

Reviewed by: _____

COMMISSIONER BOARD MINUTES
October 3, 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	Jim Sandok, Human Services
Ben Breniman, Planning	Connie Hazelton, HR
O. C. Bell, Airport	Scott Walkowski, CSS
Judy Downs, Planning	Mark Heim, WKQW
Sheila Boughner-Blair, Ven. News	Ellen Rettinger, Admin. Assistant
Vance Mays, LPVC	Loretta Jack, LPVC
Joyce Mays, LPVC	Ken Saunders
Troy Wood	Jerry Woods
Bob Ream	Rev. James Bennett

Reverend James Bennett 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 2:04 p.m. A motion was made by Commissioner Horn to approve the minutes from the September 19, 2007 meeting, seconded by Commissioner Hutchison, aye all.

Vance Mays commented on item #5 on the Commissioner Board Agenda. He asked that Ordinance #07-01, the Security System at the Court House be tabled. Commissioner Smith explained that the Security Plan has been worked on for 2 years with input from the AOPC, the Sheriff's Department, Maintenance, Security Personnel, the Courts and the Commissioners.

COMMUNITY SERVICES ADMINISTRATION:

Scott Walkowski with Court Supervision Services presented a Proclamation honoring PA Juvenile Justice Week which is from September 30th thru October 6th, 2007. The Proclamation is in recognition of the efforts of the officers who work with juvenile offenders, crime victims and communities. Commissioner Horn made a motion to approve the Proclamation, seconded by Commissioner Hutchison, aye all.

ROW OFFICERS:

Presented by Commissioner Smith was Ordinance #07-01, Establishment of a security system for the protection of personnel at the Venango County Court House. The ordinance has been available for examination at the Commissioners Office and the County Law Library for the past 12 days prior to its adoption. Commissioner Hutchison made a motion to approve adopting Ordinance #07-01, seconded by Commissioner Horn, aye all.

COMMUNITY SERVICES:

Presented by O. C. Bell, Airport Director was an agreement between Venango County and Wesley P. Boughner, contractor. The contractor supplies snow removal services at the Airport between December 1, 2007 and March 31, 2008. Contractor agrees to be on call 24 hours per day, seven days a week and is paid a monthly retainer of \$2,700.00 plus \$250.00 per month insurance reimbursement for December, January, February and March. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Hutchison, aye all.

Next presented by O. C. Bell was an agreement between Venango County and Meteorlogix to supply aviation weather information. A one time fee of \$700.00 is for the installation of new hardware and software. The annual charge of \$1,908.00 is to maintain the system and satellite service. The contract is for 39 months. Commissioner Hutchison made a motion to approve the agreement pending solicitor approval, seconded by Commissioner Horn, aye all.

Commissioner Smith presented Ordinance #07-02, 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. The ordinance has been on display at the Commissioners Office and the County Law Library for the past 12 days prior to its adoption. Commissioner Horn made a motion to approve adopting Ordinance #07-02, seconded by Commissioner Hutchison, aye all.

HUMAN SERVICES:

Jim Sandok presented the following items for approval.

CONTINUATION CONTRACTS: - Fiscal Year 2007/2008

Item 1: Community Services of Venango County, Inc.

Synopsis: Request commissioner approval to continue to contract with Community Services of Venango County to manage the four-plex apartment purchased last fiscal year to house adults with a serious mental illness. Contract maximum is up to \$10,000.00 and will cover structural repairs and operating expenses not covered by rental fees. There is a 10% match on this contract which will come from the existing MH/MR match allocation.

Item 2: COMPRO (Achieva Support)

Synopsis: Request approval to continue to contract with COMPRO to provide Community Habilitation Level 2 services to one MR consumer at a rate of \$4.75 per 15 minute unit. There is no county match. Utilization is managed via service authorization.

Item 3: Vallonia Industries

Synopsis: Request approval to continue to contract with Vallonia Industries to provide prevocational services for one MR consumer to include base staff support at a rate of \$1.89 per 15 minute unit and transportation support at a rate of \$10.27 per trip. There is no county match on this contract. Utilization is managed via service authorization.

Contract Addendums:

Item 1: Erie Homes for Children and Adults, Inc (FY 06/07)

Synopsis: Request approval to amend the contract with Erie Homes to change the rate for one MR consumer. The rate adjustment will allow Erie Homes to cover costs associated with the vacancy created by the consumer’s death. The rate adjustment will increase residential costs for this consumer by \$6,869.00. There is no County match.

