

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

MARCH 10, 2026

Invocation – Pastor David Foote, Baptist Temple in Polk

(Participation is voluntary)

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from February 10, 2026 Meeting
3. Public comment on Election Board Agenda
4. Election Board Updates and Information
 - a. Approval of appointment of Vince Witherup to Election Board for the primary election to replace Sam Breene
5. Other Business
6. Public Comment
7. Adjournment

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from February 10, 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

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 February 10, 2026 Meeting
4. Public Comment on Commissioner Board Agenda
5. **Court Administration:** No business to be presented
6. **Row Offices:** No business to be presented
7. **Prison:**
 - a. Approval of Contract with Fire Fighter Sales and Service Co. for purchase and installation of Fire Alarm systems
8. **Community Services Administration:**
 - a. Approval of contract with SBM Electronics Inc. for voice logger and timeclock (911)
 - b. Approval of contract with Specialized Professional Service, Inc. for foam concentrate disposal (911)
 - c. Ratification of contract with Zito for amendment to existing IRU agreement to relocate PSAP lines (911)
 - d. Approval of hangar lease with Richard Maxwell (Airport)
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 Resolution #06-2026 to set fees for review of proposed land developments and subdivisions

13. Two Mile Run County Park:

- a. Park updates

14. County Administration:

- a. Approval of Commissioner Appointments to committees, as discussed at reorganization meeting
- b. Approval of Banking Facilities used by county, as discussed at reorganization meeting
- c. Approval of Ordinance #02-2026 to impose a \$100 fee on the sale of any property sold by estate tax sale or foreclosure
- d. Approval of Resolution #05-2026 for repository of unsold properties bid increase
- e. Approval of contract with Cummins Sales and Service to service 911 generators
- f. Approval of Proclamation for 4H Week
- g. Approval of Proclamation celebrating William J. Clyde's 100th birthday

15. Other Business:

16. Public Comment:

17. Adjournment:

NEXT MEETING DATE: The next public meeting will be held at 4:30 p.m. April 14, 2026, in Room 100 of the Courthouse Annex to conduct county business.

RETIREMENT BOARD AGENDA

March 10, 2026

Time: _____

Attendance: _____

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the 2/10/26 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
Alison Attinger	2/02/2026	11%
Jason Batykefer	2/02/2026	10%
Thomas Hansen	2/09/2026	10%
Krystal Tighe	2/15/2026	9%
Rebecca Seigworth	2/17/2026	9%
Jennifer Lauer	2/17/2026	9%
Lori Braun	2/17/2026	9%
Timothy Heffernan	2/17/2026	9%
Douglas Wester	2/17/2026	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
Gage Johnson	\$ 7,681.93	03/31/2026
Christi Surmont	\$ 459.95	03/31/2026
Heather Jackson	\$ 217.41	03/31/2026
Nicole Kaltenbaugh	\$ 1,853.82	03/31/2026
Caden Barnes	\$ 255.09	03/31/2026
Wayne Jones	\$ 38.77	03/31/2026
Christin Byrnes	\$ 1,620.45	03/31/2026
Henry Weigner	\$ 453.60	03/31/2026
Katelyn Konetsky	\$ 7,883.75	03/31/2026
Hannah McCarthy	\$ 14,725.88	03/31/2026
Robyn Stevens	\$ 2,601.87	03/31/2026
James Williams	\$ 4,309.32	03/31/2026
Emma Kline	\$ 111.14	03/31/2026

RETIREMENT BOARD AGENDA

March 10, 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 **Jeffrey Wonderling** effective **3/17/2026**. He has elected "Option One" which entitles him to receive a monthly annuity of **\$1,579.14** payable throughout his lifetime. He is entitled to a pro rata benefit of **\$764.10** to be paid for 15 days in the month of March.
- 2.) Notice to the Retirement Board of the death of retiree **Anthony O. Davis** on **12/11/2025**. Anthony had elected an "Option One" at the time of his retirement. There is no pension benefit, pro rata or otherwise, payable to his estate or beneficiaries.
- 3.) Notice to the Retirement Board of the death of retiree **Michael N. Johnson** on **2/21/2026**. Mike had elected an "Option Two" at the time of his retirement. There is no pension benefit, pro rata or otherwise, payable to his estate or beneficiaries

Aye all; motion carried and was approved.

Other Business: [Buy-backs; Administrative issues]

- 1.) **Christi Surmont** failed to execute or file pension withdrawal documents within the established time frame, her accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 2.) **Heather Jackson** failed to execute or file pension withdrawal documents within the established time frame, her accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 3.) **Nicole Kaltenbaugh** failed to execute or file pension withdrawal documents within the established time frame, her accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 4.) **Caden Barnes** 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.
- 5.) **Wayne Jones** 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.
- 6.) **Christin Byrnes** failed to execute or file pension withdrawal documents within the established time frame, her accumulated deductions are being withdrawn in accordance with Retirement Board policy.
- 7.) **Henry Weigner** 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.
- 8.) **Emma Kline** failed to execute or file pension withdrawal documents within the established time frame, her accumulated deductions are being withdrawn in accordance with Retirement Board policy.

