

## COMMISSIONER BOARD MINUTES

### March 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  
Kristin Hauser, CATA  
Pastor Doug Strawn  
Kara O'Neil, The Derrick  
Mike Wilcox, Oil Region Rising  
Roger Aaron, Oil Region Rising  
Craig Conforti, Penn State Ext.  
Abby Brockett, Penn State Ext.  
Kaylee Baker, Penn State 4-H

Pastor Doug Strawn from Canal Wesleyan Methodist Church in Utica said the Invocation before the meeting.

All rose and said the Pledge of Allegiance.

The Election Board meeting was convened and adjourned. The Retirement Board meeting was convened and adjourned. The Salary Board meeting was convened and adjourned.

1. Commissioner Breene called the Commissioner Board meeting to order at 4:41 p.m.
2. Commissioner Abramovic made a motion to approve the agenda for March 11, 2025, seconded by Commissioner Bryan, aye all.
3. Commissioner Abramovic made a motion to approve the minutes from the February 11, 2025 meeting, seconded by Commissioner Bryan, aye all.
4. There was no public comment on the Commissioner Board Agenda.
5. **Court Administration:** No business to be conducted.
6. **Row Offices:** No business to be conducted.
7. **Prison:** No business to be conducted.
8. **Community Services Administration:**  
*The following items were presented by Mark Seigworth, Director of Public Safety:*
  - a. Approval of agreement with SBM Electronics Inc. for voice logger/time clock
    - 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**

#### **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**

Request 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.

- 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**

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

- 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)**

No business was presented.

**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 | Brenden Domres | 305 – Prison     | Corrections Officer | PFT    | 80     | AFSCME | 11    | 03/02/25  |
| 2 | Tanisha Perry  | 305 – Prison     | Corrections Officer | PFT    | 80     | AFSCME | 11    | 03/02/25  |
| 3 | Riley Toledo   | 305 – Prison     | Corrections Officer | PFT    | 80     | AFSCME | 11    | 02/26/25  |
| 4 | 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 | Corrections Sergeant   | FT     | 80     | AFSCME | 11    | 03/02/25  |
| 2 | Asha Posker   | From: | 305 – Prison | Corrections Sergeant   | FT     | 80     | AFSCME | 11    |           |
|   |               | To:   | 305 – Prison | Corrections 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    | 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  |
| <i>Note: Temporary assignment covering for employee on leave. Assignment to end upon return of employee.</i>               |                  |                 |                        |        |        |       |       |           |
| 2                                                                                                                          | Matthew Hillyard | 405 – Airport   | Maintenance Worker III | FT     | 80     | SEIU  | 12    | 02/02/25  |
| <i>Note: Temporary assignment covering for vacant Director position. Assignment to end upon selection of new Director.</i> |                  |                 |                        |        |        |       |       |           |

**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  |
| 2 | Christopher French | 305 – Prison     | Corrections Officer | FT     | 80     | AFSCME | 11    | 02/19/25  |
| 3 | Marigrace Garvis   | 305 – Prison     | Corrections Officer | PFT    | 80     | AFSCME | 11    | 03/17/25  |
| 4 | Anthony Hinds      | 305 – Prison     | Corrections Officer | PFT    | 80     | AFSCME | 11    | 03/02/25  |
| 5 | Nathan McDonough   | 305 – Prison     | Corrections Officer | PFT    | 80     | AFSCME | 11    | 02/26/25  |
| 6 | John Rowland       | 305 – Prison     | Corrections Officer | PFT    | 80     | AFSCME | 11    | 02/26/25  |
| 7 | 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  |

- 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 | Tomann Rice | 265 –<br>Prothonotary        | Department Clerk II | PFT    | 80     | NEHR  | 2     | 02/18/25  |
| 2 | John Tibbs  | 270 –<br>Sheriff's<br>Office | Deputy Sheriff      | PFT    | 80     | NEHR  | 6     | 02/18/25  |

### **Promotion/Transfer:**

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

### **Separation of Employment:**

| # | Name           | Dept             | Position                    | Status | Hr/Pay | Group | Grade | Effective |
|---|----------------|------------------|-----------------------------|--------|--------|-------|-------|-----------|
| 1 | Megan Huffman  | 240 – MDJ<br>3-4 | Legal Secretary II –<br>MDJ | FT     | 80     | NEHR  | 3     | 03/14/25  |
| 2 | Ashley Lochman | 240 – MDJ<br>3-4 | Legal Secretary II –<br>MDJ | FT     | 80     | NEHR  | 3     | 03/03/25  |

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

### **12. Planning Commission:**

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

- a. Approval of the Floodplain Service Provider Agreement with Jackson Township.
  - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- b. Approval of the Review Fee Reimbursement Agreement with BT-Newyo, LLC for the new UPS Mobile Distribution Center.
  - 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 campground opens April 4.
- b. The Easter Egg Hunt will be held April 26.

### **14. County Administration:**

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

- a. Resolution 2025-1 Compensation for Venango County Tax Collectors.
  - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- b. Resolution 2025-2 CATA – Provision for Local Match for State Operating Financial Assistance
  - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

- c. Proclamation – Bleeding Disorders Awareness Month
  - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- d. Proclamation – World Down Syndrome Day
  - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- e. Proclamation – Pennsylvania 4-H Week.
  - Commissioner Abramovic made a motion to approve the above, 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 5:13 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 April 8, 2025 at 4:30 p.m. in Room 100 of the Courthouse Annex to conduct County Business.

Respectfully submitted,

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Laura O'Neil  
Administrative Assistant

Reviewed by:

Samuel H. Breene

Kenneth J. Bryan

Albert A. Abramovic