

*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

FEBRUARY 10, 2026

Invocation – Eric Reamer, Free Christian Church, Oil City

(Participation is voluntary)

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from January 13, 2026 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 January 13, 2026 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

COMMISSIONER BOARD

1. Call to Order
 2. Approve/Amend Commissioner Board Agenda
 3. Approval of Minutes from January 13, 2026 Meeting
 4. Public Comment on Commissioner Board Agenda
 5. **Court Administration:** No business to be presented
 6. **Row Offices:**
 - a. Ratification of contract with SAVIN
 7. **Prison:** No business to be presented
 8. **Community Services Administration:**
 - a. Approval of Hangar Lease of hangar 9-5 with Glenn Usechak (Airport)
 - b. Approval of Contract with USDA to provide annual Wildlife Hazard Management training to airport staff (Airport)
 - c. Approval of First Amendment to Lease for Airport Restaurant (Airport)
 - d. Approval of a three-year contract with Regroup Mass Notification (911)
 - e. Approval of contract with Mobilcom to furnish and install network cables to support 911 infrastructure (911)
 9. **Human Services:**
 - a. Human Services Agenda for approval – Attachment C
 10. **Finance Administration:**
 - a. Warrants – Attachment D
 - b. Ratification of Revise Contract for Web Services
- Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)**
- a. Ratification of Contract with Bruce Eicher
- 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 Resolution 2026-01 to set fees for engineer review of proposed land developments and subdivisions
- c. Approval of Resolution 2026-3 to appoint Kathy Cochran to the Planning Commission Board of Directors
- d. Approval of Resolution 2026-4 to appoint Nick Melnick to the Planning Commissioner Board of Directors

13. Two Mile Run County Park:

- a. Approval of Contract with Brush Run Lumber for timbering at the park
- b. Park updates

14. County Administration:

- a. Approval of Contract with Contempo Tech Cleaning Services
- b. Approval of a three-year Contract with Cummins Sales and Service
- c. Approval of proclamation for Business of the Year
- d. Approval of proclamation for Business Partner of the Year
- e. Approval of proclamation for Citizen of the Year

15. Other Business:

16. Public Comment:

17. Adjournment:

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

RETIREMENT BOARD AGENDA

February 10, 2026

Time: _____

Attendance: _____

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the 1/13/26 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
Crystal Bell	1/05/2026	9%
Joel Mackler	1/05/2026	9%
Mitchell McMillen	1/05/2026	10%
Austin Kupec	1/06/2026	9%
Ryan Schmitt	1/06/2026	9%
Joshua Kriston	1/12/2026	9%
Cassandra LaTona	1/12/2026	9%
Johnathan Nuhfer	1/12/2026	9%
Justin Plemmons	1/12/2026	9%
Logan Confer-Sampsell	1/12/2026	9%
Emily Stone	1/12/2026	9%
Lindsey McElhattan	1/19/2026	9%
Maxwell Roberts	1/19/2026	10%
Jennifer Drda	1/20/2026	9%
Amanda Boal	1/21/2026	9%
Brendan Domres	1/26/2026	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
Dan Fenner	\$ 405.43	02/27/2026
Shelbie Dykins	\$ 474.92	02/27/2026
Delena Dean	\$ 4,820.16	02/27/2026
Larissa Hunsberger	\$ 2,191.58	02/27/2026
Phillip Hines	\$ 348.48	02/27/2026
Christy McCann	\$ 5,163.62	02/27/2026

RETIREMENT BOARD AGENDA

February 10, 2026

Edward Walsh	\$ 7,354.35	02/27/2026
George Tice	\$ 5,322.28	02/27/2026
Michael Nagl	\$ 9,065.01	02/27/2026
Makayla Keating	\$ 914.40	02/27/2026