A motion was made by _____ and seconded by _____ to adjourn the meeting at _____; aye all. Motion was approved.

RETIREMENT BOARD AGENDA

March 10, 2026

VENANGO COUNTY RETIREMENT BOARD

Samuel H. Breene

Kenneth J. Bryan

Timothy M. Heffernan

Jeannie L. Ritchey

Dorothy L. Tawney

SALARY BOARD

March 10, 2026

ITEMS FOR CONSIDERATION

DEPARTMENT #190 PLANNING

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	RECLASSIFY	Deputy Director of Planning	FT	80	EXEM	2	
	TO	Recycling Facility Manager	FT	80	EXEM	2	2/16/2026
2	REALLOCATE	Land Use Planner	FT	80	NEHR	7	
	TO	Deputy Director of Planning	FT	80	EXEM	2	2/16/2026
3	ABOLISH	Chief Appropriations Officer	FT	80	NEHR	7	2/16/2026

DEPARTMENT #210 DOMESTIC RELATIONS

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Director of Domestic Relations	FT	80	EXEM	2	3/5/2026

Note: Position created temporarily to allow for training with current director.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 03/10/2026
RE: Items for Commissioner Approval

2025-2026 CONTRACT

Item 1: Commonwealth of Pennsylvania, XIX Grant Agreement

OAS

Synopsis: Request Commissioners' approval for the Title XIX Grant Agreement with the Commonwealth of Pennsylvania for the period of October 1, 2025 thru June 30, 2026.

Purpose of Contract: To develop and administer services and programs for adults aged 60 and older in the Commonwealth.

Total Grant Agreement: \$17,800

Item 2: Family Services and Children's Aid Society

SUD

Synopsis: Request Commissioners' approval to renew a contract with Family Services and Children's Aid Society for the period of January 1, 2026 thru June 30, 2026.

Purpose of Contract: To provide Outpatient services at the rate of \$40 per unit, Intensive Outpatient at the rate of \$10.87 per unit, RPT services at a rate of \$134.32 for individual sessions and \$38.56 for group sessions, jail sessions at a rate of \$70 each and Emergency Housing at a rate of \$50 per day.

Item 3: Outside in School of Experiential Education, Inc.

SUD

Synopsis: Request Commissioners' approval to renew a contract with Outside in School of Experiential Education, Inc. for the period of January 1, 2026 thru June 30, 2026.

Purpose of Contract: To provide Non-Hospital Adolescent Residential Services (Male Only) at Facility #657038 at a rate of \$359.00 per day.

Item 4: Health Choices Northwest Regional Agreement

MHDS

Synopsis: Request Commissioners' approval to renew an existing contract with Northwest Behavioral Health Partnership. for the period of January 1, 2026 thru December 31, 2026.

Purpose of Contract: To provide the Social Determinates of Health Commodities Program.

Total Agreement: \$122,360.10

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 03/10/2026
RE: Items for Commissioner Approval

Ratifications

Item 1: United Way of Venango and Titusville Region

CYFS

Request Commissioners approval for ratification United Way of Venango and Titusville Region contract to provide;
Enrichment Program at \$392.88 per child.

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.

Amendments

Item 1: Butler Medical Providers

MHDS

Synopsis: Request Commissioners' approval to amend the current contract with Butler Medical Providers for the period of July 1, 2025 thru June 30, 2026.
Purpose of Amendment: To change amend the contract language to encompass all services under the PIC Unit.



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
Timothy M. Heffernan

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: March 10, 2026

The following warrants are submitted for your approval:

021326	\$251,792.82	Non-Human Service Warrant	
HS021326	\$269,031.26	Human Service Warrant	
HS021226	\$122,886.54	Human Service Warrant	
022026	\$443,988.90	Non-Human Service Warrant	
HS022026	\$428,736.64	Human Service Warrant	
022726	\$86,332.81	Non-Human Service Warrant	
SP022426	\$600.00	Non-Human Service Warrant	
HS022726	\$150,247.81	Human Service Warrant	
SP022726	\$30,524.60	Non-Human Service Warrant	
030626	\$1,802,811.66	Non-Human Service Warrant	
HS030626	\$284,283.98	Human Service Warrant	
TOTAL	\$3,871,237.02		

