

*The mission of the employees of Venango County is to promote a spirit of cooperation and commitment by encouraging the active and informal partnership of Venango County residents in government thereby empowering citizens to shape a better community.  
"We will strive to honor the past, serve the present, and touch the future."*

## **COMMISSIONERS' PUBLIC MEETING AGENDA**

**MARCH 11, 2025**

Invocation – Pastor Doug Strawn, Canal Wesleyan Methodist Church, Utica  
(Participation is voluntary)

Pledge of Allegiance

### **ELECTION BOARD**

1. Call to Order
2. Approval of minutes from February 11, 2025 Meeting
3. Public comment on Election Board Agenda
4. Election Board Informational Items
  - a. Voter Registration statistics
  - b. Activities update
5. Other Business
6. Public Comment
7. Adjournment

### **RETIREMENT BOARD**

1. Call to Order
2. Approval of minutes from February 11, 2025 Meeting
3. Public Comment on Retirement Board Agenda
4. Retirement Board Items for Consideration
  - a. Attachment A
5. Other Business
6. Public Comment
7. Adjournment

## **SALARY BOARD**

1. Call to Order
2. Approval of Minutes from February 11, 2025 Meeting
3. Public Comment on Salary Board Agenda
4. Salary Board Items for Consideration
  - a. Attachment B
5. Other Business
6. Public Comment
7. Adjournment

## **COMMISSIONER BOARD**

1. Call to Order
2. Approve/Amend Commissioner Board Agenda
3. Approval of Minutes from February 11, 2025 Meeting
4. Public Comment on Commissioner Board Agenda
5. **Court Administration:** No business to be presented
6. **Row Offices:** No business to be presented
7. **Prison:** No business to be presented
8. **Community Services Administration:**
  - a. Approval of contract with SBM Electronics Inc. for voice logger/time clock
9. **Human Services:**
  - a. Human Services Agenda for approval – Attachment C
10. **Finance Administration:**
  - a. Warrants – Attachment D

**Fiscal Agent for NWPARG (Northwest PA Emergency Response Group)**  
No business to be presented

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

No business to be presented

**11. Human Resources:**

- a. Human Resources Agenda Items for Approval – Attachment E
- b. Human Resources Items for Information Purposes – Attachment F

**12. Planning Commission:**

- a. Approval of the Floodplain Service Provider Agreement with Jackson Township.
- b. Approval of the Review Fee Reimbursement Agreement with BT-Newyo, LLC for the new UPS Mobile Distribution Center.

**13. Two Mile Run County Park:**

- a. Update on park and activities

**14. County Administration:**

- a. Resolution 2025-1 Compensation for Venango County Tax Collectors
- b. Resolution 2025-2 CATA - Provision of Local Match for State Operating Financial Assistance
- c. Proclamation – Bleeding Disorders Awareness Month
- d. Proclamation – World Down Syndrome Day
- e. Proclamation – Pennsylvania 4-H Week

**15. Other Business:**

**16. Public Comment:**

**17. Adjournment:**

**NEXT MEETING DATE:** The next public meeting will be held on April 8, 2025 at 4:30 p.m. in Room 100 of the Courthouse Annex to conduct county business.

## RETIREMENT BOARD AGENDA

March 11, 2025

Time: \_\_\_\_\_

Attendance: \_\_\_\_\_

### Approval of Minutes:

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to waive the reading of the minutes of the **02/11/25** meeting, make them available for public inspection and approve them as submitted; aye all. Motion carried and was approved.