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

FINANCE ADMINISTRATION:

Diona Brick presented the following warrants for approval:

Warrant	SP092107	\$ 9509.00	Non-Human Services Expenditures
Warrant	092807	330,880.08	Non-Human Services Expenditures
Warrant	HS092807	129,094.84	Human Services Expenditures
Warrant	100507	229,419.05	Non-Human Services Expenditures
Warrant	HS100507	176,896.26	Human Services Expenditures

Total Estimated Cost \$ 875,799.23

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

Next presented by Diona Brick was a copier agreement with Ikon for the Assessment Office in the amount of \$308.50 for 60 months. This is for a new Ricoh Copier W2400 which can copy large maps. Commissioner Hutchison made a motion to approve the Copier agreement, seconded by Commissioner Horn, aye all.

HUMAN RESOURCES:

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

PROBATIONARY NEW HIRE – In Department #540 (MH/MR) of **Kristina Hoepfl**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **effective 10/15/07; Special Conditions:** Filling existing vacancy.

REHIRE – In Department #540 (MH/MR) of **Janet Carlson**, Department Clerk II, SEIU position, Probationary Full-Time, 75 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.49/hr.), **effective 09/24/07; Special Conditions:** Filling existing position. In Department #310 (Court Supervision Services) of **Steven Ace**, Pre-Trial Probation Officer, Temporary On-Call, 7 hours/pay, Non-Union Hourly Pay Grade 7 Step 4 (\$14.87/hr.), **effective 09/20/07; Special Conditions:** Filling newly created position ratified at 10/03/07 Salary Board; position in effect for 3 weeks to cover for leave of absence.

INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #305 (Prison) of **Melanie Winters**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step 3 (\$11.35/hr.), **from** Regular Part-Time, 64 hours/pay **to** Regular Full-Time, 80 hours/pay, **effective 09/23/07; Special Conditions:** Filling existing vacancy; benefits effective immediately; ratified at 10/02/07 Prison Board.

RATE ADJUSTMENT – In Department #250 (Register & Recorder) of **Pamela McKenzie**, Department Clerk II, Teamsters position, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 6 Step 2 (\$8.70/hr.) **to** Teamsters Pay Grade 6 Step 3 (\$8.78/hr.), **effective 09/26/07; Special Conditions:** Step increase per the Teamsters contract; of **Cori Sharpe**, Department Clerk II, Teamsters position, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 6 Step 6 (\$9.05/hr.) **to** Teamsters Pay Grade 6 Step 7 (\$9.14/hr.), **effective 10/01/07; Special Conditions:** Step increase per the Teamsters contract.

OUT OF CLASS COMPENSATION – In Department #520 (Children & Youth Services) of **Cyndi Gariepy**, Casework Supervisor, Full-Time, Exempt Pay Grade 3 **from** \$37,551/yr. **to** \$40,555/yr., **effective 09/23/07; Special Conditions:** Temporary assignment for increased responsibilities not to exceed 10/19/07 to cover for leave of absence.

SEPARATION OF EMPLOYMENT – In Department #270 (Sheriff) of **Jason Bean**, Deputy Sheriff/Sergeant, **effective 09/19/07**. In Department #305 (Prison) of **Bryon Cogswell**, Corrections Officer, **effective 09/24/07; Special Conditions:** Ratified at 10/02/07 Prison Board.

CORRECTION TO HUMAN RESOURCE AGENDA 09/05/07

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

NOTE: Effective date of separation is 10/19/07.

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

Next presented by Connie Hazelton were the rates for the UPMC Health Plan. There is an increase of 5.50% in the renewal rates for a 12 month policy period. Commissioner Horn made a motion to approve the rate increase, seconded by Commissioner Smith, aye all.

PLANNING COMMISION:

Ben Breniman presented an Affordable Housing applicant for approval. The grant was for Matthew and Amanda Myers in the amount of \$4,452.00 for a home located at 214 East 6th Street, Oil City. This brings the total of applicants approved to receive funds from the County's Affordable Housing Trust Fund to ten (10). Commissioner Horn made a motion to approve the above applicant, seconded by Commissioner Hutchison, aye all.

Presented by Judy Downs was the appointment of Garnet Wood to replace Terry Ray on the Affordable Housing Board for the length of his remaining term which expires on 12-31-08. Commissioner Horn made a motion to approve the appointment, seconded by Commissioner Hutchison, aye all.

