

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

\_\_\_\_\_

\_\_\_\_\_

**COMMISSIONER BOARD MINUTES**  
**September 19, 2007**

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

Commissioner Sue Smith	Commissioner Larry Horn
Commissioner Gary Hutchison	Denise Jones, Chief Clerk
Diona Brick, Fiscal	Dave Schwille, CYS
Connie Hazelton, HR	Major Smith, Warden
George Thompson, Solicitor	Bill Kresinski, MIS
Deborah Sharpe, Treasurer	Robin Lutz, Election Board
John Phillips, ORA	Randy Seitz, ORA
Judy Downs, Planning	Gene Price, Sheriff
Dave Morris, Sheriff's Office	Steve Eakin, Housing Auth.
Tom Sherman, EMA	Ken Saunders, Park Board Member
Frank Toothman, Taxpayer	Neil McElwee, Taxpayer
Steven Hinds, Oil City. Fire Dept.	Mark Heim, WKQW
Ellen Rettinger, Admin. Assist.	Troy Wood, Taxpayer

Pastor Dave Hampson gave the invocation, and then Commissioner Smith led the group in the Pledge of Allegiance.

The Election Board was convened and adjourned at 2:14.

**COMMISSIONER BOARD:**

Commissioner Smith called the meeting to order at 2:07 p.m. A motion was made by Commissioner Hutchison to approve the minutes from the September 5, 2007 meeting, seconded by Commissioner Horn, aye all.

No public comment on the agenda. No business to come before the Board from Court Administration.

**ROW OFFICES:**

Ordinance #07-01 was presented by Sheriff Gene Price. The ordinance is for the establishment of a security system for the protection of personnel at the Venango County Court House. The ordinance was approved by the Security Committee and will be on display for examination at the County Law Library and the Commissioners Office prior

to its adoption at the next Commissioners' Public meeting which will be held on October 3, 2007.

**PRISON:**

Presented by Warden Smith was the renewal of the Jpay Contract. This contract is for the inmate telephone service which allows for family members of offenders to send funds to an offender's account via Internet, telephone or money grams. There is no cost to the County. Commissioner Hutchison made a motion to approve the contract, seconded by Commissioner Horn, aye all.

**COMMUNITY SERVICES ADMINISTRATION:**

Presented by Tom Sherman, Director of EMA Services was Ordinance #07-02. This is an abatement/recovery ordinance providing for the reimbursement for extraordinary EMA expenses and services, and the administration of the collection of fees as reimbursement for those services and expenses. Copies of the proposed ordinance may be examined at the County Law Library and the Commissioners Office prior to its adoption at the next Commissioners' Public Meeting which will be held on October 3, 2007.

Next presented by Tom Sherman was a Memorandum of Agreement between Venango County Office of Emergency Management and the City of Oil City Fire Department. The purpose of this agreement is to delineate responsibilities and procedures for transportation of the OCFD Special Operations Unit to incident scenes outside of the Municipal Boundaries of the City of Oil City. VCOEM responsibilities are to annually inspect and maintain the Ford F-350 Utility vehicle, maintain insurance on said vehicle, provide a qualified driver, return OCFD Special Operations Unit and personnel back to OCFD Headquarters and cover all fuel costs which are reimbursed thru PEMA. The responsibilities of the OCFD are as follows; annually inspect and maintain the SOU Carmate 24' trailer so that it can be safely towed, maintain all operational equipment carried and stored inside the SOU, provide 3 trained personnel in the use of all equipment stored in the SOU for use at a incident scene, and rehab all equipment in the SOU cache in order to ensure proper function. Commissioner Horn made a motion to approve the Agreement, seconded by Commissioner Hutchison, aye all.

**HUMAN SERVICES:**

Dave Schuille presented the following items for approval.

**Children and Youth Services**

Renewal contract with Adelphoi Village, Inc., a provider of residential aide in-home services. The services used in Venango County are residential and the per diem range is from \$189 to \$329.

Contract with Crawford County to provide Foster Care for one youth at different per diem rates based on services provided.