### Public Comments:

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### Retirement Board Items for Consideration:

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the application for the following employees to **enter the Retirement Fund System**:

| NAME             | EFFECTIVE DATE | PERCENTAGE |
|------------------|----------------|------------|
| Anthony Messina  | 01/16/2025     | 9%         |
| Courtney Long    | 01/20/2025     | 9%         |
| Robyn Vogan      | 01/21/2025     | 9%         |
| Hayden Burnett   | 01/31/2025     | 9%         |
| Ralph Brewer     | 02/03/2025     | 9%         |
| Wendie Cressley  | 02/03/2025     | 9%         |
| Ethan Proper     | 02/04/2025     | 9%         |
| Jake Garrow      | 02/04/2025     | 9%         |
| Anthony Hinds    | 02/05/2025     | 9%         |
| Larissa Flaherty | 02/14/2025     | 9%         |
| Tomann Rice      | 02/18/2025     | 9%         |
| John Tibbs       | 02/18/2025     | 10%        |

Aye all; Motion carried and was approved.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to authorize the Treasurer of the Retirement Board to issue checks to the following persons who are **withdrawing their contributions plus interest** in accordance with the Plan and County pension law:

| NAME           | AMOUNT      | DISBURSEMENT DATE |
|----------------|-------------|-------------------|
| Gwendalynn Uhl | \$ 1,000.14 | 03/31/2025        |
| Joey Hoffman   | \$ 2,794.99 | 03/31/2025        |
| Kyle Krepps    | \$ 2,113.88 | 03/31/2025        |
| Caleb Stephens | \$ 1,199.21 | 02/28/2025        |

Aye all; Motion carried and was approved.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to **approve the following retirements**: [Refunds; Normal (Superannuation) Retirements; Early Retirements; Death Benefits]

# **RETIREMENT BOARD AGENDA**

**March 11, 2025**

- 1) Motion to approve the superannuation retirement of Susanne Gooden, effective 09/28/2024. She has elected "Option Four (A)" which entitles her to withdraw, in one payment, the total accumulated deductions of \$4,275.21 credited to her member account at retirement in addition to receiving a monthly annuity of \$64.59 payable throughout her lifetime. She is entitled to a pro rata benefit of \$6.46 to be paid for 3 days of September.
- 2) Motion to approve the superannuation retirement of Donna Daugherty effective 3/01/2025. She has elected "Option One" which entitles her to receive a monthly annuity of \$464.44 payable throughout her lifetime. She is entitled to a pro rata benefit of \$464.44 to be paid for 31 days in the month of March.

Aye all; motion carried and was approved.

## **Other Business: [Buy-backs; Administrative issues]**

- 1.) Willard R. Buchna has chosen to vest his pension funds with the County effective 01/31/2025.
- 2.) Cynthia L. Long has chosen to vest her pension funds with the County effective 02/21/2025.
- 3.) Gwendalynn Uhl failed to execute or file pension withdrawal documents within the established time frame, her accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 4.) Joey Hoffman failed to execute or file pension withdrawal documents within the established time frame, her accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 5.) Notice to the Retirement Board of the election of "Option Two (2) D" by active member Eric Foy effective 02/05/2025.
- 6.) Notice to the Retirement Board of the election of "Option Two (2) D" by active member Merle Giesey effective 02/07/2025.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_; aye all. Motion was approved.

## **VENANGO COUNTY RETIREMENT BOARD**

Samuel H. Breene

Kenneth J. Bryan

Albert A. Abramovic

Jeannie L. Ritchey

Bridey G. Shawgo

# SALARY BOARD

March 11, 2025

## ITEMS FOR CONSIDERATION

### DEPARTMENT #110 COMMISSIONER'S OFFICE

| # | Action | Position            | Status | Hr/Pay | Group | Grade | Effective |
|---|--------|---------------------|--------|--------|-------|-------|-----------|
| 1 | CREATE | Outreach Specialist | FT     | 80     | NEHR  | 6     | 3/16/2025 |

### DEPARTMENT #325 911 CENTER

| # | Action | Position           | Status | Hr/Pay | Group | Grade | Effective |
|---|--------|--------------------|--------|--------|-------|-------|-----------|
| 1 | CREATE | Telecommunicator I | PT     | 80     | NEHR  | 5     | 3/3/2025  |

### DEPARTMENT #405 AIRPORT

| # | Action  | Position         | Status | Hr/Pay | Group | Grade | Effective |
|---|---------|------------------|--------|--------|-------|-------|-----------|
| 1 | ABOLISH | Airport Director | FT     | 80     | EXEM  | 4     | 2/16/2025 |
| 2 | CREATE  | Airport Director | FT     | 80     | EXEM  | 2     | 2/16/2025 |

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Attachment C

**TO: County Commissioners**  
**FR: Amie Wood-Wessell**  
**DT: 03/11/2025**  
**RE: Items for Commissioner Approval**

**2024-2025 CONTRACT**

**Addendums:**

**Item 1: Oil Region Recovery, Inc.**

**NBB - CYS**

Request Commissioners approval to add an addendum of existing contract with Oil Region Recovery, Inc.

