

COMMISSIONER BOARD MINUTES

February 11, 2025

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

Commissioner Samuel Breene
Commissioner Kenneth J. Bryan
Commissioner Chip Abramovic
Bridey Shawgo, Chief Clerk
Laura O'Neil, Admin. Assistant
Rich Winkler, Solicitor
Jeannie Ritchey, Treasurer
Diona Brick, Fiscal
Justin Wolfe, Human Resources
Amie Wood-Wessell, Human Services
Hilary Buchanan, Planning
Mark Seigworth, EMA/911
Pastor Mark Fultz, Evangelistic Tabernacle

Julie Bullard, Court Supervision Services
Kelly Holden, Domestic Relations
Helen Fielding, The Derrick
Mike Wilcox, Oil Region Rising
Beth Wilcox, Oil Region Rising
Gwen Grinstead, Oil Region Rising
Maryjane Allen
Alexis McVay, Future Business Leaders of America
Ella Marbich, FBLA
Olivia Tawney, FBLA
Brock Habbyslaw, FBLA
Gabrielle Laderer, FBLA
Matt Gustafson, FBLA

Election Board meeting was convened and adjourned prior to the start of the Retirement Board meeting. The 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.

1. Commissioner Breene called the meeting to order at 4:39 p.m.
2. Commissioner Abramovic made a motion to amend the agenda for February 11, 2025, seconded by Commissioner Bryan, aye all.
3. Commissioner Abramovic made a motion to approve the minutes from the January 14, 2025 meeting, seconded by Commissioner Bryan, aye all.
4. There was no public comment on the Commissioner Board Agenda.
5. **Court Administration:**
 - a. Approval of agreement with Pennsylvania Juvenile Court Judges' Commission to administer Youth Level of Services assessments
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
 - b. Approval of contract with Mallory N. Pierce, Esq. as Title IV-D Attorney
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
6. **Row Offices:** No business to be conducted.
7. **Prison:**
 - a. Approval of amendment to food service agreement with Summit Food Service
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
8. **Community Services Administration:**

The following items were presented by Bridey Shawgo, Chief Clerk, on behalf of the airport:

 - a. Ratification of agreement with TranSystems for runway obstruction removal
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

- b. Approval of lease of hangar 15-1
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- c. Approval of renewal of hangar lease agreement with Dennis Delucia of Franklin Aircraft Sales
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- d. Approval of agreement with USDA to provide annual Wildlife Hazard Management training to airport staff
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

The following items were presented by Mark Seigworth, Director of the Public Safety Department:

- e. Approval of agreement with Mobilcom for camera upgrade and installation
- f. Approval of agreement with Mobilcom for door controls
 - Commissioner Abramovic made a motion to approve the above two items, seconded by Commissioner Bryan, aye all.
- g. Approval of agreement with Mobilcom to provide and install replacement Zetron console PCs
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- h. Approval of agreement with Mobilcom for Zetron OEM MAX-PSP extended service plan
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

9. Human Services:

The following items were presented for approval by Amie Wood-Wessell, Director of Human Services:

- a. Human Services Agenda for approval, Attachment C:

Attachment C – Human Service Contracts

2024-2025 Contract

Item 1: Titusville YWCA

CSS

Synopsis: Request Commissioners' approval for a renewal of an existing contract with Titusville YWCA for the period of January 1, 2025 through December 31, 2025.

Purpose of Contract: To provide Emergency Housing at a rate of \$10 per night per eligible client, up to a total contract of \$7500, under the Community Services Block Grant.

Amendments

Item 1: Amendment to Contract for Active Aging, Inc.

OAS

Request Commissioners to amend the contract with Active Aging, Inc. for the period of January 1, 2025 through June 30, 2025.

Purpose of Contract: To provide PA Medi Counseling to Venango County Older Adult Services as a backup in the event OAS does not have PA Medi staff at the rate of \$32.00 per hour.