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 **Rebecca Foley** effective **1/03/2026**. She has elected "Option One" which entitles her to receive a monthly annuity of **\$816.15** payable throughout her lifetime. She is entitled to a pro rata benefit of **\$763.50** to be paid for 29 days in the month of January.
- 2.) Motion to approve the superannuation retirement of **Lana Linden** effective **1/03/2026**. She has elected "No Option" which entitles her to receive a monthly annuity of **\$1,892.04** payable throughout her lifetime. She is entitled to a pro rata benefit of **\$1,769.97** to be paid for 29 days in the month of January.
- 3.) Motion to approve the superannuation retirement of **Timothy McInyre** effective **11/27/2025**. He has elected "No Option" which entitles him to receive a monthly annuity of **\$69.73** payable throughout his lifetime. He is entitled to a pro rata benefit of **\$9.30** to be paid for 4 days in the month of November.
- 4.) Notice to the Retirement Board of the death of retiree **Dora M. Nageli** on **12/29/2025**. Dora had elected an "Option Four A" at the time of her retirement. There is no pension benefit, pro rata or otherwise, payable to her estate or beneficiaries.
- 5.) Motion to authorize the Treasurer of the Retirement Board to issue a check made payable to **Kara Kauffman** in the amount of **\$150,411.26** as designated beneficiary of **Luke Kauffman** who passed away while in active service on **9/30/2025**.
- 6.) Notice to Motion to authorize the Treasurer of the Retirement Board to issue a check made payable to **Donald J. O'Neill** in the amount of **\$117,945.27**. Mr. O'Neill was the designated beneficiary of retiree **Brenda O'Neill** who passed away on **12/04/2025**. Ms. O'Neill had elected Option 4(B) at the time of her retirement.

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

- 1.) **Dan Fenner** 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.) **Victoria Bowser** has chosen to vest her pension funds with the County effective **1/30/2026**.

RETIREMENT BOARD AGENDA

February 10, 2026

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

**Attachment C*

TO: County Commissioners
FR: Amie Wood-Wessel *AWW*
DT: 02/10/26
RE: Items for Commissioner Approval

2025-2026 CONTRACT

Amendments:

Item 1: Active Aging, Inc.

OAS

Synopsis: Request Commissioners' approval to add an amendment of an existing contract with Active Aging, Inc.

Purpose of Contract: To amend the existing contract and provide PA Medi Counseling to Venango County Older Adult Services as back up in the event OAS does not have PA Medi Staff at the rate of \$32.00 per hour.

Item 2: Alliance for Non-Profit – E-Systems

SUD

Synopsis: Request Commissioners' approval to renew an existing contract with Alliance for Non-Profit – E-Systems for the period of July 1, 2025 thru June 30, 2026.

Purpose of Contract: To cover the monthly usage fee of \$850 per month for Case Management and Authorization software for SUD.

Annual Amount: \$10,200

Ratifications

Item 1: Mars Home for Youth Family Services (MHY)

CYFS

Request Commissioners approval for ratification of Mars Home for Youth Family Services (MHY) contract to provide;

Multisystemic Therapy (MST) at a rate of \$65.00 per day - MAX of \$51,422.00

Multisystemic Therapy PSB at a rate of \$65.00 per day - MAX of \$31,872.00

High Fidelity Wraparound (HFW) at a rate of \$33.58 per unit - MAX of \$279,999.00

Provide Intensive Aftercare Program (IAP) at a rate of \$39.70 per unit - MAX of \$86,000.00

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 02/10/26
RE: Items for Commissioner Approval

Item 2: JusticeWorks YouthCare, Inc.

CYFS

Request Commissioners approval for ratification of JusticeWorks YouthCare, Inc. contract to provide;
The VIP Program for JPO at a rate of \$115.00 per unit up to the Max of \$69,000.00
The IL Program for JPO at a rate of \$121.88 per unit up to the Max of \$84,365.00
The Culinary Program for JPO for Occupancy/Utilities to the Max of \$5,386.00
The IL/Stipend Program for JPO as needed (this is based on the goals met by each individual)

Item 3: Keystone Leadership Coaching, LLC

CYFS

Request Commissioners approval for ratification of Keystone Leadership Coaching, LLC contract to provide;
Venango County Coach Approach to Adaptive Leadership Training Services Contract.

