

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

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## **COMMISSIONER BOARD MINUTES**

**November 28, 2007**

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

Commissioner Sue Smith  
Commissioner Gary Hutchison  
Denise Jones, Chief Clerk  
Dave Schwille, CYS  
Connie Hazelton, HR  
Bill Kresinski, MIS  
Phyllis Toothman, Taxpayer  
Ed Bergin, Library  
Mark Heim, WKQW

Commissioner Larry Horn  
Lisa Mumford, Admin. Asst.  
Diona Brick, Fiscal  
O. C. Bell, Airport  
George Thompson, Solicitor  
Frank Toothman, Taxpayer  
Barb Cisek McGarvey, Citizen  
Deborah Oaks, Franklin Public Library

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

The Election Board was convened and adjourned at 2:03.

### **COMMISSIONER BOARD:**

Commissioner Smith called the meeting to order at 2:07 p.m. A motion was made by Commissioner Horn to approve the minutes from the November 14, 2007 meeting, seconded by Commissioner Hutchison, aye all.

No public comment on the agenda. No business to come before the Board from Court Administration, Row Offices, or the Prison.

### **COMMUNITY SERVICES ADMINISTRATION:**

Presented by O. C. Bell, Airport Director was Resolution 2007-16 giving Signatory Authority to the Chairman of the Board to sign documents relating to the FAA Grant Agreement for the Commissioners approval. Commissioner Horn made a motion to approve the Resolution 2007-16, seconded by Commissioner Horn., aye all.

O. C. Bell presented a Grant Offer/Agreement for a Land Acquisition Runway 3 Approach in the amount of \$2,436 from the Commonwealth Aviation Development Program, and \$92,555 from the Federal State Block Grant Program. Commissioner

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

Next presented by O. C. Bell was a 2 year Lease Agreement for warehouse space located at 1520 Pittsburgh Road for Dale Wilson in the amount of \$800 per month. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Hutchison, aye all.

O. C. Bell presented a Lease Agreement to rent space on a tower to USA Choice Internet Services at the 911 Center for \$100 per month, plus Lessor will provide one high speed connection and two dial-up connections for 911 Center. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Hutchison, aye all.

### **HUMAN SERVICES:**

Dave Schwille presented the following items for approval.

A bid for the December Food Distribution – State Food Purchase Program administered by the OEO Department. The bids were awarded to:

1. Fezell's Shop 'N Save at \$20,005 to service Franklin and the southern portion of the County.
2. Oil City Giant Eagle at \$23,355 to service Oil City and the northern portion of the County.

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

Amendment to the 2007-08 Human Service Development contract with VNA Private Duty Homemaker Services. The original 2007-08 contract was for \$18,000 for this service. They would like to raise this amount from \$18,000 to \$20,000.

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

### **CONTRACT ADDENDUMS:**

#### **Item 1: Venango Training and Development Center, Inc. (FY 2007/08)**

**Synopsis:** Request approval to addend the contract with VTDC to include the delivery of incident management/positive approached training to employees of Bakers Transportation. The rate is \$30/hr up to 4 hours of training. There is no match on this contract.

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

**FINANCE ADMINISTRATION:**

Diona Brick presented the following warrants for approval:

Warrant	HS111407	156.50	Human Services
Expenditures			
Warrant	EL111407	44,715.31	Non- Human Services
Expenditures			
Warrant	SP111607	34,445.54	Non-Human Services
Expenditures			
Warrant	112607	279,445.28	Non-Human Services
Expenditures			
Warrant	HS112607	429,290.47	Human Services
Expenditures			
Warrant	113007	34,186.21	Non-Human Services
Expenditures			
Warrant	HS112807	114,966.77	Human Services
Expenditures			

**Total Estimated Cost                   \$     937,206.08**

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

Diona Brick also presented for approval a budget transfer in the amount of \$8,100 from the Contingency Account to the Community Development budget to cover the match for the grant to purchase the equipment at the Park. Commissioner Hutchison made a motion to approve the transfer, seconded by Commissioner Horn, aye all.

## **HUMAN RESOURCES:**

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

**TEMPORARY NEW HIRE** – In Department #305 (Jail) of **Tiffany Winters**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.15/hr.), **effective 11/26/07**; **Special Conditions:** Filling existing vacancy; to be ratified at 12/04/07 Prison Board meeting.

