

Reviewed by:

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COMMISSIONER BOARD MINUTES
February 12, 2019

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

Commissioner Timothy Brooks
Commissioner Vincent Witherup
Commissioner Albert Abramovic
Shelly Hartle, Chief Clerk
Dottie Tawney, Administrative Assistant
Rich Winkler, Solicitor
Diona Brick, Fiscal

Jillian Stephens, HR
Jason Ruggiero, Planning
Kim Woods, Human Services
Rich Mihalic, Two Mile Run Park
Jim Meyer, Derrick Newspaper
Pastor Sam Wagner, Christ United
Methodist Church

The Election Board, Retirement Board, and Salary Board meetings were convened and adjourned prior to the start of the Commissioner Board meeting.

CALL TO ORDER:

Commissioner Brooks called the meeting to order at 6:06 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

Chief Clerk, added the following to the agenda:

Approval of ratification with Community Services Administration and Ford Business Machines for new copier equipment

Approval of contract with County Administration and Terry Williams, for Election support services

- Commissioner Abramovic made a motion to approve the agenda, with the above amendments, seconded by Commissioner Witherup, aye all.

APPROVAL OF MINUTES FROM THE JANUARY 8, 2019 MEETING:

- Commissioner Witherup made a motion to approve the minutes from the January 8, 2019 meeting, seconded by Commissioner Abramovic, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

There was no public comment offered on the Commissioner Board agenda.

COURT ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

There was no business to be conducted.

PRISON:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

Rich Ruditis of the Venango Regional Airport presented the following:

Ratification of easement agreement with Richard B. Moffitt and Sherri I Ammann-Moffitt

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

Approval of hangar rental agreement with Harry D. Guenther

- Commissioner Witherup made the motion to approve the above agreement, seconded by Commissioner Abramovic, aye all.

Approval of application for Erosion and Sediment Pollution Control Plan with Venango Conservation District.

- Commissioner Abramovic made the motion to approve the above application, seconded by Commissioner Witherup, aye all.

Presented for Ratification of PEMA 911 Funding Grant Agreement

- Commissioner Witherup made the motion to approve the above agreement, seconded by Commissioner Abramovic, aye all.

Diona Brick presented for ratification, contract with Ford Business Machines, for a new copier, and Community Services Administration-911.

- Commissioner Abramovic made the motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

HUMAN SERVICES:

The following items were presented for approval by Kim Woods:

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.

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.

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

Approval of Memorandum of Understanding with Lawrence County for My First Place rental assistance.

- Commissioner Abramovic made the motion to table the above until more information is provided, seconded by Commissioner Witherup, aye all.

FINANCE ADMINISTRATION:

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

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	
	Total 2,352,513.80		

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

Approval of budget transfer for purchase of door locking equipment for the prison.

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

Approval of cost allocation program.

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

Fiscal Agent for Northwest Pennsylvania Emergency Response Group (NWPARG)

No business to be conducted.

Fiscal Agent for NW Workforce Development Board (NWWDB)

There was no business to be conducted.

HUMAN RESOURCES:

The following Human Resources items were presented for approval by Ms. Stephens:

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, 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.

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

ROW OFFICES

Human Resource Items for Information Purposes

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 Giesey** 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.

Approval of Manpower agreement.

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

Approval of revised motor Vehicle Policy #04-05

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

PLANNING COMMISSION:

The following items were submitted for approval by Mr. Ruggiero:

Approval of LPDM Grant Administration Resolutions

- Commissioner Witherup made a motion to approve the above item, seconded by Commissioner Abramovic, aye all

Ratification of additional exhibit to TAP Agreement

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

Approval of resolution for signature authority on Dotter Road Bridge Reimbursement Agreement.

- Commissioner Witherup made a motion to approve the above item, seconded by Commissioner Abramovic, aye all

Approval of Dotter Road Bridge Reimbursement Agreement.

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

Ratification of Miller Farm Bridge Supplemental Engineering Agreement.

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

Approval of Pinegrove Township Act 13 Grant Request

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

Ratification of DEP Grant contract.

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

Reappointment of Frank Pankratz, Nancy Marano, Keith Klingler, and John McClelland to VCRPC Board.

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

Approval of a cooperation agreement with Venango County Economic Development Authority.

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

Approval of reappointment of Commissioner Tim Brooks, to the VCEDA.

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

TWO MILE RUN COUNTY PARK:

Mr. Mihalic presented the following items:

Update on Park activities:

Winterfest was held January 26th, weather cooperated.

Trails do need some work, there are downed trees and the ski trail needs cleared.

Upcoming season dates are to be scheduled.

No polar plunge this year.

IBO has visited to evaluate the area for the annual event.

Received dam inspection report. Minor repairs are needed.

Need a freezer in the snack shack.

COUNTY ADMINISTRATION:

The following items were presented for ratification/approval by Ms. Hartle:

Ratification of standard agreement for the purchase of real estate at 1013 Chestnut Street, Franklin.

- Commissioner Witherup made the motion to approve the above agreement, contingent upon zoning change, seconded by Commissioner Abramovic, aye all.

Ratification of lease with Enterprise Fleet Management for lease of pickup with plow.

- Commissioner Abramovic made the motion to approve the above lease, seconded by Commissioner Witherup, aye all.

Approval of contract with TruGreen Commercial for lawn services.

- Commissioner Witherup made the motion to approve the above contract, seconded by Commissioner Abramovic, aye all.

Approval of contract with Gary Svetz for training for veterans.

- Commissioner Abramovic made the motion to approve the above contract, seconded by Commissioner Witherup, aye all.

Ratification of agreement with PennREN Services for internet service

- Commissioner Witherup made the motion to ratify the above contract, seconded by Commissioner Abramovic, aye all.

Approval of contract with Otis United Technologies for camera installation in courthouse elevator.

- Commissioner Abramovic made the motion to approve the above contract, seconded by Commissioner Witherup, aye all.

Ratification of Professional Services Agreements with

Eric A. Padin, Esquire

Edward J. McIntyre, Esquire

Christopher J. Martini, Esquire

Matthew C. Parson, Esquire

Pamela Logsdon Sibley, Esquire

Neil E. Rothschild, Esquire

Virginia Garris Sharp, Esquire

Elissa M. Stutler, Esquire

- Commissioner Witherup made a motion to ratify the agreements for the above, seconded by Commissioner Abramovic, aye all.

Approval of contract with Terry Williams for support services during the Primary Election.

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

OTHER BUSINESS

Chief Clerk Shelly Hartle announced that there will be a voting machine demonstration taking place on February 25th at the Atlantic Ave United Brethren Church, from 4-7PM. The public is invited.

PUBLIC COMMENT

None

ADJOURNMENT

The meeting adjourned at 6:31 p.m. upon a motion by Commissioner Witherup and a seconded by Commissioner Abramovic aye all.

Respectfully submitted,



Dottie Tawney, Administrative Assistant