

*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
February 12, 2019

Invocation- Pastor Sam Wagner, Christ United Methodist Church, Franklin

Pledge of Allegiance

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from January 8, 2019 Meeting
3. Public Comment on Retirement Board Agenda
4. Retirement Board Items for Consideration – Attachment A
5. Ratification of agreement with Korn Ferry for monthly fee for actuarial services
6. Approval to send Pension Benefit Statements to employees at a cost of \$1.85 per statement
7. Other Business
8. Public Comment
9. Adjournment

SALARY BOARD

1. Call to Order
2. Approval of Minutes from January 8, 2019 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 January 8, 2019 Meeting
4. Public Comment on Commissioner Board Agenda
5. **Court Administration:** No business to be presented
6. **Row Offices:** No business to be presented
7. **Prison:** No business to be presented
8. **Community Services Administration:**
 - a. Ratification of easement agreement with Richard B. Moffitt and Sherri I Ammann-Moffitt
 - b. Approval of hangar rental agreement with Harry D. Guenther
 - c. Approval of application for Erosion and Sediment Pollution Control Plan with Venango Conservation District.
 - d. Ratification of PEMA 911 Funding Grant Agreement
9. **Human Services:**
 - a. Human Services Agenda for Approval – Attachment C
 - b. Approval of Memorandum of Understanding with Lawrence County for My First Place rental assistance
10. **Finance Administration:**
 - a. Warrants – Attachment D
 - b. Approval of budget transfer for purchase of door locking equipment for the prison
 - c. Approval of cost allocation plan
11. **Human Resources:**
 - a. Human Resources Agenda for Approval – Attachment E
 - b. Human Resources Agenda for Row Offices – Attachment E-1
 - c. Approval of Manpower agreement
 - d. Approval of revised Motor Vehicle Policy #04-05
12. **Planning Commission:**
 - a. Approval of LPDM Grant Administration Resolutions
 - b. Ratification of additional exhibit to TAP Agreement
 - c. Approval of resolution for signature authority on Dotter Road Bridge Reimbursement Agreement
 - d. Approval of Dotter Road Bridge Reimbursement Agreement
 - e. Ratification of Miller Farm Bridge Supplemental Engineering Agreement
 - f. Approval of Pinegrove Township Act 13 Grant Request
 - g. Ratification of DEP 902 Grant Request

- h. Re-appointment of Frank Pankratz, Nancy Marano, Keith Klingler, and John McClelland to VCRPC Board
- i. Approval of a cooperation agreement with Venango County Economic Development Authority
- j. Approval of reappointment of Commissioner Tim Brooks, to the VCEDA

13. Two Mile Run County Park:

- a. Update on Park Activities and Events

14. County Administration:

- a. Ratification of standard agreement for the purchase of real estate at 1013 Chestnut Street, Franklin
- b. Ratification of lease with Enterprise Fleet Management for lease of pickup with plow
- c. Approval of contract with TruGreen Commercial for lawn service
- d. Approval of contract with Gary Svetz for training for veterans
- e. Ratification of agreement with PennREN Services for internet service
- f. Approval of contract with Otis United Technologies for camera installation in courthouse elevator
- g. Ratification of Professional Services Agreements with
 - 1. Eric A. Padin, Esquire
 - 2. Christopher J. Martini, Esquire
 - 3. Matthew C. Parson, Esquire
 - 4. Elissa M. Stutler, Esquire
 - 5. Pamela Logsdon Sibley, Esquire
 - 6. Neil E. Rothschild, Esquire
 - 7. Virginia Garris Sharp, Esquire
 - 8. Edward J. McIntyre, Esquire

15. Other Business

16. Public Comment

17. Adjournment

NEXT MEETING DATE:

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

RETIREMENT BOARD AGENDA

February 12, 2019

Time: _____

Attendance:

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the 01/08/19 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
David Dean	01/28/19	10%
Anthony Felicetty	01/02/19	9%
Adam Fox	02/04/19	9%
Christian Gibson	12/30/18	9%
Lori Johnson	01/22/19	9%
Kelly McFadden	12/30/18	9%
Nicole Novicki	01/07/19	9%
Andrew O'Polka	12/30/18	9%
Nicole Snyder	01/14/19	9%
Rebekah Stoltz	01/22/19	12%
Amy Stroup	12/31/18	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
Danny Bimber	\$ 14,110.90	02/28/19
Rachel McCall	\$ 7,701.38	02/28/19
William Morrison	\$ 43,291.28	02/28/19

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) Motion to approve the superannuation retirement of Nancy A. Cox, effective 01/03/19. She has elected "No Option" which entitles her to receive a monthly annuity of \$2,232.31 payable throughout her lifetime. She is also entitled to a pro rata benefit of \$2,088.29 to be paid for 29 days of the month of January.
- 2) Motion to approve the superannuation retirement of Dale A. Ishman, effective 01/04/19. He has elected "Option Two" which entitles him to receive a monthly annuity of \$153.04 payable throughout his lifetime. He is entitled to a pro rata benefit of \$138.23 to be paid for 28 days of January.

