

*The mission of the employees of Venango County is to promote a spirit of cooperation and commitment by encouraging the active and informal partnership of Venango County residents in government thereby empowering citizens to shape a better community.  
"We will strive to honor the past, serve the present, and touch the future."*

**COMMISSIONERS' PUBLIC MEETING AGENDA**  
January 8, 2019

Invocation- Pastor Doug Strawn, Canal Wesleyan Church, Utica

Pledge of Allegiance

**RETIREMENT BOARD**

1. Call to Order
2. Approval of minutes from December 7, 2018 Special Meeting
3. Approval of minutes from December 11, 2018 Meeting
4. Public Comment on Retirement Board Agenda
5. Retirement Board Items for Consideration – Attachment A
6. Other Business
7. Public Comment
8. Adjournment

**SALARY BOARD**

1. Call to Order
2. Approval of Minutes from December 11, 2018 Meeting
3. Public Comment on Salary Board Agenda
4. Salary Board Items for Consideration – Attachment B
5. Other Business
6. Public Comment
7. Adjournment

## COMMISSIONER BOARD

1. Call to Order
2. Approve/Amend Commissioner Board Agenda
3. Approval of Minutes from December 11, 2018 Meeting
4. Public Comment on Commissioner Board Agenda
5. **Court Administration:** No business to be presented
6. **Row Offices:**
  - a. Ratification of School Sheriff Agreement with Franklin Area School District
  - b. Ratification of contract with Axon Enterprises for the purchase of tasers
7. **Prison:** No business to be presented
8. **Community Services Administration:** No business to be presented
9. **Human Services:**
  - a. Human Services Agenda for Approval – Attachment C
10. **Finance Administration:**
  - a. Warrants – Attachment D
  - b. Approval of 2019 tax rate
  - c. Approval of County Procurement Policy

**Fiscal Agent for Northwest Pennsylvania Emergency Response Group (NWPARG)**  
Approval of contract with Equipment Manager

**Fiscal Agent for NW Workforce Development Board (NWWDB)**  
No business to be presented
11. **Human Resources:**
  - a. Human Resources Agenda for Approval – Attachment E
  - b. Human Resources Agenda for Row Offices – Attachment E-1
12. **Planning Commission:**
  - a. Approval of contract with Pennsylvania Emergency Management Agency- for the purchase of generators
  - b. Approval of contract with Pennsylvania Emergency Management Agency-for the purchase of messaging signs
  - c. Approval of contract with Pennsylvania Emergency Management Agency- for the purchase and installation of fiber optic line
  - d. Approval of electronic signatory authority for Erik Johnson to submit financial invoices to Commonwealth of PA, Department of Community & Economic Development for contract # C000069220

- e. Approval of electronic signatory authority for Erik Johnson to submit financial invoices to Commonwealth of PA, Department of Community & Economic Development for contract # C000066574
- f. Approval of electronic signatory authority for Erik Johnson to submit financial invoices to Commonwealth of PA, Department of Community & Economic Development for contract # C000063992

**13. Two Mile Run County Park:**

- a. Update on Park Activities and Events

**14. County Administration:**

- a. Approval of Proclamation for Venango County School Choice Week January 20-26, 2019

**15. Other Business**

**16. Public Comment**

**17. Adjournment**

**NEXT MEETING DATE:**

The next public meeting will be held on February 12, 2019 at 6:00 p.m. in Room 100 of the Courthouse Annex to conduct County business.

# RETIREMENT BOARD AGENDA

January 8, 2019

Time: \_\_\_\_\_

Attendance:

## Approval of Minutes:

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to waive the reading of the minutes of the 12/11/18 meeting, make them available for public inspection and approve them as submitted; aye all. Motion carried and was approved.

## Public Comments:

\_\_\_\_\_

## Retirement Board Items for Consideration:

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the application for the following employees to enter the Retirement Fund System:

NAME	EFFECTIVE DATE	PERCENTAGE
Michael Anthony	12/04/18	9%
Brian Ives	12/10/18	9%
Debra Kapp	12/16/18	9%
Ardelle Tologo	12/10/18	9%

Aye all; Motion carried and was approved.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to authorize the Treasurer of the Retirement Board to issue checks to the following persons who are withdrawing their contributions plus interest in accordance with the Plan and County pension law:

NAME	AMOUNT	DISBURSEMENT DATE
Shane Platt	\$ 1,436.68	01/31/19
Michael Pompeo	\$ 468.13	01/31/19
Christina Rice	\$ 8,156.94	01/31/19

Aye all; Motion carried and was approved.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the following retirements: [Refunds; Normal (Superannuation) Retirements; Early Retirements; Death Benefits]

- 1) Notice to the Retirement Board of the death of retiree Helen W. McMillen on 11/21/18. Helen had elected "Option Four (B)" at the time of her retirement. There is no pension benefit, pro rata or otherwise, payable to her estate or beneficiaries.
- 2) Notice to the Retirement Board of the death of retiree Linda L. Trikur on 09/15/18. Linda had elected "Option Four (B)" at the time of her retirement. There is no pension benefit, pro rata or otherwise, payable to her estate or beneficiaries.
- 3) Motion to authorize the Treasurer of the Retirement Board to issue a check made payable to Brenda L. Foster in the amount of \$28,146.55 as the beneficiary of vested member, Linda Chatley who passed away on 10/27/18.

