

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

SEPTEMBER 15, 2026

Invocation – Pastor Chad Troup, Fox Street Church of God, Franklin,

(Participation is voluntary)

Pledge of Allegiance

ELECTION BOARD

1. Call to Order
2. Approval of minutes from August 11, 2026 Meeting
3. Public comment on Election Board Agenda
4. Election Board Updates and Information
 - a. Voter Registration Statistics
 - b. Election Updates
5. Other Business
6. Public Comment
7. Adjournment

RETIREMENT BOARD

1. Call to Order
2. Approval of minutes from August 11, 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 June 09, 2026 Meeting
3. Public Comment on Salary Board Agenda
4. Salary Board Items for Consideration
 - a. Attachment B
 - b. Approval of Salary Board Narrative
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 August 11, 2026 Meeting
4. Public Comment on Commissioner Board Agenda
5. **Court Administration:**
 - a. Approval for Jeri L. Bolton serving as the Title IV-D contracted attorney hourly rate change
 - b. Approval for Chad Templin, Esquire serving as the Title IV-D attorney
6. **Row Offices:** No business to be presented
7. **Prison:** No business to be presented
8. **Community Services Administration:** No business to be presented
9. **Human Services:**
 - a. Human Services Agenda for approval – Attachment C

10. Finance Administration:

- a. Warrants – Attachment D
- b. Approval of Budget Amendment for Sugar Valley Lodge

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 contract for Mobilcom Customer Support Plan for Venango County Recycling Center Video System

13. Two Mile Run County Park:

- a. Park updates

14. County Administration:

- a. Ratification of Agreement for Pirrello Enterprises Inc. service needs.
- b. Ratification of Proclamation for National Suicide Prevention Month
- c. Ratification of Agreement for Tax Claim Software Contract – RBA Professional Data Systems, INC.
- d. Ratification of Contract for Neumo Tax & Licensing, LLC., for Land Records Management System
- e. Approval of Resolution of the County of Venango, Pennsylvania, to name the Sugarcreek Bridge (Buttermilk Hill Road Bridge) as the “Charlie McDaniel” Memorial Bridge
- f. Approval of Resolution of the County of Venango, Pennsylvania, to authorize an agreement with the City of Oil City under the Intergovernmental Cooperation Act to provide for service by the Oil City Fire Chief as the County Director of Public Safety and Emergency Management Director
- g. Approval of Resolution regarding Victory Elementary School

15. Other Business:

16. Public Comment:

17. Adjournment:

NEXT MEETING DATE: The next public meeting will be held at 3:00 p.m.

October 20, 2026, in Room 100 of the Courthouse Annex to conduct county business.

RETIREMENT BOARD AGENDA
September 15, 2026

Time: _____

Attendance: _____

Approval of Minutes:

A motion was made by _____ and seconded by _____ to waive the reading of the minutes of the **8/11/26** 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
Katrina Anthony	7/06/2026	9%
Evan Porter	7/13/2026	10%
Shannon Trousdale	7/13/2026	10%
Reagan Austin	7/20/2026	9%
Crystal Ewing	7/20/2026	9%
Kimberly Ziegler	7/20/2026	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
Elijah Conley	\$ 159.17	09/30/2026
Jayna Barber	\$ 3,088.24	09/30/2026
Richard Soto	\$ 1,147.77	09/30/2026
Kellis Martz	\$ 1,767.81	09/30/2026
Katelyn Antramgarza	\$ 416.40	09/30/2026
Erica Ondrusek	\$ 1,093.73	09/30/2026
Kyle Hagan	\$ 944.53	09/30/2026
Kyle Sanders	\$ 7,651.26	09/30/2026
Lori Braun	\$ 1,471.94	09/30/2026
Crystal Mohler	\$ 4,764.34	09/30/2026

Aye all; Motion carried and was approved.

RETIREMENT BOARD AGENDA

September 15, 2026

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 **Kelly Holden** effective **8/01/2026**. She has elected an "Option One" which entitles her to receive a monthly annuity of **\$2,485.11** payable throughout her lifetime. No pro rata benefit is owed.
- 2.) Notice to the Retirement Board of the death of retiree **Kenneth R. Ramsey** on **7/30/2026**. Ken had elected an "Option Four B" 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 **Fredrick R. Weaver** on **7/21/2026**. Fred had elected a "No Option" at the time of his retirement. There is no pension benefit, pro rata or otherwise, payable to his estate or beneficiaries.
- 4.) Notice to the Retirement Board of the death of retiree **James A. Hickey** on **7/09/2026**. Jim had been receiving a "Disability Pension" at the time of his passing. 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.) **Elijah Conley** 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.) **Jayna Barber** 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.) **Richard Soto** 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.
- 4.) **Kellis Martz** 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.

