

Reviewed by: _____

COMMISSIONER BOARD MINUTES
December 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 Gary Hutchison
George Thompson, Solicitor
Steve Rembold, 911
Bill Kresinski, MIS
Patricia C. Bajorek, Tax Claim
Dave Morris, Sheriff's Office
O. C. Bell, Airport
George Thompson, Solicitor

Commissioner Larry Horn
Denise Jones, Chief Clerk
Diona Brick, Fiscal
Lisa Mumford, Admin. Assist
Jim Sandok, CYS
Frank Toothman, Taxpayer
Ben Breniman, Planning
Mark Heim, WKQW

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

There was no business to come before the Board from Row Offices.

COMMISSIONER BOARD:

Commissioner Smith called the meeting to order at 2:02 p.m. A motion was made by Commissioner Horn to approve the minutes from the December 12, 2007 meeting, seconded by Commissioner Hutchison, aye all.

No public comment on the agenda.

COURT ADMINISTRATION:

Chief Clerk, Denise Jones presented and read on behalf of President Judge, H. William White the Administrative Order in regards to Courthouse Security and the Weapons Policy that will go into effect on January 4, 2008. The Judge requested that the order be adopted by the Board of County Commissioners. Commissioner Hutchison made a motion to approve the Administrative Order, seconded by Commissioner Horn, aye all.

PRISON:

Presented by Warden Major Smith was Amendment No. 6 to Management Operating Agreement with Venango County and ARAMARK Correctional Services, LLC. This Amendment is an agreement for renewal of management of food service operations for a one (1) year period, effective as of January 15, 2008 through January 14, 2009. The

prices for meals shall remain firm through January 14, 2009. Listed below is a breakdown of the price per meal:

<u>Population*</u>	<u>Price Per Meal</u>
140 and below	\$1.5936
141 – 150	\$1.5320
151 – 160	\$1.4839
161 – 170	\$1.4358
171 – 180	\$1.4013
181 – 190	\$1.3710
191 – above	\$1.3428

* The price per meal is determined by taking the total number of meals served in a seven (7) day period and dividing that number by 21 to arrive at the population. Commissioner Horn made a motion to approve the Amendment, seconded by Commissioner Hutchison, aye all.

COMMUNITY SERVICES ADMINISTRATION:

Steve Rembold, 911 Director presented a Forest County/Venango County M.O.U. Provision for 911 and Emergency Dispatch Services for Forest County. Venango County agrees to provide 911 and emergency dispatch services for the western half of Forest County. Forest County agrees to pay Venango County an annual payment of \$34,440.80 for the provision of the services. This payment, subject to a 3% annual increase, will remain in place for a term of 5 years from the date of execution. Payment will be made on a quarterly basis. Also, Forest County agrees to pay Venango County compensation for capital costs incurred by Venango County to modify the 911 Center to accommodate Forest County for a total of \$57,000. Commissioner Horn made a motion to approve the provision, seconded by Commissioner Hutchison, aye all.

Presented by O. C. Bell, Airport Manager was a two (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.

HUMAN SERVICES:

Jim Sandok presented the following items for approval:

1. The certification of intent to apply for federal funds in 2008-09.
2. Acceptance of the Special Section 522(b) Warranty which assures the transportation system will not unfairly compete with existing transportation operations as well as any capitol construction undertaken with federal funds will adhere to the Davis Bacon Act.

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

FINANCE ADMINISTRATION:

Pat Bajorek, Director of the Tax Claim Department presented 3 renewal contracts for approval. The first is with John Dumbleton in the amount of \$8,000 and runs from 01-01-08 to 12-31-08. Mr. Dumbleton posts properties for Tax Claim. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Smith, aye all.

The next renewal presented was with RBA Professional Data Systems in the amount of \$6,000 and runs from 01-01-08 to 12-31-08. RBS supplies the Tax Claim software support system. Commissioner Hutchison made a motion to approve the contract, seconded by Commissioner Horn, aye all.

The last renewal presented for approval was with Frank Riddle in the amount of \$7,500 and runs from 01-01-08 to 12-31-08. Mr. Riddle is the Tax Claim Solicitor. Commissioner Hutchison made a motion to approve the above contract, seconded by Commissioner Horn, aye all.