Aye all; Motion carried and was approved.

**RETIREMENT BOARD AGENDA**

**January 8, 2019**

**Other Business:** [Buy-backs; Administrative issues]

1) None.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_; aye all. Motion was approved.

**VENANGO COUNTY RETIREMENT BOARD**

Timothy S. Brooks \_\_\_\_\_

Vincent L. Witherup \_\_\_\_\_

Albert A. Abramovic \_\_\_\_\_

Deborah H. Sharpe \_\_\_\_\_

Michelle A. Hartle \_\_\_\_\_

**SALARY BOARD**  
**ITEMS FOR CONSIDERATION**  
**January 08, 2019**

**DEPARTMENT #205 COURTS**

**POSITION RECLASSIFICATION**

From: Court Reporter I  
Full-Time  
Non-Exempt Hourly Pay Grade 6  
To: Lead Court Reporter  
Full-Time  
Non-Exempt Hourly Pay Grade 6  
Effective: 01/03/19  
Note: Position reclassification due to the inclusion of additional complex duties related to lead role.

**ABOLISH**

Lead Court Recording Monitor/Transcriptionist  
Full-Time  
Non-Exempt Hourly Pay Grade 5  
Effective 01/03/19

**DEPARTMENT #305 PRISON**

**CREATE**

Correctional Officer Intern (2 positions)  
Temporary Full-Time  
Non-Exempt Hourly Pay Grade 1  
Effective 01/01/19  
Note: Positions to last no longer than 4 months as part of the Recruitment and Retention Program in the Venango County Prison.

**DEPARTMENT #535 SUBSTANCE ABUSE**

**CREATE**

Senior Program Specialist  
Full-Time  
Non-Exempt Hourly Pay Grade 9  
Effective 01/02/19

**TO: County Commissioners**  
**FR: Kim Woods**  
**DT: 1-8-19**  
**RE: Items for Commissioner Approval**

**NEW CONTRACTS 2018-2019**

**Item 1: Constable Eric Nikolaison** (MH)

**Synopsis:** Request Commissioner approval to contract with Constable Eric Nikolaison for the period July 1, 2018 through June 30, 2019. Provider is to provide transport services for individuals authorized by the Human Services County Administrator or their designee. The County agrees to reimburse the provider a \$60 service charge, \$40 per hour portal to portal fee, and the federal mileage reimbursement rate currently set at 54.5 cents per mile. The County also agrees to reimburse \$20 per hour for a female chaperone to accompany the provider when transporting a female individual authorized by the County.

**OTHER ITEMS:**

**Item 1: Approval of CYFS Resource Family Agreements** (CYS)

Request Commissioner approval to enter into five Resource Family Agreements for the Foster/Kinship Care Program.

**Item 2: Approval of Aging Well PA, LLC agreement** (CYS)

Request Commissioner approval to amend the service agreement with Aging Well of PA.

**Item 3: Approval of Operating Agreement with ODP** (HS)

Request Commissioner approval to replace the Agreement from July 1, 2017 with this 2019 Administrative Entity Operating Agreement between the Pennsylvania Department of Human Services, Office of Developmental Programs (ODP) and this Administrative Entity.



# Venango County

## Courthouse Annex

1174 Elk Street, P O Box 831  
 Franklin, PA 16323  
 814/432-9643 FAX 814/432-9511

**Commissioners**  
 Timothy S. Brooks  
 Vincent L. Witherup  
 Albert Abramovic

**Solicitor**  
 Richard Winkler

**Chief Clerk**  
 Michelle A. Hartle

**Administrator, Finance**  
 Diona L. Brick

**TO:** Board of Commissioners  
**FROM:** Diona Brick, Administrator, Finance & Management Services  
**DATE:** January 8, 2019

The following warrants are submitted for your approval:

HS120618	5,644.38	Human Service Warrant	
SP120618	13,205.05	Non-Human Service Warrant	
121418	322,679.73	Non-Human Service Warrant	
HS121418	156,531.64	Human Service Warrant	
HS121318	102,176.50	Human Service Warrant	
SP121318	4,753.19	Non-Human Service Warrant	
SP121418	2,880.00	Non-Human Service Warrant	
HS121718	403.26	Human Service Warrant	
HS122118	412,177.37	Human Service Warrant	
122118	490,470.23	Non-Human Service Warrant	
SP122018	2,972.88	Non-Human Service Warrant	
HS122818	290,178.08	Human Service Warrant	
122818	404,285.53	Non-Human Service Warrant	
010419	118,158.63	Non-Human Service Warrant	
HS010419	25,997.33	Human Service Warrant	
	<b>Total 2,352,513.80</b>		



