

COMMISSIONER BOARD MINUTES DECEMBER 9, 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 Albert "Chip" Abramovic
Dorothy "Dottie" Tawney, Chief Clerk
Laura O'Neil, Admin. Assistant
Rich Winkler, Solicitor
Jeannie Ritchey, Treasurer
Diona Brick, Fiscal

Justin Wolfe, Human Resources
Amie Wood-Wessel, Human Services
Joshua Sterling, Planning
Mark Seigworth, 911
Kara Kauffman, Two Mile Park
Tim Harmon, Pastor
Kara O'Neil, The Derrick
Judith Etzel, Library

Rev. Dr. Tim Harmon, Second Presbyterian Church, Oil City, 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 4:36 p.m.
2. Commissioner Bryan made a motion to approve the agenda for December 9, 2025, seconded by Commissioner Abramovic, aye all.
3. Commissioner Abramovic made a motion to approve the minutes from the November 18, 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 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 Mission Critical Partners for Regional Computer Aided Dispatch for 2026, Pending Grant Award
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
 - b. Approval of Contract with Priority Dispatch for \$25,200
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
 - c. Approval of Renewal of Contract with Mobilcom for maintenance on 911 dispatch infrastructure equipment
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
9. **Human Services:**
 - a. Human Services Agenda for approval, Attachment C:

Attachment C – Human Service Contracts

2025-2026 Contract

Item 1: PennState

CYFS

Synopsis: Request Commissioners' approval for a contract with PennState for the period of June 4, 2023 through June 4, 2028.

Purpose of Contract: To share data for educational purposes.

Amendments:

Item 1: Davis Archway Treatment Center

SUD

Request Commissioners approval to add an amendment to the existing contract with Davis Archway Treatment Center for the period of July 1, 2025 through December 31, 2025.

Purpose of contract: To provide non-hospital detox facility #107112 at a rate of 350.00/day, non-hospital residential services at facility #107112 at a rate of 316.00/day, and halfway house at facility #107036 at a rate of 122.00/day. All MAT to be billed at actual pharmacy cost.

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.

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

10. FINANCE ADMINISTRATION:

a. Warrants – Attachment D:

Attachment D – Fiscal Warrants

HS111325	\$130,841.54	Human Services Warrant
HS111425	\$180,899.55	Human Services Warrant
SP111025	\$10,000.00	Non-Human Services Warrant
112125	\$143,317.40	Non-Human Services Warrant
HS112125	\$748,806.52	Human Services Warrant
112625	\$1,336,382.32	Non-Human Services Warrant
HS112625	\$106,547.70	Human Services Warrant
EL120125	\$30,927.80	Non-Human Services Warrant
120525	\$277,804.57	Non-Human Services Warrant
HS120525	\$164,666.93	Human Services Warrant
TOTAL	\$3,130,194.33	

- Commissioner Abramovic made a motion to approve to the above (Attachment D), seconded by Commissioner Bryan, aye all.
- b. 2026 Final Budget Approval
- Judith Etzel requested to comment on the budget; she requested funding support for the Oil Region Library Association be added to the final budget. Commissioner Breene commented that at this point, the Commissioners cannot, but they will continue to find ways to support the library association and look for funding sources.
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

- c. Tax Base Certification
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- d. Approval of Tax Rate Resolution 2025-13, setting the tax rate at 6.5 mills
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

Fiscal Agent for NWPAERG (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. Ratification of Guardian Dental Contract Addendum
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- b. Ratification of Vision Benefits of America Addendum
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- c. Ratification of UPMC Medical Insurance Renewal
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- d. Approval of Tentative Agreement between AFSCME and Venango County, collective bargaining agreement for the next three years
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- e. Approval of Tentative Agreement between SEIU and Venango County, collective bargaining agreement for the next three years
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- f. Human Resource Agenda Items for Approval – Attachment E:

Attachment E – Human Resource Agenda Items

Probationary New Hire:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Laini Vogan	145 – Assessment	Department Clerk III	PF	80	SEIU	8	12/01/25
2	James Johnson	160 – Maintenance	Maintenance Worker III	PP	40	SEIU	10	11/10/25
3	Wayne Jones	305 – Prison	Corrections Officer	PF	80	AFSC	11	11/21/25
4	Clyde Miranda, Jr.	305 – Prison	Correctional Lieutenant	PF	80	NEHR	6	12/02/25
5	Collyn Sigler	305 – Prison	Corrections Officer	PF	80	AFSC	11	11/22/25
6	Phillip Hines	530 – PIC Unit	Crisis Investigation Specialist I	PF	80	HSNEHR	5	11/17/25
7	Kurt Nesbitt	530 – PIC Unit	Crisis Investigation Specialist I	PF	80	HSNEHR	5	11/17/25