Other ITEMS:

Item 1: Approval of CYFS Resource Family Agreements

CYFS

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

Item 2: Older Adult Services Advisory Council

OAS

Request Commissioners approval to appoint Terry Fay for a three-year term on the Venango County Older Adult Services Advisory Council.

Item 3: Administrative Entity Operating Agreement

ID

Request Commissioners approval to enter into agreement with Department of Human services to function as the Administrative Entity. The AE will conduct administrative functions of the Consolidated, Person/family Directed services, Community living, waivers, waivers for prospective waiver participants, Targeted Supports management and waiver participants and for the purpose of the AE conducting level of care evaluation of prospective waiver participants for the consolidated, P/FDS, Community Living and Adult Autism Waivers.

*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

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: February 10, 2026

The following warrants are submitted for your approval:

011626	\$1,276,568.95	Non-Human Service Warrant	
HS011526	\$126,866.54	Human Service Warrant	
HS011626	\$377,864.47	Human Service Warrant	
HS011426	\$6,074.44	Human Service Warrant	
012326	\$884,025.05	Non-Human Service Warrant	
HS012326	\$494,965.02	Human Service Warrant	
013026	\$466,952.58	Non-Human Service Warrant	
HS013026	\$243,498.36	Human Service Warrant	
HS012826	\$40,616.00	Human Service Warrant	
020626	\$143,428.73	Non-Human Service Warrant	
HS020626	\$413,317.32	Human Service Warrant	
TOTAL	\$4,474,177.46		

HUMAN RESOURCE AGENDA ITEMS

February 10, 2026

PERSONNEL ACTIONS FOR THE MONTH

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jason Batykefer	305	Prison Warden	PF	80	EXEM	4	02/02/26
2	Logan Confer-Sampsell	305	Prison Corrections Officer	PF	80	AFSCME	11	01/12/26
3	Joshua Kriston	305	Prison Corrections Officer	PF	80	AFSCME	11	01/12/26
4	John Nuhfer	305	Prison Corrections Officer	PF	80	AFSCME	11	01/12/26
5	Justin Plemmons	305	Prison Corrections Officer	PF	80	AFSCME	11	01/12/26
6	Maxwell Roberts	305	Prison Corrections Officer	PF	80	AFSCME	11	01/19/26
7	Emily Stone	305	Prison Corrections Officer	PF	80	AFSCME	11	01/12/26
8	Noah Stump	305	Prison Corrections Officer	PF	80	AFSCME	11	01/19/26
9	Allison Attinger	520	Children & Youth Svc. CPS/GPS Investigator I	PF	80	HSNEHR	4	02/02/26
10	Amanda Boal	520	Children & Youth Svc. Family Case Consultant I	PF	80	HSNEHR	4	01/21/26
11	Jennifer Drda	520	Children & Youth Svc. Family Case Consultant I	PF	80	HSNEHR	4	01/20/26
12	Allison Attinger	520	Children & Youth Svc. CPS/GPS Investigator I	PF	80	HSNEHR	4	01/06/26

TEMPORARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Madelyn McCoy	520	Children & Youth Svc. Service Coordination Intern	TP	80	NEHR	1	01/20/26
2	Mollee McCullough	520	Children & Youth Svc. Service Coordination Intern	TP	80	NEHR	1	01/20/26

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Brendan Domres	305	Prison Corrections Officer	PF	80	AFSCME	11	01/26/26
2	Lindsey McElhattan	305	Prison Corrections Officer	PF	80	AFSCME	11	01/19/26
3	Terry Stevens	305	Prison Corrections Officer	PF	80	AFSCME	11	02/02/26

