

Reviewed by:



**COMMISSIONER BOARD MINUTES
FEBRUARY 9, 2021**

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Samuel Breene	Justin Wolfe, Human Resources
Commissioner Michael Dulaney	Marie Plumer, Human Services
Commissioner Albert Abramovic	Luke Kauffman, Two Mile Run County Park
Sabrina Backer, Chief Clerk	Jason Ruggiero, Planning (via Zoom)
Jamie Kirkwood, Admin. Asst.	Deborah Sharpe, (via phone)
Richard Winkler, Solicitor	Kara O'Neil, The Derrick
Diona Brick, Fiscal	Rick Cook
Pastor Eric Reimer, Free Christian Church, Oil City, PA	

Retirement Board meeting was convened and adjourned prior to the start of the Salary Board meeting. The Salary Board meeting was convened and adjourned prior to the start of the Commissioner Board meeting.

CALL TO ORDER:

Commissioner Breene called the meeting to order at 4:35 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

- Commissioner Dulaney made a motion to approve the agenda, seconded by Commissioner Abramovic, aye all.

The Commissioners' thanked Robert Daugherty of Court Supervision Services for his 34 ½ years of service to the County. The Commissioners' also thanked Kelly McKenzie for his 23 ½ years of service at the Venango County Jail. Commissioner Abramovic said they both have left a lasting mark on the County.

APPROVAL OF MINUTES FROM THE JANUARY 12, 2021 MEETING:

- Commissioner Abramovic made a motion to approve the minutes from the January 12, 2021 meeting, seconded by Commissioner Dulaney, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

None

COURT ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

The following was presented by Ms. Brick:

Approval of Contract with Erie County Coroner's Office, Forensic Pathologist

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

PRISON:

The following was presented by Mr. Wolfe, Human Resources:

Approval of Contract with State Department of Corrections

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

COMMUNITY SERVICES ADMINISTRATION:

The following items were presented by Ms. Brick:

Ratification of Grant Agreement for Interconnectivity Funding with Pennsylvania Emergency Management Agency

Ratification of Contract with Mission Critical Partners for Regional Computer Aided Dispatch Services and General Consulting Services (as needed

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

The following item was presented by Ms. Backer:

Approval of Contract with James Bowden, Break the Night Ministries International, Inc.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

HUMAN SERVICES:

The following items were presented for approval by Ms. Plumer:

CONTRACTS FY 20-21:

Item 1: Community Services of Venango County (MHDS)

Synopsis: Request Commissioners approval to enter in to a contract with Community Services of Venango County for the period of July 1, 2020 through June 30, 2021. The provider is to perform Independent Monitoring for Quality Surveys of 38 individuals with a disability at the rate of \$650.00 per interview. Contract total \$24,700.

Item 2: Rainbow Recovery Center (SA)

Synopsis: Request Commissioners approval to enter in to a contract with Rainbow Recovery Center for the period of July 1, 2020 through June 30, 2021. The provider will provide Outpatient Maintenance Treatment at the rate of \$100.00 per week.

AMENDMENTS:

Item 1: Northwest Behavioral Health Partnership, Inc. (HS)

Synopsis: Request Commissioners approval to amend the contract with Northwest Behavioral Health Partnership, Inc. to change the period from July 1, 2019 through June 30, 2020 to July 1, 2019 through December 31, 2020 which would make this an 18 month agreement instead of a 12 month agreement.

ADDENDUMS:

Item 1: The Arc of Crawford County, Inc. (MHDS)

Synopsis: Request Commissioners to approve an addendum with The Arc of Crawford County, Inc. for the period of July 1, 2020 through June 30, 2021. Transportation mile reimbursement W7271 effective 1/1/21 new rate of .56 per mile.

OTHER ITEMS:

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

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

Item 2: University of Pittsburgh (CWEB) (CYS)

Request Commissioners to approve the agreement with the University of Pittsburgh for the period of August 1, 2020 through June 30, 2023. This is for the CWEB program. County will be reimbursed up to \$700 per month.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

FINANCE ADMINISTRATION:

The following warrants were submitted for approval by Ms. Brick:

HS010721	\$1,250.00	Human Service Warrant
011521	\$589,905.24	Non-Human Service Warrant
HS011421	\$107,812.89	Human Service Warrant
HS011521	\$392,799.99	Human Service Warrant
012221	\$558,193.73	Non-Human Service Warrant
SP012021	\$1957.34	Non-Human Service Warrant
HS012221	\$401,758.16	Human Service Warrant
012921	\$1,143,259.45	Non-Human Service Warrant
HS012921	\$468,742.17	Human Service Warrant
020521	\$532,935.28	Non-Human Service Warrant
HS020521	\$77,271.96	Human Service Warrant
	Total \$4,275,886.21	

- Commissioner Dulaney made a motion to approve the above warrants, seconded by Commissioner Abramovic, aye all.

