

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

JANUARY 13, 2026

Invocation – John Bell, Franklin Wesleyan Church

(Participation is voluntary)

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from December 9, 2025 Meeting
3. Public comment on Election Board Agenda
4. Election Board Updates and Information
5. Other Business
6. Public Comment
7. Adjournment

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from December 9, 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 December 9, 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 December 9, 2025 Meeting
4. Public Comment on Commissioner Board Agenda
5. **Court Administration:**
 - a. Approval of contract with Alexander Spaid to serve as IV-D Attorney
6. **Row Offices:** No business to be presented
7. **Prison:**
 - a. Approval of amendment to the Food Service Agreement with Summit Food Service, LLC
8. **Community Services Administration:**
 - a. Approval of Airport Hangar Roof Replacement
 - b. Ratification of Contract with Motorola for Premier One Interfaces, pending grant award
 - c. Approval of Contract with Mobilcom for Zetron Radio Maintenance
9. **Human Services:**
 - a. Human Services Agenda for approval – Attachment C

10. Finance Administration:

- a. Warrants – Attachment D

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

12. Planning Commission:

- a. Approval of amendment to the Venango County Subdivision and Land Development Ordinance (SALDO) – Solar Energy Decommissioning Requirements
- b. Approval of 2024 Municipal Solid Waste and Recycling Plan (Updated)
- c. Approval of RFP Landfill Capacity Agreements

13. Two Mile Run County Park:

- a. Park updates

14. County Administration:

- a. Approval of proclamation recognizing Dotty Haggerty

15. Other Business:

16. Public Comment:

17. Adjournment:

NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. February 10, 2026, in Room 100 of the Courthouse Annex to conduct county business.

RETIREMENT BOARD AGENDA

January 13, 2026

Time: _____

Attendance: _____

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the 12/09/25 meeting, make them available for public inspection and approve them as submitted; aye all. Motion carried and was approved.

Public Comments:

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
Brittany Cook	11/07/2025	9%
Stacy Umstead	12/08/2025	9%
Felicia George	12/21/2025	9%
Kamdyn Reagle	12/21/2025	9%
Bobbi Gonzalez	12/22/2025	9%
Jesse Urey	12/22/2025	9%
Ronald Buterbaugh	12/29/2025	9%

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
Dawn Rumbaugh	\$ 812.53	01/30/2026
Logan Emig	\$ 1,432.61	01/30/2026
Theodore Kline	\$ 21,914.36	01/30/2026

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]

- 1.) Motion to approve the superannuation retirement of **Pamela Enos**, effective 12/24/2025. She has elected "Option Four B" which entitles her to withdraw, in one payment, the total accumulated deductions of **\$31,917.19** credited to her member account at retirement in addition to receiving a monthly annuity of **\$398.56** payable throughout her lifetime. She is entitled to a pro rata benefit of \$102.85 to be paid for 8 days in December.

RETIREMENT BOARD AGENDA

January 13, 2026

- 2.) Motion to approve the superannuation retirement of **Kay Koyack**, effective **1/01/2026**. She has elected "Option Three" which entitles her to receive a monthly annuity of **\$2,094.62** payable throughout her lifetime. There is no pro rata benefit owed.
- 3.) Notice to the Retirement Board of the death of retiree **Charles Augustus McDonough, Jr.** on **11/03/2025**. Charles had elected an "Option Two" at the time of his retirement. His estate is entitled to a pro rata benefit of **\$22.18** to be paid for 3 days in the month of November 2025.
- 4.) Notice to the Retirement Board of the death of retiree **Sandra S. Ray** on **11/16/2025**. Sandra had elected a "No Option" at the time of her retirement. Her estate is entitled to a pro rata benefit of **\$228.20** to be paid for 16 days in the month of November 2025.

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

- 1.) **Logan Emig** failed to execute or file pension withdrawal documents within the established time frame, his accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 2.) **Theodore Kline** failed to execute or file pension withdrawal documents within the established time frame, his accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 3.) **Quinton Clark** has chosen to vest his pension funds with the County effective **10/24/2025**.
- 4.) **Ronald Harkless** has chosen to vest his pension funds with the County effective **10/27/2025**.