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

Timothy M. Heffernan

Jeannie L. Ritchey

Dorothy L. Tawney

SALARY BOARD
September 09, 2026

ITEMS FOR CONSIDERATION

DEPARTMENT #130 HUMAN RESOURCES

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	REALLOCATE	Assistant Director of Human Resources	FT	80	EXEM	2	
	TO	Assistant Director of Human Resources	FT	80	EXEM	3	7/19/2026

DEPARTMENT #135 FISCAL

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Airport Consultant	TFT	80	NEHR	11	6/15/2026
Note: Temporary position to last approximately 6 weeks, assisting with transition of Airport duties.							

DEPARTMENT #205 COURTS

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	REALLOCATE	Court Recording Monitor / Transcriptionist (1 position)	FT	80	NEHR	4	
	TO	Court Reporter	FT	80	NEHR	6	7/6/2026
Note: Employee has completed necessary training and certification to become a Court Reporter.							

DEPARTMENT #240 MDJ 3-4

#	Action	Position	Status	Hr/Pay	Group	Grade	Effective
1	CREATE	Legal Secretary II	FT	75	NEHR	3	
Note: Position created to allow training for upcoming separation of current staff. Position to last no longer than December 18th, 2026.							

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/15/2026
RE: Items for Commissioner Approval

2026 – 2027 CONTRACT

Item 1: Sugarcreek Borough Police Department

MH

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Sugarcreek Borough Police Department. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To provide emergency transport services of individuals originating within the Sugarcreek Borough limits to UPMC Northwest Medical Center located in Seneca PA, as authorized by the Humans Services County Administrator or their designee. The County agrees to reimburse the Provider for officer overtime costs at a rate of the 1.5 times the actual hourly pay plus any other statutory or contractual costs of any officer that must be engaged in an overtime capacity to provide the transport services agreed upon herein.

Item 2: Family Pathways

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Family Pathways. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To provide Foster Care services at rates between \$25.00 and \$106.20 as approved by the County.

Item 3: Peter von Korff, PhD

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Peter von Korff, PhD. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: Provide Bonding Assessments at \$125/hour and Provide Mental Health Assessment at \$125/hour

Item 4: Craig Psychological Associates, Inc.

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Craig Psychological Associates, Inc.. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: Provide Foster Parent Evaluations at \$150 per evaluation and Provide Court Ordered Evaluations at \$64.35 per hour

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/15/2026
RE: Items for Commissioner Approval

Item 5: Kidspace National Centers, Inc.

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Kidspace National Centers, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To provide foster care services at a range of \$124.42 to \$145.59 as approved by the County

To provide residential placement services at a range of \$676.74 to \$1,003.40 as approved by the County

To provide Aftercare Services at \$80.00 per hour as approved by the County

To provide Personal Care Costs at \$3.00 per day as approved by the County

To provide One-on-One Services at \$80.00 per hour as approved by the County

Item 6: Perseus House, Inc.

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Perseus House, Inc. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To provide Transitional Living at \$314.31 per day as approved by the County

To provide Shelter Services at \$337.65 per day as approved by the County

To provide Intensive Treatment at \$365.40 per day as approved by the County

Item 7: Grace Learning Center

CYFS

Synopsis: Request Commissioners' approval for the renewal of the existing contract with Grace Learning Center. Contract for the period of July 1, 2026 thru June 30, 2027.

Purpose of Contract: To help provide after school childcare at the rate of \$8.25 per hour, per child as approved by the county

Item 8: 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, 2026 thru June 30, 2027.

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

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/15/2026
RE: Items for Commissioner Approval

Amendment's

Item 1: Davis Archway Treatment Center

SUD

Request Commissioners approval to amend the existing Service Agreement with Davis Archway Treatment Center, date effective July 1, 2026.

Purpose of Amendment: To provide non-hospital detox at facility #107112 at a rate of \$553.00/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 \$161.00/day
All MAT to be billed at actual pharmacy cost

Item 2: Outside in School of Experiential Education, Inc.

SUD

Request Commissioners approval to amend the existing Service Agreement with Outside in School of Experiential Education, Inc., date effective July 1, 2026.

Purpose of Amendment: To provide non-hospital adolescent residential services (male only) at facility #657038 at a rate of \$359.00 per day

Item 3: Ellen O'Brien Gaiser Addiction Center, Inc.