Next presented by Judy was the appointment of Judson Flint to replace Tamala Ross on the Affordable Housing Board for the length of her remaining term which expires on 12-31-07. Commissioner Horn made a motion to approve the appointment, seconded by Commissioner Hutchison, aye all.

Ben Breniman presented 4 DCED applications for approval. The first in the amount of \$20,000 is for Cooperstown Borough for a storm drainage project. The second application is for Jackson Township in the amount of \$30,000 which is to be used toward the purchase of a dump truck. The third application is for Victory Township in the amount of \$11,000 for a road grader and \$31,000 for a truck garage. The last application is a shared municipal services grant in the amount of \$23,000 which goes toward the planner's salary. Commissioner Horn made a motion to approve the applications, seconded by Commissioner Hutchison, aye all.

Judy Downs presented for approval a contract with Herbert, Rowland and Grubic, Inc. for engineering and watershed management services for the preparation of Venango County's Phase II Act 167 stormwater management plan. Compensation is not to exceed \$150,000.00. Commissioner Hutchison made a motion to approve the contract pending solicitor approval, seconded by Commissioner Horn, aye all.

COUNTY ADMINISTRATION:

Commissioner Smith presented the 2008 Employee Holiday Schedule. Commissioner Horn made a motion to approve the schedule, seconded by Commissioner Hutchison, aye all.

Chief Clerk, Denise Jones presented the resignation of Thomas Myers 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.

Next presented by Denise were three appointments to the VPNRA. The first appointment was Dave Strickland with a term expiration date of 12/31/07. The last two appointments with terms of 10/01/07 to 12/31/09 were Tom Sloss and Dan Hovis. Commissioner Horn made a motion to approve the above appointments, seconded by Commissioner Hutchison, aye all.

Chief Clerk, Denise Jones announced that the polling place for Richland Township is being relocated to the Nickleville Presbyterian Church Social Hall for a fee of \$55.00 per use. The address of the social Hall is 169 Valley Church Road, Emlenton, PA. Commissioner Horn made a motion to approve the relocation, seconded by Commissioner Hutchison, aye all.

Commissioner Smith announced that we would be accepting letters of interest for board seats that will be expiring at the end of this year. The following organizations needing positions filled are the Conservation District, the Housing Authority, the Affordable Housing Board, the Regional Planning Commissioner, the Park Authority and the Transportation Advisory Committee.

Next presented by Commissioner Smith was a letter from the Office of the Budget stating that they had not received an RACP application for the Redevelopment Assistant Capital Program for Two Mile Run County Park. The amount of funding authorized to be released by Governor Rendell was \$1,000,000.00 for use at the Park. This grant required a 100% match. The letter states that the funding has been formally withdrawn effective September 24, 2007.

OTHER BUSINESS:

Commissioner Hutchison announced the resignation of Doug Frankenburg from the Workforce Investment Board. Commissioner Horn made a motion to accept the resignation, seconded by Commissioner Hutchison, aye all.

Chief Clerk Denise Jones presented for approval a quote from Shingledecker's Welding to repair the Slab Furnace Bridge at a cost of \$2,978.20 which is paid from Liquid Fuels. This quote includes all labor, equipment and materials to repair the stream wing area that is washed out. Commissioner Horn made a motion to approve the quote, seconded by Commissioner Smith, aye all.

Next Chief Clerk Denise Jones stated that she would like to have the former contract with E. S. & S. rescinded and enter into a full service agreement to be locked in for three years at a cost of \$29,500.00 per year. This agreement includes break and fix repair which would be done at our location. Also machine cleaning, lubrication, calibration and battery checks are included as well as repair or replacement of any component of software. Commissioner Horn made a motion to rescind the former contract and enter into the new contract, seconded by Commissioner Hutchison, aye all.

Commissioner Smith announced a correction to the local paper which was that the missing \$1.5 million was not from the pension fund, instead it was from the capital reserve and liquid fuels.

PUBLIC COMMENT:

Ken Saunders, a member of the Venango Park and Natural Resources Authority Board of Directors asked that he be notified of the current board members.

A motion to adjourn was made by Commissioner Horn at 3:02 p.m., seconded by Commissioner Hutchison, aye all.

Respectfully submitted,

Ellen Rettinger