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Ellen Foy	From: 305 To: 305	Prison Field Training Officer Correctional Sergeant	FT	80	AFSCME	11	01/04/26
2	Curt Leicher	From: 305 To: 305	Prison Correctional Sergeant Correctional Lieutenant	FT	80	AFSCME	11	01/23/26
3	Kelly McCoy	From: 305 To: 305	Prison Corrections Officer Field Training Officer	FT	80	AFSCME	11	01/04/26
4	Matthew Ryan	From: 305 To: 305	Prison Corrections Officer Correctional Sergeant	FT	80	AFSCME	11	01/04/26
5	Kyle Sanders	From: 305 To: 305	Prison Corrections Officer Correctional Sergeant	FT	80	AFSCME	11	01/04/26
6	Tonya Allen	From: 520 To: 520	Children & Youth Department Clerk III - Floater Department Clerk IV	FT	80	SEIU	8	01/18/26
7	Lacey Sampson	From: 530 To: 520	PIC Unit Crisis Investigation Specialist II Children & Youth CPS/GPS Supervisor	FT	80	HSNEHR	6	01/18/26

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Ashley Pifer	From: 520 To: 520	Children & Youth Service Coordination Supervisor Children & Youth Service Coordination Supervisor	FT	80	HSEXEM	1	12/27/25

VOLUNTARY DEMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Tiffani Manning	From: 305 To: 305	Prison Correctional Sergeant Prison Corrections Officer	FT	80	AFSCME	11	01/04/26

END OF PROBATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Dave Hartle	160	Maintenance Maintenance Worker III	FT	80	SEIU	10	01/22/26
2	Fred Mays	160	Maintenance Maintenance Worker IV	FT	80	SEIU	12	01/22/26
3	Sheridyn Umstead	510	Older Adult Services Aging Case Aide	FT	80	SEIU	10	01/24/26
4	Barbara Lawrence	520	Children & Youth Family Case Consultant I	FT	80	HSNEHR	4	12/23/25
5	Drew Mears	520	Children & Youth CPS/GPS Investigator I	FT	80	HSNEHR	4	01/21/26

HUMAN RESOURCE AGENDA ITEMS

February 10, 2026

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Albert "Chip" Abramovic	110	Commissioners' Office	Commissioner	FT	80	ELEC		01/31/26
2	Robyn Stevens	140	Tax Claim	Senior Tax Clerk	FT	80	SEIU	12	02/13/26
3	Clyde Miranda	305	Prison	Correctional Lieutenant	PF	80	NEHR	8	01/03/26
4	Kamdyn Reagle	305	Prison	Corrections Officer	PF	80	AFSCME	11	01/09/26
5	Taylor Steetle	305	Prison	Corrections Officer	PF	80	AFSCME	11	01/12/26
6	Tessa Fleeger	520	Children & Youth Svc.	Child Welfare Case Aide	PF	80	SEIU	10	02/02/26
7	Makayla Keating	520	Children & Youth Svc.	Department Clerk III	PF	80	SEIU	8	01/09/26
8	A. Michelle Mehlburger	530	PIC Unit	OAS Protective Services Investigator	PT	30	HSNEHR	4	01/23/26
9	Christy McCann	570	Housing	Housing Supports Coordinator II	FT	80	HSNEHR	2	01/08/26

CORRECTION TO 01/13/26 HR AGENDA

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>
15	William McCloskey	520	Children & Youth Svc.	Family Case Consultant III	FT	80	HSNEHR	6	01/12/26

NOTE: EMPLOYEE RESCINDED RESIGNATION AND REMAINS EMPLOYED.

ROW OFFICE AGENDA ITEMS

February 10, 2026

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	David Kaye	180	Treasurer's Office	Department Clerk II - Commonwealth	PF	40	SEIU	8	02/02/26

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Larissa Andres	From: 250	Register & Recorder	Department Clerk II - Orphan Court	FT	80	NEHR	2	
		To: 250	Register & Recorder	2nd Deputy Register & Recorder	FT	80	NEHR	4	02/02/26

BONUS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Isaac Hastings	From: 310	Court Supervision Svc.	Director of Court Supervision	FT	80	EXEM	4	01/13/26

Note: Annual payment for acceptance and coordination of DUI School Instruction responsibilities.

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective	
1	Victoria Bowser	250	Register & Recorder	2nd Deputy Register & Recorder	FT	80	NEHR	4	01/30/26
2	Hannah Faraone	270	Sheriff's Office	Administrative Assistant II	FT	80	NEHR	5	01/15/26