

Reviewed by: _____

**COMMISSIONER BOARD MINUTES
March 12, 2019**

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

Commissioner Timothy Brooks	Kim Woods, Human Services
Commissioner Vincent Witherup	Jim Meyer, Derrick Newspaper
Commissioner Albert Abramovic	Sam Breene
Shelly Hartle, Chief Clerk	Karen Hazlett, Explore Venango
Dottie Tawney, Administrative Assistant	Emily Lewis, VCEDA
Rich Winkler, Solicitor	Pastor Eric Reamer, Oil City Free Christian Church
Diona Brick, Fiscal	Bonnie Summers
Jillian Stephens, HR	
Jason Ruggiero, Planning	

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 6:04 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

Emily Lewis, added the following to the agenda: To 15.a. , appointment of Alan Shiller to EDA

Chief Clerk Shelly Hartle added to the agenda: #14 f. Proclamation regarding Erie to Pittsburgh Trails.

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

APPROVAL OF MINUTES FROM THE FEBRUARY 12, 2019 MEETING:

- Commissioner Abramovic made a motion to approve the minutes from the February 12, 2019 meeting, seconded by Commissioner Witherup, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

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

COURT ADMINISTRATION:

Ratification of contract with national Curriculum Training Institute for Crossroads Behavioral Therapy and Court Supervision.

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

Approval of contract with Contempo Tech Cleaning Services, Inc and District Court 29-3-04 for office cleaning.

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

Approval of contract with JBM Electronics and Courts for maintenance of court recording equipment.

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

Approval of contract with Stenovations, Inc. and Courts for software update and support of court reporter equipment.

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

ROW OFFICES:

Approval of contract with Ford Business Machines, Inc. and District Attorney's office for copy equipment.

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

Ratification of contract with Valley Grove School District and the Sheriff's Office for a school district resource office.

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

PRISON:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

911 Director Tim Dunkel presented for approval of contract with SBM Electronics, Inc. and 911/EMS, for maintenance on voice logger equipment.

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

Airport Director Rich Ruditis presented for ratification of agreement with Venango County Airport and Joseph Liotta III for removal of trees.

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

Airport Director Rich Ruditis presented for ratification of certification to be attached to the NPDES application for the Rehabilitate the Apron project at Venango Regional Airport.

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

HUMAN SERVICES:

The following items were presented for approval by Kim Woods:

NEW CONTRACTS 2018-2019

Item 1: CONSTABLE WALTER MILLER

(MH)

Synopsis: Request Commissioner approval to contract with Constable Walter Miller 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 or \$40 per hour for a second constable to accompany the Provider when transporting a female individual authorized by the County.

Item 2: AVANCO

(CYS)

Synopsis: Request Commissioner approval to contract with AVANCO for the period of July 1, 2018 through June 30, 2019. Provider is to provide user access (125 users), secure and backup client data, and provide telephone support for the Mental Health and Child Welfare Services software ICAMS. Contract amount is \$12,500 for MH, \$39582.40 for CYS, and \$10,000 for consulting for MH or CYS.

Item 3: 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 December 31, 2019. The provider is to engage a life coach with individuals who are struggling in their efforts to build a sustainable life by supplying coaching in the areas of housing, employment, natural resources, independent living, soft skills training and assisting individuals in achieving health benefits as necessary. The provider will also assist with emergency needs of eligible Crawford County individuals as applicable.

AMENDMENTS/ADDENDUMS:

Item 1: CRAWFORD AREA TRANSPORTATION AUTHORITY

(MATP)

Synopsis: Request Commissioner approval to amend the contract with Crawford Area Transportation Authority for the period of July 1, 2018 through June 30, 2019. To amend the contract to adjust the MATP reimbursement rate to \$52.25 per one way trip starting January 1, 2019.

Item 2: Regional Counseling Center, Inc.

(MHDS)

Synopsis: Request Commissioner approval to add additional funds to Regional Counseling Center, Inc. contract for the period of July 1, 2018 through June 30, 2019. The County will pay the Provider \$50,000 additional funds for Outpatient Services to cover costs associated with physician fees over original budgeted amount.

Item 3: Regional Counseling Center, Inc.

(MHDS)

Synopsis: Request Commissioner approval to add additional funds to Regional Counseling Center, Inc. contract for the period of July 1, 2018 through June 30, 2019. The County will pay the Provider \$57,000 in order for them to buyout Dr. Rodney Williams' remaining contract with Barton & Associates, Inc. which shall be no earlier than 3-29-19.

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 MOU with Lawrence County

(HOUSING)

Request Commissioner approval of the Memorandum of Understanding with Lawrence County for the period of September 2, 2018 through August 31, 2019. This MOU is for the provision of support services for participants in the **My First Place** rental assistance project.

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

FINANCE ADMINISTRATION:

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

021519	275,871.29	Non-Human Service Warrant	
HS021519	178,469.57	Human Service Warrant	
SP021519	22,875.00	Non-Human Service Warrant	
HS022219	179,189.95	Human Service Warrant	
022219	695,056.29	Non-Human Service Warrant	
030119	499,665.55	Non-Human Service Warrant	
HS030119	289,680.07	Human Service Warrant	
SP030119	22,010.00	Non-Human Service Warrant	
SP022719	1,872.00	Non-Human Service Warrant	
030819	123,469.02	Non-Human Service Warrant	
HS030819	65,470.45	Human Service Warrant	
HS030719	90,117.80	Human Service Warrant	
	Total 2,443,746.99		

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

Approval of budget transfer for prison.