**OEO**

Revision of the Fixed Route application to the PA DOT for 2007-08 due to a change in funding formulas. I ask your approval of the following:

- Interim Agreement
- Revised application, including new resolution
- FY 2006-07 Final Service Standards
- FY 2006-07 Act 26 Report

**Substance Abuse Services**

Renewal of a contract with Deerfield Dual Diagnosis for inpatient non-hospital services at \$262 per diem.

**AAA**

Amendment to the existing agreement with CRI, Inc. to adjust the rate for attendant care in 2007-08.

Request from First Night Oil City to use the Creekside Senior Center as a performance venue. This is the same as the approved request of last year.

**MH/MR**

Renewal of an agreement with Community Services of Venango County to provide consumer and family/guardian surveys under the IM4Q (independent monitoring for quality) with a contract maximum of \$27,704.

Renewal of a contract with Philadelphia Child and Family Guidance Training Center to provide training/consultation with a maximum of \$38,400 split between MH, CYS, Family Services and Children’s Aid Society and Early Head Start.

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

**FINANCE ADMINISTRATION:**

The following warrants were submitted by Diona Brick for approval:

Warrant	SP090407	\$ 4,150.00	Non-Human Services Expenditures
Warrant	SP090507	4,150.00	Non-Human Services Expenditures
Warrant	HS090507	268.01	Human Services Expenditures
Warrant	091407	81,217.96	Non-Human Services Expenditures
Warrant	HS091407	722,801.01	Human Services Expenditures
Warrant	SP091107	867.56	Non-Human Services Expenditures
Warrant	092107	158,181.02	Non-Human Services Expenditure

Warrant HS092107 296,452.47 Human Services Expenditures

**Total Estimated Cost \$ 1,268,088.03**

**JAIL TOTAL EXPENDITURES**

Commissary Account	\$ 9,715.71
Inmate Account	\$ 9,016.14
Wardens Account	\$ 5,806.93

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

**HUMAN RESOURCES:**

The following Human Resource Agenda was presented for approval by Connie Hazelton.

**PROBATIONARY NEW HIRE** – In Department #510 (AAA) of **Karen Cramer**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.49/hr.), **effective 09/10/07; Special Conditions:** Filling existing vacancy. In Department #520 (Children and Youth Services) of **Andrew Voelker**, Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.63/hr.), **effective 09/12/07; Special Conditions:** Filling existing vacancy. In Department #540 (MH/MR) of **April Grube**, Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.63/hr.), **effective 09/17/07; Special Conditions:** Filling existing vacancy.

**TEMPORARY NEW HIRE** – In Department #205 (Courts) of **Jodi Baker-Lewis**, Administrative Assistant II, Temporary Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.63/hr.), **effective 10/01/07; Special Conditions:** Filling newly created position to be ratified at 10/03/07 Salary Board; position in effect through December 2007 to cover for employee's leave of absence; must successfully complete pre-employment drug screening. In Department #305 (Prison) of **Pamela Keverline**, Corrections Officer, AFSCME position, Temporary Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.15/hr.), **effective 09/12/07; Special Conditions:** Filling existing vacancy; to be ratified at 10/02/07 Prison Board; of **Laura Renfrew**, Corrections Officer, AFSCME position, Temporary Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.15/hr.), **effective 09/12/07; Special Conditions:** Filling existing vacancy; to be ratified at 10/02/07 Prison Board..

**NEW HIRE – ON CALL** – In Department #310 (Court Supervision Services) of **Debra Kapp**, Victim Community Awareness Facilitator, Part-Time, 7 hours/pay, Per Diem (\$100/class; 4 hrs. at \$25/hr.), **effective 08/11/07; Special Conditions:** Filling newly created position ratified at 09/05/07 Salary Board.

**END OF PROBATION** – In Department #510 (AAA) of **Julianna Beichner**, Aging Care Manager II, Full-Time, 80 hours/pay, **effective 08/30/07**; **Special Conditions:** No change in pay grade or step; of **Melissa Cyleneica**, Aging Care Manager II, Full-Time, 80 hours/pay, **effective 08/28/07**; **Special Conditions:** No change in pay grade or step.