RETIREMENT BOARD AGENDA

February 12, 2019

- 3) Motion to authorize the Treasurer of the Retirement Board to issue a check made payable to **Heather Hurlburt** in the amount of **\$38,648.42** as designated beneficiary of retiree **Susan M. Goss** who passed away on **10/16/18**. Susan had elected "Option One" at the time of her retirement.

- 4) Motion to authorize the Treasurer of the Retirement Board to issue a check made payable to **the estate of Mabel M. Huff** in the amount of **\$520.10** as a result of her death on **12/23/18**. This amount represents a pro rata portion of her monthly pension annuity for 23 days of December. Mabel had elected "No Option" at the time of her retirement.

Aye all; Motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

- 1) Because **Danny Bimber** failed to execute or file pension withdrawal documents within the established time frame, his accumulated deductions are being withdrawn in accordance with Retirement Board policy.

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
February 12, 2019

DEPARTMENT #270 SHERIFF'S OFFICE

ABOLISH

Deputy Sheriff Sergeant
Full-Time
Non-Exempt Hourly Pay Grade 7
Effective 01/28/19

CREATE

Deputy Sheriff
Full-Time
Non-Exempt Hourly Pay Grade 6
Effective 01/28/19

DEPARTMENT #305 PRISON

EXTENSION OF TEMPORARY POSITION

Correctional Nurse
Temporary Part-Time
Non-Exempt Hourly Pay Grade 6
Effective 01/01/2019
Note: Temporary position extended through 06/30/19.

DEPARTMENT #531 HUMAN SERVICES CLERICAL

ABOLISH

Department Clerk II
SEIU Position
Full-Time
SEIU Pay Grade 6
Effective 01/30/19

CREATE

Department Clerk III
SEIU Position
Full-Time
SEIU Pay Grade 8
Effective 01/30/19

TO: County Commissioners
FR: Kim Woods
DT: 2-12-19
RE: Items for Commissioner Approval

CONTINUATION CONTRACTS 2018-2019

Item 1: Community Resources for Independence

(MH)

Synopsis: Request Commissioner approval to contract with Community Resources for Independence for the period July 1, 2018 through June 30, 2019. Provider is to provide Community Participation Supports 1:1 at the rate of \$9.84 per 15 minute unit, In-Home and Community Supports (Level 2) at the rate of \$8.08 per 15 minute unit, and Companion Services (Level 2) at the rate of \$6.33 per 15 minute unit. The rates are set by the PA Dept. of Human Services, Office of Developmental Programs.

Item 2: BHS Seneca Medical Center

(MH)

Synopsis: Request Commissioner approval to contract with BHS Seneca Medical Center for the period of July 1, 2018 through June 30, 2019. Provider will be reimbursed at the fee of \$1,000.00 per month for on-call support to the Venango County crisis intervention services during evening, weekend, and holiday hours.

Item 3: Summit School Inc. /Community Specialist Corp

(CYS)

Synopsis: Request Commissioner approval to contract with Summit School Inc/Community Specialist Corp. for the period of July 1, 2018 through June 30, 2019. Community Specialist Corp. to take the girls going to Summit School in the amount ranging from \$213.71 to \$273.00 for group home care when not MA eligible. Summit Academy to take the boys going to Summit School in the amount ranging from \$134.00 to \$273.00 for group home care when not MA eligible.

Item 4: Crawford County Mental Health Awareness Program

(CSS)

Synopsis: Request Commissioner approval to contract with Crawford County Mental Health Awareness Program for the period of January 1, 2019 through September 30, 2019. Provider to provide the Work Ready Program to Crawford County individuals. This is cost reimbursement with a maximum of \$64,096.

AMENDMENTS/ADDENDUMS:

Item 1: Child to Family Connections

(CYS)

Request Commissioner approval to amend the contract for the period of July 1, 2018 through June 30, 2019. The provider is to provide foster care services through June 30, 2019 at a daily rate ranging from \$35.65 to \$61.13.