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

Dorothy L. Tawney

SALARY BOARD

January 13, 2026

ITEMS FOR CONSIDERATION

DEPARTMENT #160 MAINTENANCE

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH	Maintenance Worker III	FT	80	SEIU	10	12/29/2025
2	CREATE	Maintenance Worker IV	FT	80	SEIU	12	12/29/2025

DEPARTMENT #180 TREASURER'S OFFICE

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH	Department Clerk III - Commonwealth	FT	80	SEIU	8	1/1/2025
1	CREATE	Department Clerk III - Commonwealth	PT	40	SEIU	8	1/1/2025

DEPARTMENT #265 PROTHONOTARY

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	ABOLISH	Department Clerk II	FT	80	NEHR	2	1/1/2025

DEPARTMENT #305 PRISON

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	REALLOCATE	Correctional Lieutenant (All positions)	FT	80	NEHR	6	1/1/2025
	TO	Correctional Lieutenant (All positions)	FT	80	NEHR	8	1/1/2025
1	REALLOCATE	Correctional Captain	FT	80	NEHR	8	1/1/2025
	TO	Correctional Captain	FT	80	NEHR	9	1/1/2025
1	REALLOCATE	Deputy Warden	FT	80	NEHR	9	1/1/2025
	TO	Deputy Warden	FT	80	EXEM	3	1/1/2025

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 01/13/2026
RE: Items for Commissioner Approval

2025-2026 CONTRACT

Item 1: CHAPS

CSS

Synopsis: Request Commissioners' approval to renew an existing contract with CHAPS for the period of January 1, 2026 through December 31, 2026.

Purpose of Contract: To provide direct services requested under the Community Services Block Grant.

Contract Total: \$107,350.00

Item 2: Crawford Area Transportation Authority(CATA)

MATP

Synopsis: Request Commissioners' approval for a new contract with Crawford Area Transportation Authority for the period of January 1, 2026 through June 30, 2027.

Purpose of Contract: To provide all operations for the MATP Program at the rate of \$63.57 per trip.

Item 3: Titusville YWCA

CSS

Synopsis: Request Commissioners' approval to renew an existing contract with Titusville YWCA for the period of January 1, 2026 through December 31, 2026.

Purpose of Contract: To provide Emergency Housing requested under the Community Services Block Grant.

Contract Total: \$7,500.00

Item 4: Commonwealth of PA

SUD

Synopsis: Request Commissioners' approval to renew an existing contract with Commonwealth of PA for the period of January 1, 2026 through June 30, 2030.

Purpose of Contract: Single County Authority Prevention and Treatment Services Grant Agreement for January 1, 2026 – June 30, 2030.

First Year Funding Award: \$341,313.50

Addendums:

Item 1: Family Services and Children's Aid Society

OAS

Synopsis: Request Commissioners' approval to add an addendum of an existing contract with Family Services and Children's Aid Society.

Purpose of Contract: To provide home and community support services to Older Adult Services consumers (Guardianships) as authorized by OAS at the rate of \$11.40 per 15-minute unit, with a maximum of 96 units.

Contract Total: \$1,094.40

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 01/13/2026
RE: Items for Commissioner Approval

Amendments:

Item 1: Community Ambulance

MATP

Synopsis: Request Commissioners' approval to add an amendment of an existing contract with Community Ambulance.

Purpose of Contract: To amend the existing MATP contract, and assign all MATP services to CATA.

Item 2: The Pointe

MATP

Synopsis: Request Commissioners' approval to add an amendment of an existing contract with The Pointe.

Purpose of Contract: To amend the existing MATP contract, and assign all MATP services to CATA.

Item 3: Alliance for Nonprofit Resources

MATP

Synopsis: Request Commissioners' approval to add an amendment of an existing contract with Alliance for Nonprofit Resources.

Purpose of Contract: To amend the existing MATP contract, and assign all MATP services to CATA.

Item 4: Hand in Hand

MATP

Synopsis: Request Commissioners' approval to add an amendment of an existing contract with Hand in Hand.

Purpose of Contract: To amend the existing MATP contract, and assign all MATP services to CATA.