Item 2: Amendment to Contract for Crawford County Mental Health Awareness Program

CSS

Request Commissioners' approval to amend the contract with Crawford County Mental Health Awareness Program for the period of January 1, 2025 to December 31, 2025.

Purpose of Contract: To change to CSBG eligibility to be based at 125% of the Federal Guidelines.

Other Items

Item 1: Approval of CYFS Resource Family Agreements

CYFS

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

- Commissioner Abramovic made a motion to approve the above Human Service items (Attachment C), seconded by Commissioner Bryan, aye all.

10. FINANCE ADMINISTRATION:

The following warrants were submitted for approval by Diona Brick, Fiscal Director:

- a. Warrants – Attachment D:

Attachment D – Fiscal Warrants

010925	\$1,200.00	Non-Human Services Warrant
SP011325	\$5,000.00	Non-Human Services Warrant
HS011625	\$124,739.00	Human Services Warrant
HS011725	\$296,161.29	Human Services Warrant
011725	\$942,217.73	Non-Human Services Warrant
012425	\$665,065.86	Non-Human Services Warrant
HS012425	\$679,441.44	Human Services Warrant
013125	\$269,642.13	Non-Human Services Warrant
HS013125	\$137,941.89	Human Services Warrant
SP013125	\$4,404.44	Non-Human Services Warrant
020725	\$480,563.98	Non-Human Services Warrant
HS020725	\$147,390.75	Human Services Warrant
TOTAL	\$3,753,768.51	

- Commissioner Abramovic made a motion to approve to the above (Attachment D), seconded by Commissioner Bryan, aye all.

Fiscal Agent for NWPARG (Northwest PA Emergency Response Group)

- a. Approval of Grant Agreement for 2025 Emergency Response Group

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

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

No business was presented

11. Human Resources:

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

- a. Human Resources Agenda Items for Approval – Attachment E:

Attachment E – Human Resource Agenda Items

Personnel actions as a result of existing vacancies:

Probationary New Hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Anthony Messina	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	01/16/25
2	Hayden Burnett	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	01/31/25
3	Faith Cooper	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	02/05/25
4	Anthony Hinds	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	02/05/25
5	Richard Hollerman	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	01/09/25
6	Ethan Proper	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	02/04/25
7	Ralph Brewer	405 – Airport	Maintenance Worker III – Airport	PFT	80	SEIU	10	02/03/25

8	Larissa Bailey-Collazo	520 – Children & Youth Svc.	CPS/GPS Investigator I	PFT	80	HSNEHR	4	01/21/25
9	Melissa Burk	520 – Children & Youth Svc.	Department Clerk III	PFT	80	SEIU	8	01/06/25
10	Wendie Cressley	520 – Children & Youth Svc.	Family Case Consultant I	PFT	80	HSNEHR	4	02/03/25
11	Larissa Flaherty	520 – Children & Youth Svc.	Child Welfare Case Aide	PFT	80	SEIU	10	02/03/25

Re-Hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	John Rowland	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	02/08/25

Promotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Isaac Coon	From:	510 – Older Adult Svc.	Volunteer/Apprise Coordinator I	FT	80	HSNEHR	1	
		To:	510 – Older Adult Svc.	Volunteer/Apprise Coordinator II	FT	80	HSNEHR	2	02/07/25
<i>Note: Completed Step 1 (Orange) of Step Program</i>									
2	Sheridyn Umstead	From:	510 – Older Adult Svc.	Department Clerk III	FT	80	SEIU	8	
		To:	510 – Older Adult Svc.	Aging Case Aide	FT	80	SEIU	10	12/30/24
3	Samantha Winger	From:	540 – MH/DS	Service Coordinator – MH/TMC I	FT	80	HSNEHR	1	
		To:	540 – MH/DS	Service Coordinator – MH/TMC II	FT	80	HSNEHR	2	12/05/24
<i>Note: Completed Step 1 (Orange) of Step Program</i>									