Diona Brick presented for approval the STC Services Equipment & Maintenance Agreement for the new phone system. This agreement is a five (5) year agreement. The cost of the agreement is \$263,007.03 plus an annual system maintenance agreement for \$19,692. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Hutchison, aye all.

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Denise Jones:

PROBATIONARY NEW HIRE – In Department #270 (Sheriff) of **Kyle Collingwood**, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, Teamsters Pay Grade 11 Step 1 (\$11.29/hr.), **effective 12/21/07**; **Special Conditions:** Filling existing vacancy; must successfully complete pre-employment drug screening; of **Keith Johnson**, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, Teamsters Pay Grade 11 Step 1 (\$11.29/hr.), **effective 12/26/07**; **Special Conditions:** Filling existing vacancy; must successfully complete pre-employment drug screening; of **Thomas Schwab**, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, Teamsters Pay Grade 11 Step 1 (\$11.29/hr.), **effective 12/28/07**; **Special Conditions:** Filling existing vacancy; must successfully complete pre-employment drug screening.

TEMPORARY NEW HIRE – In Department #305 (Jail) of **Audrey Beach**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.15/hr.), **effective 12/16/07**; **Special Conditions:** Filling existing vacancy; to be ratified at January Prison Board meeting; of **Raymond Swem**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.15/hr.), **effective 12/17/07**; **Special Conditions:** Filling existing vacancy; to be ratified at January Prison Board meeting; of **Randall Thompson**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.15/hr.), **effective 12/28/07**; **Special Conditions:** Filling existing vacancy; to be ratified at January Prison Board meeting.

NEW HIRE - ON CALL – In Department #205 (Courts) of **Brian Thomas**, Court Crier/Tipstaff, Part-Time, Per Diem (\$65.42), **effective 01/14/08; Special Conditions:** Filling existing vacancy.

NEW HIRE – In Department #205 (Courts) of **John Breene**, Court Crier/Tipstaff, Part-Time, Per Diem (\$65.42), **effective 01/14/08; Special Conditions:** Filling newly created position ratified at 12/12/07 Salary Board meeting; of **Russell Jones**, Court Crier/Tipstaff, Part-Time, Per Diem (\$65.42), **effective 01/07/08; Special Conditions:** Filling newly created position ratified at 12/12/07 Salary Board meeting; of **Clinton Richey II**, Court Crier/Tipstaff, Part-Time, Per Diem (\$65.42), **effective 01/14/08; Special Conditions:** Filling existing vacancy.

REHIRE – In Department #190 (Planning) of **Will Thomas**, Planning Intern, Temporary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.76/hr.), **effective 12/17/07; Special Conditions:** Filling newly created position ratified at 12/12/07 Salary Board meeting; must successfully complete pre-employment drug screening; temporary assignment through college semester break.

INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #305 (Prison) of **Richard Simmons**, 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 12/16/07; Special Conditions:** Filling existing vacancy; benefits effective immediately; to be ratified at the January Prison Board meeting.

END OF PROBATION – In Department #260 (District Attorney) of **Clarice Koby**, Legal Secretary II, Teamsters position, Full-Time, 80 hours/pay, **effective 12/11/07; Special Conditions:** No change in pay grade or step. In Department #305 (Prison) of **Stella Watson**, 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 11/17/07; Special Conditions:** To be ratified at January Prison Board meeting. In Department #310 (Court Supervision Services) of **Shala McNany**, Intensive Juvenile Probation Officer, Full-Time, 80 hours/pay, **effective 12/06/07; Special Conditions:** No change in pay grade or step; of **Manuel Nazario III**, ARD Probation Officer, Full-Time, 80 hours/pay, **effective 11/27/07; Special Conditions:** No change in pay grade or step. In Department #510 (AAA) of **Karen Cramer**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, **effective 12/18/07; Special Conditions:** No change in pay grade or step. In Department #520 (Children and Youth Services) of **Holly Dayton**, Caseworker I, Full-Time, 80 hours/pay, **effective 11/16/07; Special Conditions:** No change in pay grade or step. In Department #580 (Transportation) of **Ronald Aites**, Mechanic, SEIU position, Full-Time, 70 hours/pay, **effective 12/11/07; Special Conditions:** No change in pay grade or step.