## HUMAN RESOURCE AGENDA ITEMS

January 08, 2019

### PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

**PROBATIONARY NEW HIRE** – In Department #305 (Prison) of Christian Gibson, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 12/30/18**; **Special Conditions:** Filling existing vacancy; action ratified at the January Prison Board meeting; of Kelly McFadden, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 12/30/18**; **Special Conditions:** Filling existing vacancy; action ratified at the January Prison Board meeting; of Andrew O’Polka, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 12/30/18**; **Special Conditions:** Filling existing vacancy; action ratified at the January Prison Board meeting. In Department #530 (PIC Unit) of Nicole Snyder, Service Coordinator III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7, **effective 01/14/19**; **Special Conditions:** Filling existing vacancy; receives \$500.00 sign-on bonus at time of employment and \$750.00 bonus after completion of 1 year in this position with satisfactory performance. In Department #531 (Human Service Clerical) of Amy Stroup, Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 12/31/18**; **Special Conditions:** Filling existing vacancy; of Ardelle Tologo, Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 12/10/18**; **Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #160 (Maintenance) of Henry Gent, Maintenance Worker II, SEIU Position, **effective 12/19/18**. In Department #305 (Prison) of Diane Mueller, Corrections Officer, AFSCME Position, **effective 12/25/18**; **Special Conditions:** Action ratified at the January Prison Board meeting. In Department #531 (Human Service Clerical) of Gail Stewart, Department Clerk III, SEIU Position, **effective 12/12/18**.

**INCREASE IN HOURS** – In Department #540 (MH/DS) of Debbra Kapp, Resource Navigator from Part-Time, 30 hours/pay, Non-Exempt Hourly Pay Grade 6 to Part-Time, 40 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 12/10/18**.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of Chelsea White, Corrections Officer, AFSCME Position, **effective 01/06/19**; **Special Conditions:** Action ratified at the January Prison Board meeting. In Department #509 (Human Service Fiscal) of Rachael McCall, Fiscal Technician, SEIU Position, **effective 01/11/19**.

### PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

**PROBATIONARY NEW HIRE** – In Department #540 (MH/DS) of Nicole Novicki, Senior Program Specialist, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9, **effective 01/07/19**; **Special Conditions:** Filling newly created position ratified at the October Salary Board meeting; of Rebekah Stoltz, Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 01/22/19**; **Special Conditions:** Filling newly created position ratified at the November Salary Board meeting.

**TEMPORARY NEW HIRE** – In Department #325 (911 Center) of Lauren Kemp, Telecommunicator I Co-op, Temporary Part-Time, 30 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/07/19**; **Special Conditions:** Filling newly created position ratified at the December Salary Board meeting; temporary assignment to last up to 4 months.

**RE-HIRE** – In Department #540 (MH/DS) of Nerissa Weaver, Resource Navigator, Temporary Part-Time, 20 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 01/03/19**; **Special Conditions:** Filling newly created position ratified at the November Salary Board meeting; temporary assignment to last through 06/30/19.

**ROW OFFICES**  
**Human Resource Items for Informational Purposes**  
**January 8, 2019**

**PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:**

**PROBATIONARY NEW HIRE** – In Department #310 (Court Supervision Services) of **Anthony Felicetty**, ARD Probation Officer, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 01/02/19**; **Special Conditions**: Filling existing vacancy.

**OUT OF CLASS COMPENSATION** – In Department #270 (Sheriff's Office) of **Merle Geisey**, Deputy Sheriff Sergeant, Full-Time, 80 hours/pay **from** Non-Exempt Hourly Pay Grade 7 (\$18.7081/hr.) **to** Non-Exempt Hourly Pay Grade 7 (\$20.00/hr.), **effective 12/10/18**; **Special Conditions**: Out of class assignment while covering responsibilities of the Chief Deputy Sheriff position.

**END OF PROBATION** – In Department #205 (Courts) of **Lois Dayton**, Administrative Assistant II, **effective 12/25/18**. In Department #265 (Prothonotary) of **Penny Whitmer**, Department Clerk II, **effective 01/16/19**. In Department #270 (Sheriff's Office) of **M. Paul Lehman**, Deputy Sheriff, **effective 01/09/19**.

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #205 (Courts) of **Nancy Cox**, Lead Court Recording Monitor/Transcriptionist, **effective 01/02/19**.

**SEPARATION OF EMPLOYMENT** – In Department #270 (Sheriff's Office) of **Danny Bimber**, Chief Deputy Sheriff, **effective 12/12/18**.

**PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**POSITION RECLASSIFICATION / RATE ADJUSTMENT** – In Department #205 (Courts) of **Gwendolyn Calhoun** **from** Court Reporter I, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 (\$17.9978/hr.) **to** Lead Court Reporter, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 (\$18.9978/hr.), **effective 01/03/19**; **Special Conditions**: Reclassification and rate adjustment due to taking on more complex duties in addition to current workload; position reclassified at the January Salary Board meeting.