

Reviewed by: _____

**COMMISSIONER BOARD MINUTES
April 9, 2019**

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

Commissioner Timothy Brooks	Diona Brick, Fiscal
Commissioner Vincent Witherup	Jillian Stephens, HR
Commissioner Albert Abramovic	Jason Ruggiero, Planning
Sabrina Backer, Chief Clerk	Kim Woods, Human Services
Denise Jones, Acting Chief Clerk	Judy Etzel, Derrick Newspaper
Jamie Kirkwood, Administrative Assistant	Aly Delp, Explore Venango.com
Rich Winkler, Solicitor	Connie Shull, Relay for Life
Tim Dunkle, Public Safety	Paul Baker, Pastor
Rich Ruditis, Airport	Bradford Worthington
Rich Mihalic, Park	Mike Dulaney

The 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 6:08 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

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

APPROVAL OF MINUTES FROM THE MARCH 12, 2019 MEETING:

- Commissioner Abramovic made a motion to approve the minutes from the March 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:

There was no business to be conducted.

ROW OFFICES:

Approval of contract with County of Erie and the County Coroner

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

PRISON:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

Airport Director Rich Ruditis presented for approval of renewal of existing contract with Vertiv Corp. and 911/EMS, for uninterrupted power supply.

- 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 Penn Power Systems/Penn Detroit to remove and replace the unit (generator/starter battery)

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

Airport Director Rich Ruditis presented for ratification of agreement with USDA Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS) for APHIS – WS personnel meeting the requirements of AC 150-5200-36A – Wildlife Hazard Management training

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

HUMAN SERVICES:

The following items were presented for approval by Kim Woods:

AMENDMENTS/ADDEMDUMS:

Item 1: The Emergency Food Assistance Program

(CSS)

Synopsis: Request Commissioner approval to the interim addendum to the Program Management Agreement for The Emergency Food Assistance Program (TEFAP). This will be an addition to the Program Management Agreement which remains in effect through September 30, 2021.

OTHER ITEMS:

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

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

Item 2: Approval of Appointment of Maloy Shrout (HS)

Request Commissioner approval to appoint Maloy Shrout to the Venango County Combined Advisory Board, retroactive to January 16, 2019. She is filling a long term vacancy as a welfare organization and religious representative.

Item 3: Approval of Continuum of Care Grant Closeout Agreement (HOUSING)

Request Commissioners to approve the Continuum of Care Grant Closeout Agreement, which expired 7/31/18. This is a HUD agreement.

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

FINANCE ADMINISTRATION:

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

HS031519	418,993.99	Human Service Warrant	
031519	267,730.31	Non-Human Service Warrant	
SP031419	908.42	Non-Human Service Warrant	
032219	610,424.47	Non-Human Service Warrant	
HS032219	143,389.95	Human Service Warrant	
SP032519	13,447.00	Non-Human Service Warrant	
032919	245,597.38	Non-Human Service Warrant	
HS032919	303,580.45	Human Service Warrant	
040519	402,995.90	Non-Human Service Warrant	
HS040519	143,050.52	Human Service Warrant	
	Total 2,550.118.39		

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

Fiscal Agent for the NW Workforce Development Board (NWWDB)

Approval of Teacher in the Workplace Memorandum of Financial Agreement.

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

Fiscal Agent for the Northwest Pennsylvania Emergency Response Group (NWPARG)

Approval of Ratification of Program Manager Contract.

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

Fiscal Agent for the WDB

Ratification of MFA for Economic Transition Funds in the amount of \$410,400.00.

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

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 #205 (Courts) of **Wendy Vinopal**, Administrative Assistant II, Full-Time, 75 hours/pay, Non-Exempt Hourly Pay Grade 5, **effective 04/08/19; Special Conditions:** Filling existing vacancy. In Department #240 (MDJ 3-4) of **Kimberly Jaehnig**, Legal Secretary II, Full-Time, 75 Hours/pay, Non-Exempt Hourly Pay Grade 3, **effective 04/11/19; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #240 (MDJ 3-4) of **Cassie Yount** from Legal Secretary II, Full-Time, 75 hours/pay, Non-Exempt Hourly Pay Grade 3 **to** Administrative Assistant II, Full-Time, 75 hours/pay, Non-Exempt Hourly Pay Grade 5, **effective 04/02/19; Special Conditions:** Filling existing vacancy.

PROMOTION / TRANSFER / INCREASE IN HOURS – In Department #205 (Courts) of **Jamie Kirkwood** from Administrative Assistant II / Jury Administrator, Full-Time, 75 hours/pay, Non-Exempt Hourly Pay Grade 5 **to** Department #110 (Commissioners' Office), Administrative Assistant III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 5, **effective 04/08/19; Special Conditions:** Filling existing vacancy.