Approval of Spectrum Internet Agreement

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

Fiscal Agent for NWP AERG (Northwest PA Emergency Response Group)

Ratification of Agreement with Bruce Eicher as Equipment Manager for the ERG

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

Approval of Memorandum of Financial Agreement with Rescare in the amount of \$125,000

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

HUMAN RESOURCES:

The following Human Resources items were presented for approval by Mr. Wolfe:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **James Silvis**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 01/26/21**; **Special Conditions:** Filling an existing vacancy; action ratified at the February Prison Board meeting; of **Rachel Wheeler**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 01/31/21**; **Special Conditions:** Filling an existing vacancy; action ratified at the February Prison Board meeting.

REINSTATEMENT – In Department #305 (Prison) of **Stephanie Best**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 01/31/21**; **Special Conditions:** Filling an existing vacancy; action to be ratified at the March Prison Board meeting.

PROMOTION – In Department #520 (CYS) of **Sheila Olsen** from Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 to Department Clerk IV, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 9, **effective 01/25/21**; **Special Conditions:** Filling existing vacancy. In Department #530(PICS) of **Nicole Snyder** from Service Coordinator III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7 to Service Coordination Supervisor, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9, **effective 02/15/21**; **Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #520 (CYS) of **Sheila Olsen**, Department Clerk III, SEIU position, Full-Time, 80 hours/pay from SEIU Pay Grade 8 (\$9.8400/hr.) to SEIU Pay Grade 8 (\$10.2100/hr.), **effective 01/04/21**; **Special Conditions:** Out of class compensation while performing the duties of Department Clerk IV for no longer than 3 months.

DISCONTINUANCE OF OUT OF CLASS COMPENSATION – In Department #325 (911) of **Mark Seigworth**, Deputy Director, Public Safety, Full-Time, 80 hours/pay from Non-Exempt Hourly Pay Grade 8 (\$25.2432/hr.) to Non-Exempt Hourly Pay Grade 8 (\$19.2257/hr.), **effective 01/04/21**; **Special Conditions:** Out of class assignment ended. In Department #535(Substance Abuse) of **Amy Stroup**, Department Clerk III, SEIU Position, Full-Time, 80 hours/pay from SEIU Pay Grade 8 (\$10.2100/hr.) to SEIU Pay Grade 8 (\$10.0368/hr.), **effective 01/27/21**; **Special Conditions:** Out of class assignment ended.

END OF PROBATION – In Department #540 (MH/DS) of **Kelsey Siegel**, Service Coordinator II, **effective 01/27/21**.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Kriss Aguilar**, Corrections Officer, **effective 12/16/20**; **Special Conditions:** Action ratified at the February Prison Board meeting. In Department #520(CYS) of **Matthew Guerin**, Service Coordinator II, **effective 02/11/21**. In Department #540(MH/DS) of **Sabrah McHenry**, Service Coordinator II, **effective 01/22/21**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

TEMPORARY NEW-HIRE – In Department #520(CYS) of **Jennifer Burton**, Service Coordination Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/25/21; Special Conditions:** Filling a newly created position ratified at the February Salary Board meeting. Seasonal position to last no longer than 04/30/21; of **Maja Spahic**, Service Coordination Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/25/21; Special Conditions:** Filling a newly created position ratified at the February Salary Board meeting. Seasonal position to last no longer than 04/30/21. In Department #540 (MH/DS) of **Briana Johnson**, Service Coordination Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/25/21; Special Conditions:** Filling a newly created position ratified at the February Salary Board meeting. Seasonal position to last no longer than 04/30/21; of **Edward Seawick**, Service Coordination Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 01/25/21; Special Conditions:** Filling a newly created position ratified at the February Salary Board meeting. Seasonal position to last no longer than 04/30/21.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

PLANNING COMMISSION:

The following items were presented by Mr. Ruggiero:

Approval of DCNR Grant Agreement for Two Mile Run County Park

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

Approval of Allegheny Boulevard Multi-Use Trail, Ordinance #1-2021

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Approval of Change Order 01-006 with Hudson Construction

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

TWO MILE RUN COUNTY PARK:

Update on Park activities presented by Mr. Kauffman:

- Currently have snow and ice, ski rentals is good, people are out sled riding
- Lake is being used for ice fishing
- Annual Polar Plunge is Saturday, February 27th and there will be a warming station inside the Nature Lodge

COUNTY ADMINISTRATION:

The following items were presented by Ms. Backer, Chief Clerk:

Ratification of Contract with PA Savin

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Approval of Election Services Contract for Terry Williams

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

Approval of Agreement between the County of Venango and Marsh Heating and Cooling

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Approval of Contract for Edward M. McIntyre, Esquire

Approval of Contract for Virginia Garris Sharp, Esquire

Approval of Contract for Pamela Logdson Sibley, Esquire

Approval of Contract for Neil Rothschild, Esquire

- Commissioner Abramovic made a motion to approve the above contracts, seconded by Commissioner Dulaney, aye all.

OTHER BUSINESS: Tina's Taxi is up and running at the Venango County Airport

PUBLIC COMMENT: Rick Cook thanked the Commissioners' for all they do for the City of Oil City.

ADJOURNMENT

The meeting adjourned at 5:00 p.m. upon a motion by Sabrina Backer, Chief Clerk, and seconded by Commissioner Dulaney, aye all.

Respectfully submitted,



Jamie L. Kirkwood, Administrative Assistant