Purpose of contract: Approval of amendment to existing contract to add group rates and community event rates at \$8.53 per 15 minute units. Not to exceed 4 hours and not to exceed 5 families.

**Item 2: Regional Counseling Center, Inc**

**MH**

Request Commissioners approval to add an addendum of existing contract with Regional Counseling Center, Inc.

Purpose of contract: Approval of amendment to existing contract to add Venango County Mental Health and Development Services has agreed to provide additional funding of \$26,165 to the provider for purposes of technology, office equipment and office furniture for use in County funded programs.

**Other ITEMS:**

**Item 1: Approval of CYFS Resource Family Agreements**

**CYFS**

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

**Item 2: Tyler Johnson and Drake Anderson Lease Agreement**

**CSS**

Requests Commissioners approval for a Residential Lease Agreement between Tyler Johnson/Drake Anderson and County of Venango. Residence address of 24 East Fifth Street Unit #2, Oil City. The term lease commences April 1, 2025 and ends March 31, 2027.

\* Attachment D



# Venango County

## Courthouse Annex

1174 Elk Street, P O Box 831  
Franklin, PA 16323  
814/432-9643 FAX 814/432-9511

**Commissioners**  
Samuel H. Breene  
Kenneth J. Bryan  
Albert "Chip" Abramovic

**Solicitor**  
Richard Winkler

**Chief Clerk**  
Bridey G. Shawgo

**Administrator, Finance**  
Diona L. Brick

**TO:** Board of Commissioners

**FROM:** Diona Brick, Administrator, Finance & Management Services

**DATE:** March 11, 2025

The following warrants are submitted for your approval:

|              |                       |                           |  |
|--------------|-----------------------|---------------------------|--|
| 021425       | \$696,836.99          | Non-Human Service Warrant |  |
| HS021325     | \$124,749.00          | Human Service Warrant     |  |
| HS021425     | \$255,206.22          | Human Service Warrant     |  |
| 022125       | \$494,643.05          | Non-Human Service Warrant |  |
| HS022125     | \$513,185.94          | Human Service Warrant     |  |
| 022825       | \$848,907.52          | Non-Human Service Warrant |  |
| HS022825     | \$305,552.39          | Human Service Warrant     |  |
| HS030325     | \$4,680.00            | Human Service Warrant     |  |
| 030725       | \$125,673.99          | Non-Human Service Warrant |  |
| HS030725     | \$193,686.19          | Human Service Warrant     |  |
|              |                       |                           |  |
|              |                       |                           |  |
|              |                       |                           |  |
|              |                       |                           |  |
|              |                       |                           |  |
|              |                       |                           |  |
|              |                       |                           |  |
|              |                       |                           |  |
|              |                       |                           |  |
|              |                       |                           |  |
| <b>TOTAL</b> | <b>\$3,563,121.29</b> |                           |  |

## HUMAN RESOURCE AGENDA ITEMS

March 11, 2025

### PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

#### PROBATIONARY NEW HIRE

| # | Name           | Dept | Position   | Status              | Hr/Pay | Group | Grade  | Effective |          |
|---|----------------|------|------------|---------------------|--------|-------|--------|-----------|----------|
| 1 | Brenden Domres | 305  | Prison     | Corrections Officer | PFT    | 80    | AFSCME | 11        | 03/02/25 |
| 1 | Tanisha Perry  | 305  | Prison     | Corrections Officer | PFT    | 80    | AFSCME | 11        | 03/02/25 |
| 1 | Riley Toledo   | 305  | Prison     | Corrections Officer | PFT    | 80    | AFSCME | 11        | 02/26/25 |
| 1 | Carley Wilt    | 325  | 911 Center | Telecommunicator I  | PFT    | 80    | NEHR   | 5         | 03/03/25 |