**PROMOTION** – In Department #520 (Children and Youth Services) of **Jessica Anthony**, **from** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 4 (\$13.49/hr.), **to** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 2 (\$14.59/hr.), **effective 09/10/07**; **Special Conditions:** Filling existing vacancy.

**SEPARATION OF EMPLOYMENT - RETIREMENT** – In Department #235 (District Justice 3-3) of **Isabelle Hendershot**, District Justice Secretary, **effective 10/19/07**; of **M. Sue Schruers**, District Justice Secretary, **effective 10/19/07**. In Department #540 (MH/MR) of **Rosann Davis**, Fiscal Technician, **effective 10/19/07**.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of **Roberta Lee**, Corrections Officer, **effective 09/16/07**; **Special Conditions:** To be ratified at 10/02/07 Prison Board; of **Melissa Rutherford**, Corrections Officer, **effective 09/07/07**; **Special Conditions:** To be ratified at 10/02/07 Prison Board.

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

### **PLANNING COMMISSION:**

Judy Downs, Director of Planning presented Resolution #2007-12 which authorizes Venango County to file a proposal for funds with the Department of Community and Economic Development (DCED) in the amount of \$36,700 for the development of a Land Use Planning and Technical Assistance Program study. The study cost estimate total is \$72,200 with a proposed grant match of \$35,500. Commissioner Hutchison made a motion to approve the Resolution, seconded by Commissioner Horn, aye all.

### **COUNTY ADMINISTRATION:**

Commissioner Sue Smith presented Resolution #2007-11 which honored Senior Master Sergeant Robert Blausen, Jr. in his retirement from the United States Air Force after 21 years of service. The United States Flag will be flown on the flag pole in front of the Court House from September 19<sup>th</sup> through September 21<sup>st</sup>, 2007. Commissioner Horn made a motion to approve the Resolution, seconded by Commissioner Hutchison, aye all.

Denise Jones presented an agreement with Open Flow Energy and Venango County for the sale of natural gas. The term is from October 1, 2007 through September 30, 2008 and the price is \$8.400/Dt. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Hutchison, aye all.

Commissioner Smith announced the reappointment of Mary Douth to the Venango County MH/MR and Substance Abuse Executive Commission for another three-year term effective August 1, 2007 through August 30, 2010. Commissioner Horn made a motion to approve the reappointment, seconded by Commissioner Hutchison, aye all.

Next presented by Commissioner Smith was a resignation letter from Mary Susan McConnell from the Venango Park and Natural Resources Authority Board of Directors. Commissioner Horn made a motion to approve the resignation, seconded by Commissioner Hutchison, aye all.

**OTHER BUSINESS:**

Chief Clerk Denise Jones presented a contract between Venango County (client) and Terry Williams (contractor) to provide consulting and technical services related to Election Day procedures. Contractor agrees to perform services during the week prior to Election Day for the sum of \$250.00 per day and \$300.00 per day for services performed during the week Election Day falls in. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Hutchison, aye all.

Tom Sherman, EMA Director who is a member of the hazmat team, asked for a letter of support for McCutcheon Enterprises, Inc. to continue hazardous material response coverage within our County. McCutcheon Enterprises, Inc. will be participating in the PEMA required recertification process in late October or early November 2007. The Commissioners agreed to supply the letter of support.

Seven individuals sent letters of interest to fill the two remaining seats on the newly formed Park Authority Board. They have been asked to attend a meeting with the Commissioners on September 27<sup>th</sup> at 10:00 in Room 103.

County Solicitor, George Thompson proposed the hiring of Richard T. Beith to give a professional opinion as to what the fair market rent is in Venango County at a cost not to exceed \$1,800.00. Commissioner Hutchison made a motion to approve hiring Mr. Beith, seconded by Commissioner Horn, aye all.

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

Respectfully submitted,

---

Ellen Rettinger