ATTACHEMENT C

Item 2: Community Services of Venango County, Inc. – EHS

(CYS)

Request Commissioner approval to amend the contract to include a supplemental COLA funding in the amount of \$15,482.

OTHER ITEMS:

Item 1: Approval of CYFS Resource Family Agreements

(CYS)

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

Item 2: Approval of Appointment of Lisa Winger

(CYS)

Request Commissioner approval to appoint Lisa Winger to a three year term on the Venango County Older Adult Services Advisory Council.

Item 3: Approval of purchase of vehicle for OAS

(OAS)

Request Commissioner ratification of vehicle purchase for OAS in the amount of \$47,700. The vehicle purchase is for OAS home delivered meals. This is a refrigeration van.

Item 4: Approval of Lease Agreement with Twilight Broadcasting

(HS)

Request Commissioner ratification for Twilight Broadcasting to lease 941.25 square feet of office space, located within the County Base Service Unit Building, 806 Grandview Road, Oil City, PA 16301. The lease would run January 1, 2019 through December 31, 2019.



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: February 12, 2019

The following warrants are submitted for your approval:

011119	476,946.50	Non-Human Service Warrant	
HS011019	106,693.35	Human Service Warrant	
HS011119	192,509.32	Human Service Warrant	
SP011419	3,397.34	Non-Human Service Warrant	
011819	165,688.32	Non-Human Service Warrant	
HS011819	242,485.39	Human Service Warrant	
HS011719	355.28	Human Service Warrant	
012519	923,048.37	Non-Human Service Warrant	
HS012519	417,190.68	Human Service Warrant	
SP012419	2,142.00	Non-Human Service Warrant	
HS012419	239.52	Human Service Warrant	
020119	450,482.59	Non-Human Service Warrant	
SP012919	225,672.28	Non-Human Service Warrant	
HS020119	205,323.64	Human Service Warrant	
HS013019	185.00	Human Service Warrant	
HS020819	110,471.64	Human Service Warrant	
HS020719	104,511.35	Human Service Warrant	
020819	170,291.28	Non-Human Service Warrant	
HS020619	382.52	Human Service Warrant	
	Total \$ 3,798,016.37		

HUMAN RESOURCE AGENDA ITEMS

February 12, 2019

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Angelica Carrillo**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 02/11/19**; **Special Conditions**: Filling existing vacancy; action to be ratified at the March Prison Board Meeting; of **Mary Sigworth**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 02/18/19**; **Special Conditions**: Filling existing vacancy; action to be ratified at the March Prison Board Meeting. In Department #405 (Airport) of **David Dean**, Maintenance Worker III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 01/28/19**; **Special Conditions**: Filling existing vacancy. In Department #520 (Children & Youth) of **Jennifer Ballard**, Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 02/19/19**; **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.

RE-HIRE – In Department #305 (Prison) of **Devon Irwin**, Corrections Officer, AFSCME Position, Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 02/17/19**; **Special Conditions**: Filling existing vacancy; action to be ratified at the March Prison Board Meeting.

PROMOTION – In Department #509 (Human Services Fiscal) of **Debra Francis** from Fiscal Assistant, Full-Time, 80 hours/pay, SEIU Pay Grade 8 to Fiscal Technician, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 01/14/19**; **Special Conditions**: Filling existing vacancy.

INCREASE IN HOURS – In Department #325 (911 Center) of **Lauren Kemp**, Telecommunicator I Co-op, Non-Exempt Hourly Pay Grade 1 from Temporary Part-Time, 30 hours/pay to Temporary Part-Time, 40 hours/pay, **effective 02/04/19**.

CHANGE IN EMPLOYMENT STATUS / DECREASE IN HOURS – In Department #325 (911 Center) of **Tyler Cochran** from Telecommunicator I, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 3 to Telecommunicator I, Part-Time, 40 hours/pay, Non-Exempt Hourly Pay Grade 3, **effective 01/26/19**; **Special Conditions**: Filling existing vacancy.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #325 (911 Center) of **Allison Gerwick** from Telecommunicator I, Part-Time, 40 hours/pay, Non-Exempt Hourly Pay Grade 3 to Telecommunicator I, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 3, **effective 02/10/19**; **Special Conditions**: Filling existing vacancy.