JOB TITLE CHANGE / RATE ADJUSTMENT – In Department #205 (Courts) of **Barbara VanEpps** from Administrative Assistant II, Full-Time, 75 hours/pay, Non-Exempt Hourly Pay Grade 5 (\$15.6058/hr.) **to** Administrative Assistant II / Jury Administrator, Full-Time, 75 hours/pay, Non-Exempt Hourly Pay Grade 5 (\$16.6982/hr.), **effective 04/08/19; Special Conditions:** Rate adjustment due to employee taking on the additional responsibilities of Jury Administrator.

VOLUNTARY DEMOTION / DECREASE IN HOURS / TRANSFER – In Department #110 (Commissioners' Office) of **Dorothy Tawney** from Administrative Assistant III, Full-time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 **to** Department #225 (MDJ 3-1), Legal Secretary II, Full-Time, 75 hours/pay, Non-Exempt Hourly Pay Grade 3, **effective 03/25/19; Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #210 (Domestic Relations) of **Timothy Johnson**, Domestic Relations Director, **effective 4/04/19**. In Department #240 (MDJ 3-4) of **Sue Melat**, Administrative Assistant II, **effective 4/01/19**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

TRANSFER / DECREASE IN HOURS / RATE ADJUSTMENT – In Department #531 (Human Services Clerical) of **Annie Childers**, Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$9.9878/hr.) **to** Department #270 (Sheriff's Office), Department Clerk III, Full-Time, 70 hours/pay, Non-Exempt Hourly Pay Grade 3 (\$10.7060/hr.),

effective 03/26/19; Special Conditions: Rate Adjustment brings employee to start of the pay range for new pay grade, filling newly created position ratified at the March Salary Board meeting.

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

PLANNING COMMISSION:

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

Approval of Agreement for Architectural & Engineering Services between Amos Rudolph Architecture, LLC and the County of Venango.

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

Approval of Review Fee Reimbursement Agreement between Jack L. Smith and the County of Venango.

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

Ratification of approval to contract for PennDot to establish procedures.

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

Approval of 2018 Annual Report.

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

TWO MILE RUN COUNTY PARK:

The following items were presented for approval by Mr. Mihalic:

Approval of Adopt-A-Pavilion Project Agreement between the County of Venango and the Franklin Elks Lodge #110.

Approval of Adopt-A-Pavilion Project Agreement between the County of Venango and Kris Miller Construction & Rentals.

Approval of Adopt-A-Pavilion Project Agreement between the County of Venango and the Franklin Eagles Club #328.

Approval of Adopt-A-Pavilion Project Agreement between the County of Venango and the Franklin VFW Post #1835.

Approval of Adopt-A-Pavilion Project Agreement between the County of Venango and the Oil City Rotary Club.

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

Approval of appointment of Chris Porter to Park Advisory Board

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

Update on Park activities:

Trying to clean up hanging and fallen trees throughout the Park.

Focused on mountain bike race course to get ready for the first event of the year which is April 27th.

Also focused on getting the campground ready for its opening on May 10th.

Civil Air Patrol is coming to the Park on April 13th and 14th.

Fly fishing contest on the lake is May 4th & 5th.

COUNTY ADMINISTRATION:

The following items were presented for ratification/approval by Commissioner Brooks:

Approval of Resolution #2019-05 Opposing Changes to the Medical Assistance Transportation Program.

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

Approval of Resolution #2019-06 Signatory Authority.

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

Ratification of Proclamation for Future Leaders & Entrepreneur's Exchange (Ashley Cowles).

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

Approval of Proclamation in honor of Sam Burchfield, Eagle Scout Recognition

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

Approval of Resolution by Municipality Certifying Provision of Local Match for State Operating Financial Assistance.

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

Approval of Resolution #2019-04 Purchase of New Voting System

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

Approval of Proclamation for Relay for Life, Paint Venango County Purple, the Battle to Fight Cancer

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

Approval of Memorandum of Understanding between the County of Venango and Crawford Area Transportation Authority.

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

Approval of Lease Agreement between the County of Venango and Troy Hutchinson DBA Park Avenue Greenhouse.

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

Approval of Auction Agreement for Baker & Bellis Auctioneers – auction date is May 9, 2019

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

OTHER BUSINESS

None

PUBLIC COMMENT

Bradford Worthington – Discussion about ES&S agreement.

ADJOURNMENT

The meeting adjourned at 6:48 p.m. upon a motion by Commissioner Witherup and seconded by Commissioner Abramovic, aye all.

Respectfully submitted,

Jamie L. Kirkwood, Administrative Assistant