

Reviewed by: \_\_\_\_\_  
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**COMMISSIONER BOARD MINUTES**  
**May 11, 2021**

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

Commissioner Samuel Breene  
Commissioner Michael Dulaney  
Commissioner Albert Abramovic  
Sabrina Backer, Chief Clerk  
Misty Anderson, Administrative Assistant  
Richard Winkler, Solicitor  
Diona Brick, Fiscal  
Deborah Sharpe, Treasurer  
Pastor Jon Martin  
Franklin Alliance Church, Franklin, PA

Justin Wolfe, Human Resources  
Luke Kauffman, Two Mile Run County Park  
Kara O'Neil, The Derrick  
Nathan Roggenkamp, Stream TV

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 4:36 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 APRIL 13, 2021 MEETING:**

- Commissioner Abramovic made a motion to approve the minutes from the April 13, 2021 meeting, seconded by Commissioner Dulaney, aye all.

**PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:**

NONE

**COURT ADMINISTRATION:**

No business to be conducted

**ROW OFFICES:**

No business to be conducted

**PRISON:**

No business to be conducted

**COMMUNITY SERVICES ADMINISTRATION:**

The following item was presented by Rich Ruditis:

Approval of Ratification of contract with CDI/L.R. Kimball

- 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. Backer:

**CONTRACTS FY 20-21:**

None

**ADDENDUMS:**

None

**OTHER ITEMS:**

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

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

**Item 2: Approval of Beth Fisher to Older Adult Services Advisory Council** (OAS)

Request Commissioners approval to appoint Beth Fisher to a fourth three-year term on the Venango County Older Adult Services Advisory Council.

**Item 3: Approval of Community Based Services Agreement with Northwest Behavioral Health Partnership, Inc.** (HS)

Request Commissioners approval to enter into a Community Based Services Agreement with Northwest Behavioral Health Partnership, Inc. for the period of January 1, 2021 through December 31, 2021. Venango County will be responsible for the implementation and provision of all Community Based Organization Services and Community Based Care Management Services initiatives.

- 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:

HS040721	\$310.00	Human Service Warrant	
041621	\$313,957.63	Non-Human Service Warrant	
HS041621	\$299,927.42	Human Service Warrant	
SP041421	\$12,827.99	Non-Human Service Warrant	
042321	\$2,094,853.29	Non-Human Service Warrant	
HS042321	\$655,576.64	Human Service Warrant	
043021	\$349,519.82	Non-Human Service Warrant	
HS043021	\$198,263.29	Human Service Warrant	
050721	\$717,915.33	Non-Human Service Warrant	
HS050721	\$98,166.45	Human Service Warrant	
	<b>Total \$4,741,317.86</b>		

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

**Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)**

No business to be presented

**Fiscal Agent for NWWDB (Northwest Workforce Development Board)**

Approval of Memorandum of Financial Agreements for Adult and Economic Transition Funds

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

Approval of Contract with GECAC for Career Street Services

- Commissioner Dulaney made a motion to approve the above warrants, seconded by Commissioner Abramovic, 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 #110 (Commissioners) of **Misty Anderson**, Administrative Assistant III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 05/03/21**; **Special Conditions:** Filling an existing vacancy. In Department #145 (Assessment) of **Carol Schettler**, Field Assessor, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7, **effective 05/03/21**; **Special Conditions:** Filling an existing vacancy. In Department #160

(Maintenance) of Ray Buzzard, Maintenance Worker III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 04/26/21**; **Special Conditions:** Filling an existing vacancy. In Department #305 (Prison) of Mark Bishop, Warden, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 4, **effective 04/12/21**; **Special Conditions:** Filling an existing vacancy; action ratified at the May Prison Board meeting; of Lawrence Gutmann, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/16/21**; **Special Conditions:** Filling an existing vacancy; action to be ratified at the June Prison Board meeting; of Jessica Lauer, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 04/19/21**; **Special Conditions:** Filling an existing vacancy; action ratified at the May Prison Board meeting; of Darcie Lucas, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/10/21**; **Special Conditions:** Filling an existing vacancy, action ratified at the May Prison Board meeting; of Howard Smeltz, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/05/21**; **Special Conditions:** Filling an existing vacancy, action to be ratified at the June Prison Board meeting; of Anthony Taylor, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/06/21**; **Special Conditions:** Filling an existing vacancy, action to be ratified at the June Prison Board meeting. In Department #405 (Airport) of Theodore Kline, Maintenance Worker III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, **effective 04/12/21**; **Special Conditions:** Filling an existing vacancy. In Department #520 (CYS) of Lindsey McCloskey, Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 04/12/21**; **Special Conditions:** Filling an existing vacancy.