TRANSFER – In Department #531 (Human Services Clerical) of **Michelle Lowe** from Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 to Department #509 (Human Services Fiscal), Fiscal Assistant, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 02/17/19**; **Special Conditions**: Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #305 (Prison) of **William Winters**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay from AFSCME Pay Grade 11 (\$16.2364/hr.) to AFSCME Pay Grade 11 (\$18.4488/hr.), **effective 01/13/19**; **Special Conditions**: Out of class assignment to last through 02/28/19 while completing training for and performing job duties of Deputy Warden.

END OF PROBATION – In Department #160 (Maintenance) of **James Barnes**, Maintenance Worker III, SEIU Position, **effective 01/06/19**. In Department #405 (Airport) of **Michael Byham**, Maintenance Worker III, SEIU Position, **effective 01/21/19**; of **Alan Ruth**, Maintenance Worker III,

HUMAN RESOURCE AGENDA ITEMS

February 12, 2019

SEIU Position, **effective 01/06/19**. In Department #530 (PIC Unit) of Gregory Dill, Service Coordinator III, **effective 01/05/19**.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of James McCall, Deputy Warden, **effective 02/28/19**. In Department #325 (911 Center) of Tyler Cochran, Telecommunicator I, **effective 02/10/19**. In Department #520 (Children & Youth) of Molly Gavin, Service Coordinator II, **effective 02/08/19**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #160 (Maintenance) of Adam Fox, Maintenance Worker II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 02/04/19**; **Special Conditions:** Filling newly created position ratified at the December 2018 Salary Board Meeting.

TEMPORARY NEW HIRE – In Department #305 (Prison) of Tristan Pelaez, Corrections Officer Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/14/19**; **Special Conditions:** Filling newly created position ratified at the January Salary Board Meeting; Seasonal assignment to last no longer than 4 months as part of the Recruiting and Retention Program. In Department #520 (Children & Youth) of Rachel Giannangeli, Service Coordinator Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/22/19**; **Special Conditions:** Filling newly created position ratified at the November 2018 Salary Board Meeting; Seasonal assignment to last no longer than 05/03/19 as part of the Recruiting and Retention Program; of Megan McConnell, Service Coordinator Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/22/19**; **Special Conditions:** Filling newly created position ratified at the November 2018 Salary Board Meeting; Seasonal assignment to last no longer than 05/03/19 as part of the Recruiting and Retention Program. In Department #540 (MH/DS) of Rebecca Burchfield, Service Coordinator Intern, Temporary Full-Time, 72 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/22/19**; **Special Conditions:** Filling newly created position ratified at the November 2018 Salary Board Meeting; Seasonal assignment to last no longer than 05/03/19 as part of the Recruiting and Retention Program; of Taylor Eppinger, Service Coordinator Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/22/19**; **Special Conditions:** Filling newly created position ratified at the November 2018 Salary Board Meeting; Seasonal assignment to last no longer than 05/03/19 as part of the Recruiting and Retention Program.

PROMOTION / TRANSFER – In Department #530 (PIC Unit) of Todd Martin from Service Coordinator III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7 to Department #520 (Children & Youth), Program Specialist, Full-Time, 80 hours/pay, Non-Exempt Hourly pay Grade 8, **effective 02/17/19**; **Special Conditions:** Filling newly created position ratified at the December 2018 Salary Board Meeting.

LATERAL TRANSFER – In Department #520 (Children & Youth) of Ward Witmer from Training Senior Program Specialist, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9 to Department #535 (Substance Abuse), Senior Program Specialist, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9, **effective 02/25/19**; **Special Conditions:** Filling newly created position ratified at the January Salary Board Meeting.

ROW OFFICES
Human Resource Items for Informational Purposes
February 12, 2019

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #250 (Register & Recorder) of Lori Johnson, Department Clerk II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 2, **effective 01/22/19; Special Conditions:** Filling existing vacancy.

PROMOTION / RATE ADJUSTMENT – In Department #270 (Sheriff's Office) of Merle Giese from Deputy Sheriff Sergeant, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7 (\$19.0823/hr.) to Chief Deputy Sheriff, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9 (\$21.00/hr.), **effective 01/28/19; Special Conditions:** Filling existing vacancy.

LATERAL TRANSFER – In Department #240 (MDJ 3-4) of Allyson McClintock from Legal Secretary II, Full-Time, 75 hours/pay, Non-Exempt Hourly Pay Grade 3 to Department #235 (MDJ 3-3), Legal Secretary II, Full-Time, 75 hours/pay, Non-Exempt Hourly Pay Grade 3, **effective 01/22/19; Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – In Department #235 (MDJ 3-3) of Crystal Nelson, Legal Secretary II, **effective 01/18/19.**

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

None.