Other ITEMS:

Item 1: Approval of CYFS Resource Family Agreements

CYFS

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

* 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
Dorothy "Dottie" Tawney

Administrator, Finance
Diona L. Brick

TO: Board of Commissioners

FROM: Diona Brick, Administrator, Finance & Management Services

DATE: January 13, 2026

The following warrants are submitted for your approval:

121225	\$949,516.80	Non-Human Service Warrant	
HS121225	\$320,491.39	Human Service Warrant	
HS121125	\$125,575.20	Human Service Warrant	
121925	\$1,011,242.86	Non-Human Service Warrant	
HS121925	\$370,647.70	Human Service Warrant	
122625	\$1,011,329.87	Non-Human Service Warrant	
HS122625	\$216,279.75	Human Service Warrant	
SP122325	\$9,682.68	Non-Human Service Warrant	
010226	\$95,678.22	Non-Human Service Warrant	
HS010226	\$134,683.99	Human Service Warrant	
010926	\$518,983.54	Non-Human Service Warrant	
HS010926	\$89,427.13	Human Service Warrant	
TOTAL	\$4,853,539.13		

HUMAN RESOURCE AGENDA ITEMS

January 13, 2026

PERSONNEL ACTIONS FOR THE MONTH

PROBATIONARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Crystal Bell	305	Prison	Corrections Officer	PF	80	AFSCME	11	01/05/26
2	Felicia George	305	Prison	Corrections Officer	PF	80	AFSCME	11	12/21/25
3	Kamdyn Reagle	305	Prison	Corrections Officer	PF	80	AFSCME	11	12/21/25
4	Jesse Urey	305	Prison	Corrections Officer	PF	80	AFSCME	11	12/22/25
5	Ronald Buterbaugh	509	HS Fiscal	Accounting Assistant	PF	80	SEIU	12	12/29/25
6	Austin Kupec	520	Children & Youth Svc.	CPS/GPS Investigator I	PF	80	HSNEHR	4	01/06/26
7	Stacy Umstead	520	Children & Youth Svc.	Family Case Consultant I	PF	80	HSNEHR	4	12/08/25

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Mitch McMillen	160	Maintenance	Maintenance Worker III	PF	80	SEIU	10	01/05/26
2	Bobbi Gonzalez	510	Older Adult Svc.	Aging Case Aide	PF	80	SEIU	10	12/22/25

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Dorothy Tawney	110	Commissioners' Office	Chief Clerk	FT	80	EXEM	4	01/01/26
2	Ashley Nichols-Kaye	540	MH/DS	Program Manager - HS/QM/HIPAA	FT	80	HSEXEM	2	01/21/26

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Ellen Foy	From: 305 To: 305	Prison Prison	Corrections Officer Field Training Officer	FT FT	80 80	AFSCME AFSCME	11 11	12/21/25
2	Brynn Baughman-Arel	From: 510 To: 510	Older Adult Svc. Older Adult Svc.	Aging Care Manager - Well Assessor II Aging Care Manager - Well Assessor III	FT FT	80 80	HSNEHR HSNEHR	2 3	01/21/26
3	Anne Krasilshchik	From: 520 To: 520	Children & Youth Svc. Children & Youth Svc.	CPS/GPS Investigator II CPS/GPS Investigator III	FT FT	80 80	HSNEHR HSNEHR	5 6	11/24/25
4	Christy McCann	From: 570 To: 570	Community Support Svc. Community Support Svc.	Housing Supports Coordinator I Housing Supports Coordinator II	FT FT	80 80	HSNEHR HSNEHR	1 2	11/06/25

POSITION REALLOCATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Frederick Mays	From: 160	Maintenance	Maintenance Worker III	FT	80	SEIU	10
		To: 160	Maintenance	Maintenance Worker IV	FT	80	SEIU	12
								12/29/25

BONUS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Barbara Morrison	135	Fiscal	Sr. Financial Analyst	FT	80	NEHR	9	01/01/26

Note: Bonus paid for handling of additional Fiscal Agent duties related to the ERG Taskforce.

VOLUNTARY DEMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Domonic Merritt	From: 305 To: 305	Prison Prison	Field Training Officer Corrections Officer	FT FT	80 80	AFSCME AFSCME	11 11	12/21/25
2	Anne Krasilshchik	From: 520 To: 520	Children & Youth Svc Children & Youth Svc	CPS/GPS Investigator III Outreach Case Consultant III	FT FT	80 80	HSNEHR HSNEHR	6 3	01/04/26

END OF OUT OF CLASS ASSIGNMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Megan Martin	605	Park	Park Services Coordinator	FT	80	SEIU	12	01/31/26

Note: End of assignment serving as and assisting with Park Director duties.