SUD

Request Commissioners approval to amend the existing Service Agreement with Ellen O'Brien Gaiser Addiction Center, Inc., date effective July 1, 2026.

Purpose of Amendment: To provide non hospital residential treatment at facility #101064 at a rate of \$294.00 per day - MAT will be billed at actual pharmacy costs

Item 4: Ascend Clinical Services/Teen Challenge

SUD

Request Commissioners approval to amend the existing Service Agreement with Ascend Clinical Services/Teen Challenge, date effective July 1, 2026.

Purpose of Amendment: To provide the following SUD services: 3.7WM (Facility#062579) - \$537.00/day 3.5 (Facility#707087) - 220.00/day; 3.5 (Facility#062579) - \$306.00/day; 2.1 (Licensing #067093) - \$10.87/15 min unit; 2.1 (Facility#707087) - \$10.87/15 min unit ; (Licensing #067093) - 10.87/15 min unit; 1.0 (Facility #707087) - \$10.87/15-min unit; all MAT at actual pharmacy cost

Item 5: Family Services and Children's Aid Society – SAP Program

SUD

Request Commissioners approval to amend the existing Service Agreement with Family Services and Children's Aid Society – SAP Program, date effective July 1, 2026.

Purpose of Amendment: The Provider will provide the Student Assistance Program involving site-based student screenings and assessments for Mental Health and Substance Use Disorder recommendations

The Program will be cost reimbursed with a max contract of \$80,623 for FY 26-27

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/15/2026
RE: Items for Commissioner Approval

Item 6: Pyramid Healthcare, Inc.

SUD

Request Commissioners approval to amend the existing Service Agreement with Pyramid Healthcare, Inc., date effective July 1, 2026.

Purpose of Amendment: facility #707233 detox: 3.7wm - \$444.01/day, 3.7 - \$302.51/day, 3.7enh - \$355.01/day; residential 3.5 - \$348.24/day; 3.5enh - \$365.66 facility #077019 detox: 3.7wm - \$435.00/day, 3.7 - \$367.00/day, residential 3.5 - \$309.00/day; 3.5enh - \$338.00 facility #707235 residential - 3.5 \$321.67; MAT all facilities at actual pharmacy costs

Addendum's

Item 1: Venango Training & Development Center, Inc.

MH

Request Commissioners approval to add an addendum to the existing contract with Venango Training & Development Center, Inc. for the period of July 1, 2026 through June 30, 2027.

The purpose of the Addendum: Provider wishes to receive two vehicles from Venango County to be used for

Fairweather Lodge and the Crossing Bridges Program.

Vehicles must be used in these programs and cannot be sold without County approval for 3 years.

Ratifications

Item 1: Sugar Valley Lodge

MH

Request Commissioners approval for ratification of Sugar Valley Lodge contract to provide; To contract with the Provider for enhanced personal care for a maximum of 45 individuals at the rate of \$30.77 per day per individual, maximum budget \$505,397.25 Also to contract for emergency temporary housing for up to 2 individuals at any given time at the rate of \$70/day occupied per individual and \$50/day for 1 room unoccupied as authorized by the County.

TO: County Commissioners
FR: Amie Wood-Wessell
DT: 09/15/2026
RE: Items for Commissioner Approval

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: OAS Advisory Board Council

OAS

Request Commissioners approval to appoint Marti Shutka and Julie Hovis to a three (3) year term on the Venango County Older Adults Advisory Council.



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
Michael Anderson

TO: Board of Commissioners

FROM: Michael Anderson, Administrator, Finance & Management Services

DATE: September 15, 2026

The following warrants are submitted for your approval:

081426	\$231,162.13	Non-Human Service Warrant	
HS081326	\$129,259.04	Human Service Warrant	
HS081426	\$95,636.35	Human Service Warrant	
082126	\$1,446,295.72	Non-Human Service Warrant	
HS082126	\$109,758.23	Human Service Warrant	
OP082026	\$2,000.00	Non-Human Service Warrant	
HS082026	\$496.00	Human Service Warrant	
HS082426	\$34,193.84	Human Service Warrant	
082826	\$348,416.55	Non-Human Service Warrant	
HS082826	\$501,030.66	Human Service Warrant	
090426	\$158,481.00	Non-Human Service Warrant	
HS090426	\$73,666.35	Human Service Warrant	
091126	\$355,539.64	Non-Human Service Warrant	
HS091026	\$123,879.04	Human Service Warrant	
HS091126	\$244,558.70	Human Service Warrant	
TOTAL	\$3,854,373.25		