Promotion/Transfer:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Robert Bisbee	From:	509 – HS Fiscal	Accounting Assistant	FT	80	SEIU	12	
		To:	130 – Human Resources	Payroll Coordinator	FT	80	NEHR	5	12/30/24
2	Michelle Orlowski	From:	310 – Court Supervision	Problem Solving Court Coord.	FT	80	NEHR	6	
		To:	570 – CSS/Housing	CSS/Housing Program Supervisor	FT	80	HSEXEM	1	02/16/25

Job Title Change:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Luke Terrill	From:	130 – Human Resources	Payroll Coordinator	FT	80	NEHR	5	
		To:	130 – Human Resources	Recordkeeping Coordinator	FT	80	NEHR	5	12/30/24

Rate Adjustment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Wesley Paxton	305 – Prison	Chief Deputy Warden	FT	80	NEHR	9	01/01/25
2	Michael Allen	325 – 911 Center	Telecommunicator I	FT	80	NEHR	5	02/02/25
<i>Note: Completion of newly implemented retention plan step for training certification.</i>								
3	Reynalyn Boughner	325 – 911 Center	Telecommunicator II	FT	80	NEHR	6	02/02/25
<i>Note: Completion of newly implemented retention plan step for training certification, 3 year, and 5 year anniversaries.</i>								
4	Gregory Depew	325 – 911 Center	Telecommunicator II	FT	80	NEHR	6	02/02/25
<i>Note: Completion of newly implemented retention plan step for training certification, 3 year, and 5 year anniversaries.</i>								
5	Stephen Engles	325 – 911 Center	Telecommunicator I	FT	80	NEHR	5	02/02/25
<i>Note: Completion of newly implemented retention plan step for training certification.</i>								
6	Shawn Harrah	325 – 911 Center	Telecommunicator II	FT	80	NEHR	6	02/02/25
<i>Note: Completion of newly implemented retention plan step for training certification, 3 year, and 5 year anniversaries.</i>								
7	Billie Hoover	325 – 911 Center	Telecommunicator I	PT	40	NEHR	5	02/02/25
<i>Note: Completion of newly implemented retention plan step for training certification, 3 year, and 5 year anniversaries.</i>								
8	Tracy McFarland	325 – 911 Center	Telecommunicator II	FT	80	NEHR	6	02/02/25
<i>Note: Completion of newly implemented retention plan step for training certification, 3 year, and 5 year anniversaries.</i>								
9	Katherynn Ripple	325 – 911 Center	Telecommunicator I	FT	80	NEHR	5	02/02/25
<i>Note: Completion of newly implemented retention plan step for training certification.</i>								
10	Dustin Taggart	325 – 911 Center	Telecommunicator I	PT	40	NEHR	5	02/02/25
<i>Note: Completion of newly implemented retention plan step for training certification.</i>								

Out of Class Assignment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Torin Lehmier	305 – Prison	Corrections Officer	FT	80	AFSCME	11	02/10/25
<i>Note: Temporarily covering as Sergeant while current Sergeant is at the academy. Assignment to end 03/08/25.</i>								

End of Probation:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Heather Donahue	305 – Prison	Corrections Officer	FT	80	AFSCME	11	12/13/24
2	Tiffani Manning	305 – Prison	Corrections Officer	FT	80	AFSCME	11	01/27/25
3	Eric Nuse	305 – Prison	Corrections Officer	FT	80	AFSCME	11	12/23/24
4	Stephanie DeArment	520 – Children & Youth Svc.	Family Case Consultant I	FT	80	HSNEHR	4	11/26/24

Separation of Employment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Chris Klingman	125 – Public Defender	Assistant Public Defender	FT	80	LEGL	2	12/20/24
2	Brandon McCoy	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	01/14/25
3	Caleb Stephens	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	01/04/25
4	Andrew White	305 – Prison	Corrections Officer	PFT	80	AFSCME	11	11/23/24
5	Larissa Bailey-Collazo	520 – Children & Youth Svc.	CPS/GPS Investigator I	FT	80	NEHR	4	01/22/25

