

**COMMISSIONER BOARD MINUTES
APRIL 13, 2021**

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

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| 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 |
| Melanie Bailey, Voter Registrar | Rich Ruditis, Airport |
| Richard Winkler, Solicitor | Kara O'Neil, The Derrick |
| Diona Brick, Fiscal | Nathan Roggenkamp, Stream TV |
| Associate Pastor Randy Powell | Tim Dunkle, Public Safety (via Zoom) |
| First Baptist Church, Franklin, PA | Garrett Dvorkin, The Titusville Herald |
| Mark Bishop, Jail | Connie Shull, Relay For Life |

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 Election Board meeting. The Election Board meeting was convened and adjourned prior to the state of the Commissioner Board meeting.

CALL TO ORDER:

Commissioner Breene called the meeting to order at 4:39 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

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

APPROVAL OF MINUTES FROM THE MARCH 9, 2021 MEETING:

- Commissioner Dulaney made a motion to approve the minutes from the MARCH 9, 2021 meeting, seconded by Commissioner Abramovic, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

None

COURT ADMINISTRATION:

The following item was presented by Diona Brick:

Approval of Central Booking Project – User Agency Agreement

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

ROW OFFICES:

No business to be conducted

PRISON:

No business to be conducted

COMMUNITY SERVICES ADMINISTRATION:

The following items were presented by Rich Ruditis:

Approval of Contract with Dennis J Charlton

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

Approval of Contract with Skycaptain LLC, Samuel David Huston

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

Ratification of Contract with USDA, Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS)

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

The following items were presented by Tim Dunkle:

Approval of Contract with Vertiv Corp.

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

Resolution No. 2021-03 Hazard Mitigation Plan

- 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 Marie Plumer:

CONTRACTS FY 20-21:

Item 1: Stepping Stones at Meadville Medical Center

(SA)

Synopsis: Request Commissioners approval to enter into a contract with Stepping Stones at Meadville Medical Center for the period of July 1, 2020 through June 30, 2025. Provider is to provide the following services at Facility #207007: Hospital based inpatient detoxification at the rate of \$586.00 per day and Hospital based inpatient residential at the rate of \$558.00 per day.

Item 2: The Children's Home of Pittsburgh

(CYS)

Synopsis: Request Commissioners approval to enter into a contract with The Children's Home of Pittsburgh for the period of July 1, 2020 through June 30, 2021. Provider to provide pre adoptive foster care to the county at a cost range of \$67 to \$73 per day.

ADDENDUMS:

Item 1: Constable Eric Nikolaison

(MHDS)

Synopsis: Request Commissioners to approve an addendum with Constable Eric Nikolaison for the period of July 1, 2020 through June 30, 2021. Provider 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 call out fee, \$40 per hour portal to portal fee, the federal mileage rate currently set at .56 cents per mile, and any toll costs. The County also agrees to reimburse \$40 per hour for a female agent to accompany the Provider when transporting a female individual authorized by the County.

Item 2: Constable Melvin Strathen

(MHDS)

Synopsis: Request Commissioners to approve an addendum with Constable Melvin Strathen for the period of July 1, 2020 through June 30, 2021. Provider 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 call out fee, \$40 per hour portal to portal fee, the federal mileage rate currently set at .56 cents per mile, and any toll costs. The County also agrees to reimburse \$40 per hour for a female agent to accompany the provider when transporting a female individual authorized by the County.

OTHER ITEMS:

Item 1: Approval of CYFS Resource Family Agreements

(CYS)

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

Item 2: Approval of Verna Martin to Older Adult Services Advisory Council (OAS)

Request Commissioners approval to appoint Verna Martin to a third three-year term on the Venango County Older Adult Services Advisory Council.

Item 4: Approval of Grant Agreement with the Department of Aging (OAS)

Request Commissioners approval to enter into a Cooperative Grant Agreement with the Commonwealth of Pennsylvania/Department of Aging. This is for the term period of 2021-2025. This grant is for the administration of aging programs and social services for adults aged 60 or over.