#### REINSTATEMENT

| # | Name           | Dept | Position   | Status              | Hr/Pay | Group | Grade | Effective |          |
|---|----------------|------|------------|---------------------|--------|-------|-------|-----------|----------|
| 1 | Lauren Walters | 325  | 911 Center | Telecommunicator II | FT     | 80    | NEHR  | 6         | 03/03/25 |

#### PROMOTION

| # | Name          | Dept      | Position | Status                  | Hr/Pay | Group | Grade  | Effective |          |
|---|---------------|-----------|----------|-------------------------|--------|-------|--------|-----------|----------|
| 1 | Torin Lehmier | From: 305 | Prison   | Corrections Officer     | FT     | 80    | AFSCME | 11        |          |
|   |               | To: 305   | Prison   | Correctional Sergeant   | FT     | 80    | AFSCME | 11        | 03/02/25 |
| 1 | Asha Posker   | From: 305 | Prison   | Correctional Sergeant   | FT     | 80    | AFSCME | 11        |          |
|   |               | To: 305   | Prison   | Correctional Lieutenant | FT     | 80    | NEHR   | 6         | 03/02/25 |

#### TRANSFER / RATE ADJUSTMENT

| # | Name       | Dept      | Position              | Status                                  | Hr/Pay | Group | Grade  | Effective |          |
|---|------------|-----------|-----------------------|-----------------------------------------|--------|-------|--------|-----------|----------|
| 1 | Isaac Coon | From: 510 | Older Adult Svc.      | Volunteer Program / APPRISE Coordinator | FT     | 80    | HSNEHR | 1         |          |
|   |            | To: 110   | Commissioners' Office | Outreach Specialist                     | FT     | 80    | NEHR   | 6         | 03/16/25 |

#### DEMOTION

| # | Name           | Dept      | Position | Status                  | Hr/Pay | Group | Grade  | Effective |          |
|---|----------------|-----------|----------|-------------------------|--------|-------|--------|-----------|----------|
| 1 | Joseph Janidlo | From: 305 | Prison   | Correctional Lieutenant | FT     | 80    | NEHR   | 6         |          |
|   |                | To: 305   | Prison   | Corrections Officer     | FT     | 80    | AFSCME | 11        | 03/02/25 |

#### RATE ADJUSTMENT

| # | Name          | Dept | Position    | Status                          | Hr/Pay | Group | Grade | Effective |          |
|---|---------------|------|-------------|---------------------------------|--------|-------|-------|-----------|----------|
| 1 | Daniel Hartle | 160  | Maintenance | Director of Property Management | FT     | 80    | EXEM  | 2         | 02/16/25 |

#### OUT OF CLASS ASSIGNMENT

| # | Name             | Dept | Position  | Status                                                                                                              | Hr/Pay | Group | Grade | Effective |          |
|---|------------------|------|-----------|---------------------------------------------------------------------------------------------------------------------|--------|-------|-------|-----------|----------|
| 1 | Robyn Stevens    | 140  | Tax Claim | Tax Clerk                                                                                                           | FT     | 80    | SEIU  | 9         | 02/16/25 |
|   |                  |      |           | Note: Temporary assignment covering for employee on leave. Assignment to end upon return of employee.               |        |       |       |           |          |
| 1 | Matthew Hillyard | 405  | Airport   | Maintenance Worker III                                                                                              | FT     | 80    | SEIU  | 12        | 02/02/25 |
|   |                  |      |           | Note: Temporary assignment covering for vacant Director position. Assignment to end upon selection of new Director. |        |       |       |           |          |