Position Reallocation:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Heather Baker	From:	540 – MH/DS	Service Coordinator I – EI	PF	80	HSNEHR	1	
		To:	540 – MH/DS	Service Coordinator I – EI	PF	80	HSNEHR	3	11/24/25
2	Desiree Dulaney	From:	540 – MH/DS	Service Coordinator I – MH Admin	PF	80	HSNEHR	1	
		To:	540 – MH/DS	Service Coordinator I – MH Admin	PF	80	HSNEHR	3	11/24/25
3	Katelyn Konetsky	From:	540 – MH/DS	Service Coordinator II – EI	FT	80	HSNEHR	2	
		To:	540 – MH/DS	Service Coordinator II – EI	FT	80	HSNEHR	4	11/24/25
4	Lauren Murray	From:	540 – MH/DS	Service Coordinator III – EI	FT	80	HSNEHR	3	
		To:	540 – MH/DS	Service Coordinator III – EI	FT	80	HSNEHR	5	11/24/25
5	Sharon Oakes	From:	540 – MH/DS	Service Coordinator III – MH	FT	80	HSNEHR	3	
		To:	540 – MH/DS	Service Coordinator III – MH	FT	80	HSNEHR	5	11/24/25
6	Heidi Rarer	From:	540 – MH/DS	Service Coordinator II – MH	FT	80	HSNEHR	2	
		To:	540 – MH/DS	Service Coordinator II – MH	FT	80	HSNEHR	4	11/24/25

Promotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Lindsey McCloskey	From:	520 – Children & Youth	Outreach Case Consultant II	FT	80	HSNEHR	2	
		To:	520 – Children & Youth	Outreach Case Consultant III	FT	80	HSNEHR	3	11/21/25

Voluntary Demotion/Transfer:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Emily Fox	From:	520 – Children & Youth	Sr. Program Specialist – Training	FT	80	HSEXEM	1	
		To:	570 – Housing	Housing Supports Coordinator III	FT	80	HSNEHR	3	11/23/25

End of Probation:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Stephen Ondulich	405 – Airport	Maintenance Worker III	FT	80	SEIU	10	11/20/25
2	Staci Neidich	520 – Children & Youth	Program Specialist – Foster Care	FT	80	HSNEHR	5	10/28/25
3	Courtney Woods	530 – PIC Unit	Sr. Service Coordination Supervisor	FT	80	HSEXEM	2	10/14/25

Separation of Employment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Caden Barnes	305 – Prison	Corrections Officer	PF	80	AFSC	11	11/13/25
2	Logan Emig	305 – Prison	Corrections Officer	PF	80	AFSC	11	10/20/25
3	Wayne Jones	305 – Prison	Corrections Officer	PF	80	AFSC	11	11/23/25
4	James Williams	305 – Prison	Corrections Officer	FT	80	AFSC	11	12/03/25
5	Melissa Burk	520 – Children & Youth	Department Clerk IV	PF	80	SEIU	9	11/18/25

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

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

Attachment F – Row Office Agenda Items

Personnel actions as a result of existing vacancies:

Promotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Rebekah Williams	From:	180 – Treasurer's Office	Department Clerk III – Commonwealth	FT	80	SEIU	8	
		To:	180 – Treasurer's Office	Tax Clerk	FT	80	SEIU	9	01/01/25

Reinstatement:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Torin Martin	210 – Domestic Relations	Enforcement Officer II	FT	80	NEHR	5	10/27/25
2	Ronald Woods	210 – Domestic Relations	Enforcement Officer II	FT	80	NEHR	5	10/27/25

Separation of Employment – Retirement:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Timothy McIntyre	205 – Courts	Court Crier/Tipstaff	PT	40	NEHR	7	11/26/25

Separation of Employment:

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	George Tice	310 – Court Supervision Svc.	Comm. Based Juv. Probation Officer	FT	80	NEHR	6	12/27/25

12. Planning Commission:

- Approval of Resolution 2025-12 CDBG grant application (Redo/Update of Oct. resolution)
 - Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Bryan, aye all.

13. Two Mile Run County Park:

Kara Kauffman, Park Director, gave an update on park activities.

- a. The Jeep Ride is scheduled to be held January 31. The rain date is February 7.
- b. The polar plunge will be February 7. Registration opens January 1.
- c. Ongoing projects - work on the sewage plant and plans for dredging the lake.

14. County Administration:

- a. Approval of Holiday Calendar for 2026
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.
- b. Approval of Contract with Jeri Bolton to represent CYS and MH
- c. Approval of Contract with Virginia Sharp to represent CYS
- d. Approval of Contract with Ed McIntyre to represent CYS and MH
- e. Approval of Contract with Matt Parson for Conflict Counseling
- f. Approval of Contract with Elisa Stutler to serve as Hearing Officer
 - Commissioner Abramovic made a motion to approve items b through f, seconded by Commissioner Bryan, aye all.
- g. Approval of the Workplan for Tourism Promotion Activities
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

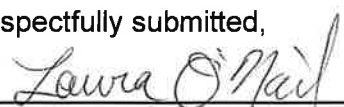
15. Other business: None

16. Public Comment: None

17. The meeting adjourned at 5:02 p.m. upon a motion by Commissioner Bryan, seconded by Commissioner Abramovic, aye all.

NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. January 13, 2026, in Room 100 of the Courthouse Annex to conduct county business.

Respectfully submitted,

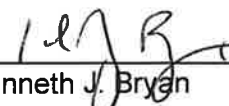


Laura O'Neil
Administrative Assistant

Reviewed by:



Samuel H. Breene



Kenneth J. Bryan



Albert A. Abramovic