HUMAN RESOURCE AGENDA ITEMS

March 10, 2026

PERSONNEL ACTIONS FOR THE MONTH

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Amanda Snowden	305	Prison Corrections Officer	PF	80	AFSCME	11	02/23/26
2	Krystal Tighe	325	911 Center Telecommunicator I	PF	80	NEHR	5	02/15/26
3	Jennifer Lauer	520	Children & Youth CPS/GPS Investigator I	PF	80	HSNEHR	4	02/17/26
4	Shawn Murray	520	Children & Youth Department Clerk III	PF	80	SEIU	8	03/02/26
5	Erica Nesbitt	520	Children & Youth CPS/GPS Investigator I	PF	80	HSNEHR	4	03/02/26
6	Rebecca Seigworth	520	Children & Youth Outreach Case Consultant I	PF	80	HSNEHR	1	02/17/26
7	Andrew Henderson	530	PIC Unit Crisis Investigation Specialist I	PF	80	HSNEHR	5	03/02/26

APPOINTED

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Timothy Heffernan	110	Commissioners' Office Commissioner			ELEC		02/17/26

Note: Appointed by President Judge, Matthew Kirtland, to serve the remainder of Albert "Chip" Abramovic's term.

JOB TITLE CHANGE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Erik Johnson	From: 190 To: 190	Planning Deputy Director of Planning Recycling Facility Manager	FT	80	EXEM	2	02/16/26
2	DeRel Black	From: 520 To: 520	Children & Youth CPS/GPS Investigator I Family Case Consultant I	PF	80	HSNEHR	4	03/01/26

POSITION REALLOCATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jenna Dillion	From: 190 To: 190	Planning Land Use Planner Deputy Director of Planning	FT	80	NEHR	7	02/16/26

CHANGE IN STATUS

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Dustin Taggart	From: 325 To: 325	911 Center Telecommunicator I Telecommunicator I	PT	40	NEHR	5	03/02/26

RATE ADJUSTMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Alexandria Shreffler	From: 190 To: 190	Planning Geospatial Analyst Geospatial Analyst	FT	80	NEHR	7	02/16/26

PROMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Keith Johnston	From: 305 To: 305	Prison Corrections Officer Field Training Officer	PF	80	AFSCME	11	02/11/26
2	Justin Plemmons	From: 305 To: 305	Prison Corrections Officer Correctional Lieutenant	PF	80	AFSCME	11	02/23/26
3	Terry Stevens	From: 305 To: 305	Prison Corrections Officer Correctional Sergeant	PF	80	AFSCME	11	02/15/26
4	Gary Wiley	From: 520 To: 520	Children & Youth Outreach Case Consultant II Outreach Case Consultant III	FT	80	HSNEHR	2	02/18/26

Note: Completion of Step Program step-up requirements.

DEMOTION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Matthew Strickenberger	From: 530 To: 530	PIC Unit PIC Program Director Crisis Investigation Specialist I	FT	80	HSEXEM	3	02/15/26

END OF PROBATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Mary Clifton	140	Tax Claim Tax Clerk	FT	70	SEIU	9	03/02/26
2	Heather Baker	540	MH/DS Service Coordinator I - EI	FT	80	HSNEHR	1	02/18/26

SEPARATION OF EMPLOYMENT - RETIREMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Joseph Janidlo	305	Prison Corrections Officer	FT	80	AFSCME	11	02/09/26

HUMAN RESOURCE AGENDA ITEMS

March 10, 2026

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Natalie Desko	305	Prison	Administrative Assistant II	FT	80	NEHR	5	02/06/26
2	Tiffani Manning	305	Prison	Corrections Officer	FT	80	AFSCME	11	03/02/26
3	Kelly McCoy	305	Prison	Field Training Officer	FT	80	AFSCME	11	02/19/26
4	Michael Byham	405	Airport	Maintenance Worker III	PT	30	SEIU	10	02/20/26
5	Amanda Boal	520	Children & Youth	Family Case Consultant I	PF	80	HSNEHR	4	02/02/26
6	Samantha Warner	520	Children & Youth	Family Case Consultant I	FT	80	HSNEHR	4	02/27/26
7	Desiree Dulaney	540	MH/DS	Service Coordinator I - MH/Admin	FT	80	HSNEHR	3	02/11/26

ROW OFFICE AGENDA ITEMS

March 10, 2026

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Lori Braun	270	Sheriff's Office	Administrative Assistant II	PF	80	NEHR	5	02/17/26

END OF PROBATION

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Fransisco Mariscal	210	Domestic Relations	Enforcement Officer II	FT	80	NEHR	5	02/04/26
1	Andrew Espy	225	MDJ 3-1	Legal Secretary II	FT	75	NEHR	3	08/06/25
1	Jayna Barber	260	District Attorney	Administrative Assistant II	FT	80	NEHR	5	02/11/26

SEPARATION OF EMPLOYMENT

#	Name	Dept		Position	Status	Hr/Pay	Group	Grade	Effective
1	Cassandra LaTona-Vega	265	Prothonotary	Department Clerk II	PF	80	NEHR	2	02/27/26
1	Abigail Fee	205	Courts	Administrative Assistant II	PF	80	NEHR	5	02/05/26
1	Angela York	210	Domestic Relations	Deputy Director of Domestic Relations	FT	80	NEHR	8	02/20/26