6	Jennifer Johnson	520 – Children & Youth Svc.	Family Case Consultant II	FT	80	NEHR	5	01/10/25
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Personnel actions as a result of newly created positions: **None.**

- Commissioner Abramovic made a motion to approve the above (Attachment E), seconded by Commissioner Bryan, aye all.

b. Human Resources Items for Informational Purposes – Attachment F:

Attachment F – Row Office Agenda Items

Personnel actions as a result of existing vacancies:

Probationary New Hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jake Garrow	210 – Domestic Relations	Enforcement Officer II	PFT	80	NEHR	5	02/04/25

Promotion/Transfer:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Michelle Orlowski	From:	310 – Court Supervision	Problem Solving Court Coord.	FT	80	NEHR	6	
		To:	570 – CSS/Housing	CSS/Housing Program Supervisor	FT	80	HSEXEM	1	02/16/25

End of Probation:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Tahara Bish	210 – Domestic Relations	Conference Officer	FT	80	NEHR	6	12/31/24
2	Angela York	210 – Domestic Relations	Deputy Director, Domestic Relations	FT	80	NEHR	8	12/25/24
3	Megan Huffman	240 – MDJ 3-4	Legal Secretary II	FT	80	NEHR	3	01/24/25

Separation of Employment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Kai Rios	210 – Domestic Relations	Enforcement Officer II	PFT	80	NEHR	5	01/13/25
2	Cynthia Long	270 – Sheriff's Office	Administrative Assistant II	FT	75	NEHR	5	02/21/25

Correction To 01/14/25 Row Office Agenda:

Job Title Change

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jillian Kutchravy	From:	310 – Court Supervision	Pre-Trial Officer	FT	80	NEHR	6	
		To:	310 – Court Supervision	House Arrest Officer	FT	80	NEHR	6	01/21/25
NOTE: Employee should reflect Rhiannon Graham, not Jillian Kutchravy.									

Personnel actions as a result of newly created positions: **None.**

c. Approval of Employee Handbook revisions

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

12. Planning Commission:

The following items were presented by Hilary Buchanan, Director of Planning:

- a. Approval of the Housing Rehabilitation Guidelines update for the Venango County Housing Rehabilitation Program
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- b. Approval of the Review Fee Reimbursement Agreement with Posh Properties.
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- c. Approval of the agreement with Mahantango to be the service provider for the 2025 tire collection
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- d. Appointment of Keith Klingler to the Planning Commission Board
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

13. Two Mile Run County Park:

Update on Park activities presented by Commissioner Abramovic on behalf of Luke Kauffman:

- a. Commissioner Abramovic reported that the Polar Plunge was a success with more than 100 participants, followed by the Jeep Ride with 60 or 70 participants.
- b. Commissioner Abramovic reported that the sled-riding hill has been getting a lot of use.
- c. Additionally, a full list of events for the park will be coming out soon.

14. County Administration:

The following items were presented by Bridey Shawgo, Chief Clerk:

- a. Ratification of Planned Maintenance Agreement with Cummins, Inc.
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- b. Approval of the vehicle lease documents for FNB
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- c. Approval of the quotes with Earthmovers for Oil City properties paid with the demo funding
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- d. Proclamation – Citizen of the Year
- e. Proclamation – Business of the Year
- f. Proclamation – Partner in Business of the Year
- g. Proclamation – Future Business Leaders of America Week
 - Commissioner Abramovic made a motion to approve the above proclamations, seconded by Commissioner Bryan, aye all.

- 15. There was no other business to be conducted.
- 16. There was no public comment.
- 17. The meeting adjourned at 5:03 p.m. upon a motion by Commissioner Abramovic, and seconded by Commissioner Bryan, aye all.

NEXT MEETING DATE: The next public meeting will be held on March 11, 2025 at 4:30 p.m. in Room 100 of the Courthouse Annex to conduct County Business.

Respectfully submitted,

Laura O'Neil
Administrative Assistant

Reviewed by: Samuel H. Breene

Kenneth J. Bryan

Albert A. Abramovic