Item 5: Approval of Grant Application for Early Head Start

(HS)

Request Commissioners to approve the Early Head Start COLA grant application and budget in the amount of \$11,749. Also to approve a carry-over request in the amount of \$31,768. This is for the period of March 1, 2021 through February 28, 2022. These are both under Grant #03CH011416.

- 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 Diona Brick:

031221	\$465,163.44	Non-Human Service Warrant	
HS031121	\$96,843.32	Human Service Warrant	
HS031221	\$213,913.99	Human Service Warrant	
SP031621	\$2,275.00	Non-Human Service Warrant	
031921	\$1,938,937.65	Non-Human Service Warrant	
HS031921	\$309,572.04	Human Service Warrant	
032621	\$112,419.94	Non-Human Service Warrant	
SO032221	\$107.74	Non-Human Service Warrant	
HS032621	\$309,782.98	Human Service Warrant	
SP032921	\$919.81	Non-Human Service Warrant	
040121	\$714,789.61	Non-Human Service Warrant	
HS040121	\$86,080.72	Human Service Warrant	
040921	\$128,627.20	Non-Human Service Warrant	
HS040821	\$107,552.39	Human Service Warrant	
HS040921	\$78,803.41	Human Service Warrant	
	Total \$4,565,789.24		

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

Approval of Contract with 21st Century Appraisals for Software Upgrade

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

Approval of Procurement Policy as Update

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

Fiscal Agent for NWPARG (Northwest PA Emergency Response Group)

Ratification of Agreement with Edisa Berberkic for Program Management Services

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

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

No business to be presented

HUMAN RESOURCES:

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

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Terry DeLong**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 03/08/21; Special Conditions:** Filling an existing vacancy; action ratified at the April Prison Board meeting; of **Parker Wheeling**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 04/05/21; Special Conditions:** Filling an existing vacancy; action to be ratified at the May Prison Board meeting; of **Tiffany Whitmer**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 03/29/21; Special Conditions:** Filling an existing vacancy; action ratified at the April Prison Board meeting. In Department #325 (911 Center) of **Lisa Buscemi**, Telecommunicator I, Full-time, 80 hours/pay, Non-Exempt Hourly Pay Grade 3, **effective 03/07/21; Special Conditions** Filling an existing vacancy. In Department #520 (CYS) of **Cindy Mauro**, Department Clerk III, SEIU Position, Full-time, 80 hours/pay, SEIU Pay Grade 8, **effective 03/22/21; Special Conditions:** Filling existing vacancy. In Department #530 (PICS) of **Matthew Hinkle**, Service Coordinator III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7, **effective 03/22/21; Special Conditions:** Filling an existing vacancy. In Department #540 (MH/DS) of **Shelley Johnston**, Department Clerk III, SEIU Position, Full-time, 80 hours/pay, SEIU Pay Grade 8, **effective 03/22/21; Special Conditions:** Filling an existing vacancy.

END OF PROBATION – In Department #305 (Prison) of **Stephen Strickenbarger**, Corrections Officer, **effective 04/14/21; Special Conditions:** Action ratified at the April Prison Board meeting; of **Seth Updegraff**, Corrections Officer, **effective 01/13/21; Special Conditions:** Action ratified at the April Prison Board meeting. In Department #530(PICS) of **Stacy Maxwell**, Service Coordinator II, **effective 09/02/20.**

END OF PROBATION / REALLOCATION - In Department #520 (CYS) of **Ashley Whitman** from Service Coordinator I, Probationary Full-time, 80 hours/pay, Non-Exempt Hourly Pay Grade 5 to Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 03/23/21; Special Conditions:** Filling an existing vacancy

CHANGE IN STATUS – In Department #305 (Prison) of Ryan Harkless from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 to Corrections Officer, AFSCME Position, Part-Time, 40 hours/pay, AFSCME Pay Grade 11, **effective 03/08/21**; **Special Conditions:** Action ratified at the April Prison Board meeting; of Kyle Collingwood from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 to Corrections Officer, AFSCME Position, Part-Time, 40 hours/pay, AFSCME Pay Grade 11, **effective 03/22/21**; **Special Conditions:** Action ratified at the April Prison Board meeting. In Department #325 (911 Center) of Reynalyn Boughner 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 04/04/21**; **Special Conditions:** Filling an existing vacancy.