- 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)

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 **Eva Wagner**, Correctional Nurse, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 02/25/19; Special Conditions:** Filling existing vacancy; action ratified at the March Prison Board meeting. In Department #520 (Children & Youth) of **Quinton Clark**, 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; of **Christina Moffett**, 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.

INCREASE IN HOURS – In Department #520 (Children & Youth) of **Darin Greenlee**, Compliance Coordinator, Non-Exempt Hourly Pay Grade 6 **from** Part-Time, 40 hours/pay **to** Part-Time, 48 hours/pay, **effective 02/15/19.**

LATERAL TRANSFER – In Department #520 (Children & Youth) of **Sarah Carter** **from** Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 **to** Department #530 (PIC Unit) Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 04/29/19; Special Conditions:** Filling existing vacancy.

JOB TITLE CHANGE – In Department #520 (Children & Youth) of **Sherry Lemke** **from** Service Coordination Supervisor, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9 **to** Training Senior Program Specialist, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9, **effective 02/25/19; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #531 (Human Service Clerical) of **Rachel Huffman**, Department Clerk III, SEIU Position, **effective 03/01/19;** of **Michelle Lowe**, Department Clerk III, SEIU Position, **effective 02/01/19.** In Department #540 (MH/DS) of **Pamela Weaver**, Service Coordinator II, **effective 01/02/19.**

SEPARATION OF EMPLOYMENT – In Department #110 (Commissioners' Office) of **Michelle Hartle**, Chief Clerk / County Administrator, **effective 03/15/19.** In Department #540 (MH/DS) of **Pamela Weaver**, Service Coordinator II, **effective 02/22/19.**

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROMOTION – In Department #305 (Prison) of **William Winters** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 to Deputy Warden, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 8, **effective 02/17/19; Special Conditions:** Filling newly created position ratified at the March Salary Board meeting; employee filing temporary Deputy Warden position while completing training with current Deputy Warden and upon separation of current Deputy Warden, William will fill the existing vacancy; action ratified at the March Prison Board meeting.

CORRECTION TO 02/12/19 COMMISSIONER BOARD AGENDA

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **James McCall**, Deputy Warden, **effective 02/28/19.**

NOTE: Employee revised separation date to 02/22/19.

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

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #205 (Courts) of **Jonathan Maddy**, Court Crier/Tipstaff, On-Call Part-Time, 7 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 03/04/19; Special Conditions:** Filling existing vacancy. In Department #240 (MDJ 3-4) of **Michaela Manross**, Legal Secretary II, Full-Time, 75 hours/pay, Non-Exempt Hourly Pay Grade 3, **effective 02/25/19; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #180 (Treasurer's Office) of **Janet Scandlon**, Department Clerk III, SEIU Position, **effective 02/21/19.**

SEPARATION OF EMPLOYMENT – In Department #225 (MDJ 3-1) of **Holly Watson**, Legal Secretary II, **effective 02/13/19.**

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

None.

Approval of reappointment of Courtney Cox to ADR Panel.

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

Approval of Administrative Rules for 2019.

- 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 contract extension with Bert Klapac, Inc.

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

Approval of contract with Mahantango Enterprises for tire collection services.

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

Approval of contract with ECS & R for HHW/Electronics collection services.

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

Ratification of approval to submit PHMC grant for Venango County Courthouse repairs.

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

Resolution of agreement for construction work on Dotter Road Bridge.

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

Ratification of Notice to Proceed for Final Design of Dotter Road Bridge.

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

Approval of a Review Fee Reimbursement Agreement with Midwest Underground

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

TWO MILE RUN COUNTY PARK:

Ms. Hartle presented the following items on behalf of Mr. Mihalic:

Update on Park activities:

Camping will be permitted in Nature lodge area for the first weekend of Trout Season, April 12th-14th. Please call the Park Office to make your reservations.

The regular Family Campground is scheduled to open the weekend of May 10th.

The Boat Races will open Saturday and Sunday of Memorial Day Weekend.

Crosby Beach will open Saturday, June 8th, weather permitting.

COUNTY ADMINISTRATION:

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

Ratification of Proclamation in honor of St. Patrick School 125th Anniversary Celebration.

Ratification of Proclamation in honor of Leah Ghesing, 2019 Citizen of the Year Award.

Ratification of Proclamation in honor of Matric Group, 2019 Business of the Year Award.

Ratification of Proclamation in honor of Barrow-Civic Theatre, 2019 Partner in Business of the Year Award.

Approval of Proclamation designating April 2019 as “Pennsylvania Safe Digging Month.”

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

Approval of the Proclamation in support of the completion of the Erie to Pittsburgh trail.

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

OTHER BUSINESS

VCEDA Director Emily Lewis presented for approval the appointment of Alan Schiller to the VCEDA board.

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

Commissioner Brooks presented Denise Jones as Interim Acting Chief Clerk.

- Commissioner Abramovic made the motion to approve the appointment of Mrs. Jones, seconded by Commissioner Witherup, aye all.

PUBLIC COMMENT

None

ADJOURNMENT

The meeting adjourned at 6:21 p.m. upon a motion by Commissioner Witherup and a seconded by Commissioner Abramovic aye all.

Respectfully submitted,

Dottie Tawney, Administrative Assistant