SEPARATION OF EMPLOYMENT – In Department #205 (Courts) of **James Keevican**, Court Crier/Tipstaff, **effective 12/31/07**. In Department #530 (Integrated Crisis Services) of **Kevin Latchaw**, Caseworker II, **effective 11/29/07**

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

PLANNING:

Ben Breniman presented for the Planning Commission the 2007 CDBG FFY - Program Modification. The modification will remove the activity "Polk Sewer" and add an activity "Utica Sidewalks". The 2007 CDBG FFY program budget will be: Oil Creek Sewer Service Lines - \$72,500, Venango County Courthouse Removal of Architectural Barriers - \$30,000, Utica Sidewalks - \$108,620, Administration - \$46,343 for a total project cost of \$257,463.

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

Next Ben presented the Affordable Housing Applications for approval. The first application was for Jacob Watson in the amount of \$4,800 for property located at 102 Church Street, Polk, PA. The second application was for Michael and Stacie Books in the amount of \$3,450 for property located at 227 Cedar Avenue, Oil City, PA.

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

Denise Jones presented for approval the Purge Agreement with Shred-It. The amount of the agreement is \$119 for the District Justice's office for a recycling bin to be used to purge out-dated files. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Horn, aye all.

COUNTY ADMINISTRATION:

Commissioner Hutchison regretfully accepted the resignation of Steven Turner from the Workforce Investment Board effective December 31, 2007. Commissioner Hutchison made the motion to accept the resignation, seconded by Commissioner Smith, aye all.

Chief Clerk, Denise Jones presented an amendment to the board appointment of Steve Eakin for the Venango County Housing Authority. The term was initially reported as a four year term, however it is a five year term. Consequently the term is effective January 1, 2008 and expires December 31, 2012. Commissioner Horn made a motion to approve the amendment, seconded by Commissioner Hutchison, aye all

George Thompson, County Solicitor presented for approval an Engagement Agreement with Raymond Sammartino to complete market value appraisals for McDonald's in Franklin, PA and Oil City, PA. The cost for the appraisals would be \$2,750 for each written report for a total of \$5,500. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Hutchison, aye all.

Denise Jones presented for approval the 2008 Liquid Fuels Application Awards. The amount of \$669,929.25 was received in requests from Venango County Municipalities and \$310,966.00 was awarded. The following funds were allocated to the Municipalities listed below:

\$10,000 - Allegheny	\$20,000 - Sandycreek
\$18,000 - Cherrytree	\$25,000 - Victory
\$20,000 - Clinton	\$ 7,500 - Clintonville
\$20,781 - Frenchcreek	\$14,000 - Cooperstown
\$18,500 - Jackson	\$30,000 - Emlenton
\$30,000 - Oakland	\$19,185 - Pleasantville
\$15,000 - Pinegrove	\$25,000 - Polk
\$18,000 - Plum	\$20,000 - Oil City

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

OTHER BUSINESS:

George Thompson presented a Deed for recording pertaining to the Estate of James R. Gilhousen. Mr. Gilhousen purchased lots 5517C and 5518C in the 4th Ward of Oil City in 1974. No deed was ever recorded. George requested approval of a replacement Commissioner's Deed for Lot 5517C and 5518C. Commissioner Horn made a motion to approve the deed, seconded by Commissioner Hutchison, aye all.

Steve Eakin, Chairperson for the Venango County Housing Authority gave an update on the years activities and finances. The Housing Authority received approximately 1.3 million of federal money for the year of 2007.

Chief Clerk, Denise Jones presented for approval an Agreement between the County of Venango and UPMC Northwest regarding provision of medical care to prisoners. The County will pay 50% of the invoice total of prisoners' medical bills. Commissioner Horn made a motion to approve the agreement pending Bill Cisek's review, seconded by Commissioner Smith, aye all.

Next Denise Jones presented for approval the contract to Crabtree, Rohrbaugh and Associates for schematic design services and renovations to the West Unit. The remaining balance is for a total of \$23,749.12. The County has a balance of \$9,531.83 in their account for this project. Diona Brick will make a transfer from the Contingency Fund to this project line item in the amount of \$20,000 to help cover the remaining deficit. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Hutchison, aye all.

Commissioner Smith thanked the Administrators and her staff for their support while she was Commissioner. She stated it was a pleasure working with everyone.

PUBLIC COMMENT:

None

A motion to adjourn was made by Commissioner Horn at 2:53 p.m., seconded by Commissioner Hutchison, aye all.

Respectfully submitted,

Lisa Mumford