DISCONTINUANCE OF OUT OF CLASS COMPENSATION – In Department #507 (Veterans Affairs) of Karen Hall, Department Clerk III, SEIU Position, Full-Time, 80 hours/pay from SEIU Pay Grade 8 (\$14.3496/hr.) to SEIU Pay Grade 8 (\$10.5191/hr.), **effective 04/05/21**; **Special Conditions:** Out of class assignment ended.

SEPARATION OF EMPLOYMENT – In Department #145 (Assessment) of Chad Cochran, Field Assessor, **effective 04/09/21**. In Department #160 (Maintenance) of Lacy Dugan, Maintenance Worker III, **effective 03/12/21**; of Michael Moore, Maintenance Worker III, **effective 03/12/21**. In Department #305 (Prison) of James Christman, Corrections Officer, **effective 03/22/21**; **Special Conditions:** Action to be ratified at the May Prison Board meeting; of Ryan Harkless, Corrections Officer, **effective 03/27/21**; **Special Conditions:** Action to be ratified at the April Prison Board meeting; of Nathan Shaderline, Corrections Officer, **effective 3/15/21**; **Special Conditions:** Action ratified at the April Prison Board meeting; of James Silvis, Corrections Officer, **effective 03/16/21**; **Special Conditions:** Action ratified at the April Prison Board meeting; of Heather Sollinger, Corrections Officer, **effective 03/12/21**; **Special Conditions:** Action to be ratified at the April Prison Board meeting. In Department #520 (CYS) of Kristianna Last, Service Coordinator I, **effective 03/29/21**; of Kaylee Weaver, Service Coordinator II, **effective 04/05/21**.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #305 (Prison) of Lori Baker, Administrative Assistant I, **effective 06/02/21**. In Department #535 (Substance Abuse) of Rhonda Powell, Drug and Alcohol Case Management Specialist II, **effective 04/30/21**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

N/A

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

PLANNING COMMISSION:

The following items were presented by Jason Ruggiero:

Approval of Contract with Allegheny Paper Shredders Corp

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

Approval of Contract with Snyder Electric

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

Ratification of Change order #01-007R1

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

Ratification of Change orders #03-003, #01-008 and #02-006

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

Approval of Change orders #02-004 and #02-005

- 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 Luke Kauffman:

- Park is up and running
- Lake is full of trout and there is a lot of fishing
- Camping sites are booking up fast

The Commissioners wanted to Thank all local fire departments for helping with the brush fire at Two Mile Run County Park

COUNTY ADMINISTRATION:

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

Ratification of Lease Agreement for 2 2021 Chevrolet Equinox vehicles

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

Proclamation for Relay For Life – Paint Venango County Purple

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

Proclamation for National County Government Month “Counties Matter”

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

Resolution by Municipality Certifying Provision of Local March for State Operating Financial Assistance

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

Proclamation for Oil City's Sesquicentennial

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

Proclamation for Eagle Scout Recognition – Bo Edward Myers
Ratification of Mobilcom Contracts

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

Ratification of CATA Lease

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

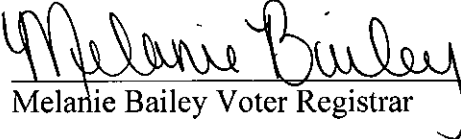
OTHER BUSINESS: NONE

PUBLIC COMMENT: NONE

ADJOURNMENT

The meeting adjourned at 5:18 p.m. upon a motion by Commissioner Abramovic, and seconded by Commissioner Dulaney, aye all.

Respectfully submitted,



Melanie Bailey Voter Registrar