#### SEPARATION OF EMPLOYMENT

| # | Name               | Dept | Position   | Status              | Hr/Pay | Group | Grade  | Effective |          |
|---|--------------------|------|------------|---------------------|--------|-------|--------|-----------|----------|
| 1 | Chad Cochran       | 145  | Assessment | Field Assessor      | FT     | 80    | NEHR   | 7         | 03/07/25 |
| 1 | Christopher French | 305  | Prison     | Corrections Officer | FT     | 80    | AFSCME | 11        | 02/19/25 |
| 1 | Marigrace Garvis   | 305  | Prison     | Corrections Officer | PFT    | 80    | AFSCME | 11        | 03/17/25 |
| 1 | Anthony Hinds      | 305  | Prison     | Corrections Officer | PFT    | 80    | AFSCME | 11        | 03/02/25 |
| 1 | Nathan McDonough   | 305  | Prison     | Corrections Officer | PFT    | 80    | AFSCME | 11        | 02/26/25 |
| 1 | John Rowland       | 305  | Prison     | Corrections Officer | PFT    | 80    | AFSCME | 11        | 02/26/25 |
| 1 | Willard Buchna     | 405  | Airport    | Airport Director    | FT     | 80    | EXEM   | 4         | 01/31/25 |

### PERSONNEL ACTIONS AS A RESULT OF NEWLY CREATED POSITIONS

#### PROMOTION

| # | Name             | Dept      | Position | Status                 | Hr/Pay | Group | Grade | Effective |          |
|---|------------------|-----------|----------|------------------------|--------|-------|-------|-----------|----------|
| 1 | Matthew Hillyard | From: 405 | Airport  | Maintenance Worker III | FT     | 80    | SEIU  | 12        |          |
|   |                  | To: 405   | Airport  | Airport Director       | FT     | 80    | EXEM  | 2         | 03/16/25 |

\* Attachment F

## ROW OFFICE AGENDA ITEMS

March 11, 2025

### PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

#### PROBATIONARY NEW HIRE

| # | <u>Name</u> | <u>Dept</u> | <u>Position</u>  | <u>Status</u>       | <u>Hr/Pay</u> | <u>Group</u> | <u>Grade</u> | <u>Effective</u> |          |
|---|-------------|-------------|------------------|---------------------|---------------|--------------|--------------|------------------|----------|
| 1 | Tomann Rice | 265         | Prothonotary     | Department Clerk II | PFT           | 80           | NEHR         | 2                | 02/18/25 |
| 1 | John Tibbs  | 270         | Sheriff's Office | Deputy Sheriff      | PFT           | 80           | NEHR         | 6                | 02/18/25 |

#### PROMOTION/TRANSFER

| # | <u>Name</u>     | <u>Dept</u> | <u>Position</u>  | <u>Status</u>               | <u>Hr/Pay</u> | <u>Group</u> | <u>Grade</u> | <u>Effective</u> |          |
|---|-----------------|-------------|------------------|-----------------------------|---------------|--------------|--------------|------------------|----------|
| 1 | Hannah McCarthy | From: 225   | MDJ 3-1          | Legal Secretary II - MDJ    | FT            | 80           | NEHR         | 3                |          |
|   |                 | To: 270     | Sheriff's Office | Administrative Assistant II | FT            | 80           | NEHR         | 5                | 03/03/25 |

#### SEPARATION OF EMPLOYMENT

| # | <u>Name</u>    | <u>Dept</u> | <u>Position</u> | <u>Status</u>            | <u>Hr/Pay</u> | <u>Group</u> | <u>Grade</u> | <u>Effective</u> |          |
|---|----------------|-------------|-----------------|--------------------------|---------------|--------------|--------------|------------------|----------|
| 1 | Megan Huffman  | 240         | MDJ 3-4         | Legal Secretary II - MDJ | FT            | 80           | NEHR         | 3                | 03/14/25 |
| 1 | Ashley Lochman | 240         | MDJ 3-4         | Legal Secretary II - MDJ | FT            | 80           | NEHR         | 3                | 03/03/25 |

### PERSONNEL ACTIONS AS A RESULT OF NEWLY CREATED POSITIONS

None.