**REHIRE** – In Department #520 (Children and Youth Services) of **Penny Thompson**, Caseworker II, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.46/hr.), **effective 12/03/07**; **Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #520 (Children and Youth Services) of **M. JoAnn Weckerly**, County Social Services Aide III, SEIU position, Full-Time, 75 hours/pay, **effective 11/19/07**; **Special Conditions:** No change in pay grade or step.

**EXTENSION OF OUT OF CLASS COMPENSATION** – In Department #520 (Children & Youth Services) of **Sara Wiegel**, Social Work Supervisor, Full-Time, Exempt Pay Grade 3 (\$39,453/yr.), **effective 11/19/07**; **Special Conditions:** Temporary assignment for increased responsibilities not to exceed 01/09/08 to cover for leave of absence.

**SEPARATION OF EMPLOYMENT - RETIREMENT** – In Department #205 (Courts) of **Clair Schwab**, Court Crier/Tipstaff, **effective 01/04/08**. In Department #305 (Jail) of **William Struthers, Jr.**, Corrections Officer, **effective 12/14/07**; **Special Conditions:** To be ratified at 12/04/07 Prison Board meeting. In Department #320 (Emergency Management) of **Virginia Braden**, Department Clerk II, **effective 11/16/07**.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Jail) of **Thomas Goodrich**, Corrections Officer, **effective 11/09/07**; **Special Conditions:** To be ratified at 12/04/07 Prison Board meeting.

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

## **COUNTY ADMINISTRATION:**

Commissioner Sue Smith read the resignation letter from the County Solicitor of Venango County, George Thompson, effective at the close of business on January 4, 2008. Commissioner Horn made a motion to accept the above item with regret, seconded by Commissioner Smith, aye all.

Next presented by Commissioner Smith was the new Board Appointments. The previous board will be ending December 31, 2007. Listed below is a list of current and new appointees for the Board:

**BOARD APPOINTMENTS**  
Ending December 31, 2007

Venango County Regional Planning Commission (5 year terms) 1/1/2008 – 12/31/2012

**Current**

- Marc Rickard
- Neil McElwee
- Mary Ann Caton

**New Appointees**

- Marc Rickard
- Neil McElwee
- Mary Ann Caton

Venango Conservation District (4 year term) 1/1/2008 – 12/31/2011

**Current**

- Merlyn Burkhardt – farm
- R. Grant Carner – public
- Gary R. Hutchison – comm.
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**New Appointees**

- Merlyn Burkhardt - farm
- R. Grant Carner - public

Affordable Housing Committee (3 year term) 1/1/2008 – 12/31/2010

**Current**

- J.R. Flint
- Rick Cook
- Deb Lutz

**New Appointees**

- J.R. Flint
- Rick Cook

Venango Industrial Development Authority (5 year term) 1/1/2008 – 12/31/2012

**Current**

- Donna Rapp

**New Appointees**

- Donna Rapp

Venango County Housing Authority (4 year term) 1/1/2008 – 12/31/2011

**Current**

- Steve Eakin

**New Appointees**

- Steve Eakin

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

**OTHER BUSINESS:**

Edward J. Bergin and Debbie Oaks presented a plan to help non-profits get more resources from foundation grants. He would like the Commissioners to help support a grant research center at the Franklin Public Library. Mr. Bergin explained that Venango County had numerous organizations – including 175 non-profit organizations, 98 churches and faith-based organizations and 31 political subdivisions that could receive grant funding.

Mr. Bergin's aim is to develop a comprehensive program to improve the capacity for grant writing in the County by training volunteers in grant writing and providing agencies with the resources they need to bring more money into the County.

Commissioner Smith said she would have no problem with submitting a Letter of Support for this project. Mr. Bergin requested that he would like to have the Letter of Support submitted by December 15, 2007.

**PUBLIC COMMENT:**

Barb McGarvey thanked the Commissioners for a great job they have done serving the County of Venango.

A motion to adjourn was made by Commissioner Horn at 2:37 p.m., seconded by Commissioner Hutchison, aye all.

Respectfully submitted,

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Lisa Mumford