**REINSTATEMENT** – In Department #520 (CYS) of Jennifer Burton, Service Coordinator I, Probationary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 5, **effective 05/10/21**; **Special Conditions:** Filling an existing vacancy; of Briana Johnson, Service Coordinator I, Probationary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 5, **effective 05/10/21**; **Special Conditions:** Filling an existing vacancy.

**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 (\$10.5191/hr.) **to** SEIU Pay Grade 8 (\$14.3496/hr.), **effective 04/05/21**.

**RATE ADJUSTMENT** – In Department #509 (HS Fiscal) of Jennifer Kennedy, Human Service Fiscal Director, Exempt Full-Time, 80 hours/pay, **from** Exempt Pay Grade 3 (\$56,040.00/yr.) **to** Exempt Pay Grade 3 (\$62,040.00/yr.), **effective 03/08/21**; **Special Conditions:** Increase due to extra duties to perform as fiscal agent for Sugar Valley Lodge.

**LEAVE OF ABSENCE/ RATE ADJUSTMENT** – In Department #520 (CYS) of Jessica Elder, Program Specialist, Full-time, 80 hours/pay, **from** Non-Exempt Hourly Pay Grade 8 (\$17.2054/hr.) **to** Non-Exempt Hourly Pay Grade 8 (\$16.3451/hr.), **effective 08/23/21**; **Special Conditions:** Education leave of absence through CWEL program through August 2023. During this period, benefits will be continued and salary will be paid at 95% of her current salary and no increases will be granted.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of Tiffany Whitmer, Corrections Officer, **effective 04/20/21**; **Special Conditions:** Action ratified at the May Prison Board meeting; of Terry DeLong, Corrections Officer, **effective 04/17/21**; **Special Conditions:** Action ratified at the May Prison Board meeting. In Department #520 (CYS) of Bernadette O'Brien, Service Coordinator II, **effective 04/20/21**.

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #507 (Veterans' Affairs) of **Fredrick Weaver**, Veterans' Affairs Director, **effective 03/31/21**.

**PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**PROBATIONARY NEW HIRE** – In Department #305 (prison) of **Natalie Desko**, Administrative Assistant I, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 3, **effective 05/03/21**; **Special Conditions:** Filling a newly created temporary position ratified at the May Salary Board meeting for of training purposes before the retirement of the current Administrative Assistant; action to be ratified at the June Prison Board meeting.

**EXTENSION OF TEMPORARY ASSIGNMENT** – In Department #520 (CYS) of **Courtney Peters**, Service Coordinator Intern, Temporary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 1, **effective 04/23/21**; **Special Conditions:** Extension of CWEB internship though 04/30/21; position extension ratified at the May Salary Board meeting.

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

**PLANNING COMMISSION:**

The following items were presented by Mr. Ruggiero:

Approval of Fred Krizinsky to VCRPC Board

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

Approval of 2019-2020 Annual Report

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

Ratification of Change order #1 with Metal Fence Supply Company

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

Ratification of contract with Global Industrial Equipment

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

Approval Change Orders #01-009, #01-010 and #01-011 with Hudson Construction

Approval Change Orders #02-007 with Renick Brothers

Approval Change Orders #031-004, #03-005 and #03-006 with Wm. T, Spaeder

Approval of Change Orders #04-007 and #04-008 with Westmorland Electric

- 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:

- Prepping for the Season
- Increase in Camping
- Working on the Season Schedule

**COUNTY ADMINISTRATION:**

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

Resolution of the Imposition of tolls on bridges on Interstate 80

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

Proclamation of Mental Health Awareness Month

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

Approval of Contract with Strongland roofing Systems – Phase 1

Approval of Contract with Strongland roofing Systems – Phase 2

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

Resolution to Create a 911 Advisory Council, Establishing the Membership and Setting Other Matters

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

Proclamation of National Police Week

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

Ratification of Contract Approving Electrical Supplier and Rate

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

Ratification of Policy Number SVR2021SEC01, Video Recording Policy

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

**OTHER BUSINESS:**

The Commissioners wanted to Congratulate Mr. Fred Weaver on his Retirement from the County

**PUBLIC COMMENT:**

NONE

**ADJOURNMENT:**

The meeting adjourned at 5:11 p.m. upon a motion by Commissioner Dulaney, and seconded by Commissioner Abramovic, aye all.

**NEXT MEETING DATE:** The next public meeting will be held on June 8, 2021 at 4:30 p.m. in Room 100 of the Courthouse Annex to conduct County Business.

Respectfully submitted,



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Misty Anderson, Administrative Assistant