumers. Four residents have a half month rate of \$3,524.71, one has a half month rate of \$3,948.14, and one is in Life Sharing at a half month rate of \$1,276.57. Three is no County match on this contract.

Commissioner Horn made a motion to approve the above continuation contracts, seconded by Commissioner Hutchison, aye all.

Dave Schwille proposed William J. Cisek, Esquire as the solicitor for Venango County Children and Youth Services. His fee for services is \$100.00 with no retainer. Incidental expenses are to be reimbursed. Paralegal services will be billed at \$45.00 per hour. Commissioner Horn made a motion to approve the above item, seconded by Commissioner Hutchison, aye all.

**FINANCE ADMINISTRATION**

The following warrants are submitted for your approval:

Warrant	SP082207	\$ 2,692.00	Non-Human Services Expenditures
Warrant	SP082407	16,201.05	Non-Human Services Expenditures
Warrant	083107	236,078.99	Non-Human Services Expenditures

Warrant	HS083107	277,286.17	Human Services Expenditures
Warrant	SP083107	21,602.90	Non-Human Services Expenditures
Warrant	0907	99,045.06	Non-Human Services Expenditures
Warrant	HS090707	196,968.36	Human Services Expenditures

**Total Estimated Cost           \$ 849,874.53**

Commissioner Horn made a motion to approve the above items, seconded by Commissioner Hutchison, aye all.

Diona Brick, Administrator, Finance and Management Services presented a Transportation Audit Engagement Letter with Maher Duessel, Certified Public Accountants in Pittsburgh, PA. Programs to be audited include the Fixed Route, Shared-Ride Program, the Medical Assistance Transportation Program and the Exclusive Transportation Program as required by the Pennsylvania Department of Transportation. They will combine the traditional two reports into one document for a total fee of \$8,050.00. Commissioner Horn made a motion to approve the engagement letter, seconded by Commissioner Hutchison, aye all.

**HUMAN RESOURCES**

The following Human Resource Agenda was presented for approval by Sandy Sutch.

**PROBATIONARY NEW HIRE** – In Department #260 (District Attorney) of **Clarice Koby**, Legal Secretary II, Teamsters position, Full-Time, 80 hours/pay, Teamsters Pay Grade 9 Step 1 (\$10.11/hr.), **effective 09/05/07; Special Conditions:** Filling existing vacancy. In Department #310 (Court Supervision Services) of **Shala McNany**, Intensive Juvenile Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 1 (\$14.44/hr.), **effective 09/04/07; Special Conditions:** Filling existing vacancy; of **Manuel Nazario III**, ARD Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **effective 09/04/07; Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Ronald Aites**, Mechanic, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 10 Step 1 (\$10.54/hr.), **effective 09/04/07; Special Conditions:** Filling newly created position ratified 07/11/07.

**REHIRE** – In Department #310 (Court Supervision Services) of **Melanie Hansen**, ARD Training Officer, Temporary Part-Time On-Call, 7 hours/pay, Non-Union Hourly Pay Grade 6 Step 7 (\$13.89/hr.), **effective 08/15/07; Special Conditions:** Filling newly created position ratified at 08/22/07 Salary Board; maximum of 40 hours.

**END OF PROBATION** – In Department #145 (Assessment) of **Lisa Pierce**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, **effective 08/22/07; Special Conditions:** No change in pay grade or step. In Department #265 (Prothonotary) of **Penny Knupp**, Bookkeeper II, Teamsters position, Full-Time, 70 hours/pay, **effective 08/29/07; Special Conditions:** No change in pay grade or step. In Department #305 (Prison) of **Thomas Goodrich**, Corrections Officer, AFSCME

position, Part-Time, 64 hours/pay, **from** AFSCME Pay Grade 11 Step X (\$9.15/hr.) **to** AFSCME Pay Grade 11 Step 1 (\$11.13/hr.), **effective 08/19/07; Special Conditions:** Ratified at 09/04/07 Prison Board. In Department #540 (MH/MR) of **Stephen Campbell**, Caseworker II, Full-Time, 80 hours/pay, **effective 08/17/07; Special Conditions:** No change in pay grade or step.

**RECLASSIFICATION** – In Department #310 (Court Supervision Services) of **Marc Taylor** **from** Intensive Juvenile Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 3 (\$14.73/hr.) **to** Adult House Arrest Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 3 (\$14.73/hr.), **effective 09/04/07; Special Conditions:** Filing existing vacancy.

**JOB TITLE CHANGE/RATE ADJUSTMENT** – In Department #520 (Children and Youth Services) of **Beth Lendyak**, **from** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 7 (\$15.33/hr.) **to** Social Worker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 9 (\$15.64/hr.), **effective 08/27/07; Special Conditions:** Filing newly created position ratified at 05/09/07 Salary Board meeting.

**INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS** – In Department #325 (911) of **Elizabeth Jordan**, Telecommunicator I, **from** Regular Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 3 Step 2 (\$10.05/hr.), **to** Regular Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 Step 2 (\$10.05/hr.), **effective 09/27/07; Special Conditions:** Filling existing vacancy; benefits effective immediately.

**PROMOTION** – In Department #540 (MH/MR) of **Sharren Ausel**, **from** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 9 (\$14.18/hr.), **to** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 7 (\$15.33/hr.), **effective 08/27/07; Special Conditions:** Filling existing vacancy.

**LEAVE OF ABSENCE** – In Department #520 (Children & Youth) of **Hope Thomas**, Caseworker II, Full-Time, 80 hours/pay, Pay Grade 6 Step 3 (\$13.36/hr.), **effective 08/27/07; Special Conditions:** Educational leave through the CWEL program until no later than 05/31/09. During this period, Hope will be paid at 95% of her current salary and will not be eligible for any salary increases that the Board of Commissioners may grant during this period. Fringe benefits are not to exceed the amount permitted by the PA Dept. of Public Welfare. Children & Youth will invoice the University of Pittsburgh on a monthly basis for the amount of salary and benefits.

**SEPARATION OF EMPLOYMENT** – In Department #520 (Children and Youth Services) of **Cynthia Gariepy**, Casework Supervisor, **effective 10/22/07.**

Commissioner Horn made a motion to approve the HR agenda items, seconded by Commissioner Hutchison, aye all

### **PLANNING COMMISION:**

Ben Breniman presented two more Affordable Housing applicants for approval. The first grant is for Bonnie Reed in the amount of \$4,690 for a home in Sugarcreek Boro. The second grant is for Patricia McKenzie in the amount of \$7,500 for a home in Franklin. This brings the total of applicants approved to receive funds from the County's Affordable Housing Trust Fund to nine (9). Commissioner Horn made a motion to approve the above applicants, seconded by Commissioner Hutchison, aye all.

### **COUNTY ADMINISTRATION:**

Bonnie Summers, Director of Substance Abuse presented a proclamation declaring September 9<sup>th</sup> as Fetal Alcohol Syndrome Awareness Day. Commissioner Smith read the proclamation which states that Fetal Alcohol Spectrum Disorders pose a serious threat to the potential health of future generations and has an incident rate of 1 out of every 100 live births. Bonnie passed out t-shirts and a Fetal Alcohol Syndrome "Knot" which symbolizes the womb and people who care about children with FAS and the knot that will make them whole. Commissioner Hutchison made a motion to approve the proclamation, seconded by Commissioner Horn, aye all.

### **OTHER BUSINESS:**

George Thompson, County Solicitor, reviewed and presented a Proposal for Validation of Wireless Infrastructure from L. Robert Kimball and Associates. The strategy is to coordinate all wireless routing information with each individual wireless service provider in a timely, accurate fashion. Cost is \$35,120.00 upon completion and \$700.00 per wireless service provider site for up to 40 towers. Commissioner Hutchison made a motion to approve the proposal, seconded by Commissioner Horn, aye all.

Commissioner Smith discussed her testimony on the PennDot 12 Year Plan when she participated in a public hearing in Hermitage along with a representative from the Emlenton area, Barbara Warden. Barbara discussed the unsafe and hazardous condition of the Emlenton Hill on Route 38. Commissioner Smith discussed several items. The first being 29 structurally deficient bridges in Venango County. All the bridges have sufficiency ratings under 50 as well as all having been identified by our Emergency Management Personnel as being critical for emergency service purposes.

Next discussed was the intersection at Route 8 and Stevenson Road in Barkeyville Borough. This intersection is inadequate for the anticipated truck traffic traveling from the Barkeyville Industrial Park and the truck stop adjacent to Interstate 80.

Next Commissioner Smith encouraged the reinstatement of Federal Enhancement Funds to a level that will allow Venango County to address safe passage for children to schools. Finally, Venango County's population is aging and an increase in ridership on our public transportation system is anticipated. Funding was requested for construction of a bus terminal and more, improved bus shelters.

**PUBLIC COMMENT:**

Roy Sanner, athletic director at Valley Grove posed questions to the Commissioners in regard to using Two Mile Run Park for their cross country invitational event which is only 5 weeks away. The Commissioners supported the district's use of the park for the event in a letter to the Authority, but negotiations are still under way and the park has not been returned to the County.

A motion to adjourn was made by Commissioner Hutchison at 2:40 p.m., seconded by Commissioner Horn, aye all.

Respectfully submitted,

---

Ellen Rettinger