END OF PROBATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Anthony Faraone	305	Prison	Deputy Warden	FT	80	NEHR	9	12/09/25
2	Andrew Long	325	911 Center	Telecommunicator I	FT	80	NEHR	5	12/11/25
3	Sarah Breene	520	Children & Youth Svc.	CPS/GPS Investigator I	FT	80	HSNEHR	4	12/23/25

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Michael Nagl	160	Maintenance	Maintenance Worker III	FT	80	SEIU	10	12/23/25

HUMAN RESOURCE AGENDA ITEMS

January 13, 2026

2	Chevelle Bish	305	Prison	Corrections Officer	PF	80	AFSCME	11	01/02/26
3	Hayden Burnett	305	Prison	Correctional Sergeant	FT	80	AFSCME	11	12/26/25
4	Camron Call	305	Prison	Correctional Sergeant	FT	80	AFSCME	11	12/30/25
5	Frank Dashner	305	Prison	Corrections Officer	PF	80	AFSCME	11	12/05/25
6	Felicia George	305	Prison	Corrections Officer	PF	80	AFSCME	11	12/23/25
7	Torin Lehmier	305	Prison	Correctional Lieutenant	FT	80	NEHR	8	01/07/26
8	Domonic Merritt	305	Prison	Corrections Officer	FT	80	AFSCME	11	01/06/26
9	Trinity Salinas	305	Prison	Corrections Officer	PF	80	AFSCME	11	12/24/25
10	Henry Weigner	305	Prison	Corrections Officer	PF	80	AFSCME	11	12/15/25
11	Heather Jackson	510	Older Adult Svc.	Aging Case Aide	PF	80	SEIU	12	11/24/25
12	Christin Byrnes	520	Children & Youth Svc.	Family Case Consultant I	PF	80	HSNEHR	4	12/26/25
13	Delena Dean	520	Children & Youth Svc.	CPS/GPS Investigator I	FT	80	HSNEHR	4	01/02/26
14	Dan Fenner	520	Children & Youth Svc.	Family Case Consultant I	PF	80	HSNEHR	4	12/15/25
15	William McCloskey	520	Children & Youth Svc.	Family Case Consultant III	FT	80	HSNEHR	6	01/12/26
16	Shelbie Dykins	530	PIC Unit	Crisis Investigation Specialist I	PF	80	HSNEHR	5	12/22/25
17	Phillip Hines	530	PIC Unit	Crisis Investigation Specialist I	PF	80	HSNEHR	5	12/22/25
18	Larissa Hunsberger	530	PIC Unit	PIC Case Aide	FT	80	SEIU	10	01/02/26
19	Nicole Kaltenbaugh	530	PIC Unit	Crisis Investigation Specialist I	PF	80	HSNEHR	5	12/30/25
20	Katelyn Konetsky	540	MH/DS	Service Coordinator II - MH/TCM	FT	80	HSNEHR	2	11/29/25

ROW OFFICE AGENDA ITEMS

January 13, 2026

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Joel Mackler	205	Courts	Law Clerk	PF	80	LEGL	2	01/05/26

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Cassandra LaTona-Vega	265	Prothonotary	Department Clerk II - Civil	PF	80	NEHR	2	01/12/26

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Rebekah Williams	From: 180	Treasurer's Office	Department Clerk III	FT	80	SEIU	8	
		To: 180	Treasurer's Office	Tax Clerk	FT	80	SEIU	9	01/01/26

VOLUNTARY DEMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Jordan Wolbert	From: 310	Court Supervision Svc.	Juvenile Division Supervisor	FT	80	NEHR	9	
		To: 310	Court Supervision Svc.	House Arrest Officer / Sr. Field Officer	FT	80	NEHR	6	12/21/25

SEPARATION OF EMPLOYMENT - RETIREMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Lana Linden	265	Prothonotary	Prothonotary	FT	80	ELEC		01/02/26

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Edward Walsh	205	Courts	Law Clerk	FT	80	LEGL	2	01/05/26
1	Christi Surmont	265	Prothonotary	Department Clerk II	PF	80	NEHR	2	12/17/25