HUMAN RESOURCE AGENDA ITEMS

September 9, 2026

PERSONNEL ACTIONS FOR THE MONTH

PROBATIONARY NEW HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Nate Beerbower	305	Prison Corrections Officer	PF	80	AFSC	11	08/17/26
2	Jeffery Boal	305	Prison Corrections Officer	PF	80	AFSC	11	08/24/26
3	Lorigene Thomas	305	Prison Corrections Officer	PF	80	AFSC	11	08/25/26
4	Stephanie Scudese	510	Older Adult Services Aging Care Manager	PF	80	HSNEHR	1	08/17/26
5	Krista Wiltrout	510	Older Adult Services Volunteer / Apprise Coordinator	PF	80	HSNEHR	1	08/17/26
6	Payge Bailey	520	Children & Youth CPS/GPS Investigator	PF	80	HSNEHR	4	08/31/26
7	Daphanny Baker	520	Children & Youth Family Case Consultant	PF	80	HSNEHR	4	08/17/26
8	Bethany Coutz	520	Children & Youth Sr. Program Spec. - Diversion	PF	80	HSEXEM	1	08/18/26
9	Cassandra Cox	520	Children & Youth CPS/GPS Supervisor	PF	80	HSEXEM	1	08/17/26
10	Heather Fox	520	Children & Youth Family Case Consultant	PF	80	HSNEHR	4	08/31/26
11	Angela Latshaw	520	Children & Youth Department Clerk III - Floater	PF	80	SEIU	8	08/03/26
12	Angela McGinnis	520	Children & Youth CPS/GPS Investigator	PF	80	HSNEHR	4	08/17/26
13	Chloe Sherman	520	Children & Youth Service Coordination Intern	PF	80	NEHR	1	08/31/26
14	Thomas Cairns	530	PIC Unit Crisis Investigation Specialist	PF	80	HSNEHR	5	08/03/26
15	Thomas Ward	530	PIC Unit Crisis Investigation Specialist	PF	80	HSNEHR	5	09/01/26
16	Melanie Sparks	540	MH/DS Service Coordinator - MH/TCM	PF	80	HSNEHR	3	08/31/26
17	Noah Taylor	540	MH/DS Service Coordinator - MH/TCM	PF	80	HSNEHR	3	08/31/26
18	Daniel Ferguson	570	Community Support Svc. Case Manager - SDOH	PF	80	HSNEHR	1	08/31/26

RE-HIRE

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Bryan Smith	520	Children & Youth CPS/GPS Investigator	PF	80	HSNEHR	4	08/17/26

END OF PROBATION

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Lindsey McElhattan	305	Prison Corrections Officer	FT	80	AFSC	11	07/19/26
2	Emily Stone	305	Prison Corrections Officer	FT	80	AFSC	11	07/30/26
3	Noah Stump	305	Prison Correctional Corporal	FT	80	AFSC	11	07/31/26
4	Ashley Abbott	520	Children & Youth Department Clerk III	FT	80	SEIU	8	08/11/26
5	Jennifer Lauer	520	Children & Youth CPS/GPS Investigator	FT	80	HSNEHR	4	08/17/26
6	Glenn Speer	605	Park Maintenance Worker IV	PT	30	SEIU	12	08/20/26

SEPARATION OF EMPLOYMENT - END OF ASSIGNMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Kaden Kiselka	160	Maintenance Bridge Crew	TFT	80	NEHR	1	08/07/26
2	Jaden Wehrle	160	Maintenance Bridge Crew	TFT	80	NEHR	1	08/07/26

SEPARATION OF EMPLOYMENT

#	Name	Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Katelyn Antramgarza	305	Prison Corrections Officer	PF	80	AFSC	11	08/05/26
2	Hunter Littlefield	305	Prison Corrections Officer	PF	80	AFSC	11	08/31/26
3	Lindsey McElhattan	305	Prison Corrections Officer	FT	80	AFSC	11	08/28/26
4	Shannon Trousdale	305	Prison Corrections Officer	PF	80	AFSC	11	08/05/26
5	Jesse Urey	305	Prison Corrections Officer	PF	80	AFSC	11	06/05/26
6	Tracy McFarland	325	911 Center Telecommunicator II	FT	80	NEHR	6	08/25/26
7	Amber Mayner	520	Children & Youth Child Welfare Case Aide	PF	80	SEIU	12	08/04/26
8	Erica Ondrusek	520	Children & Youth CPS/GPS Investigator	PF	80	HSNEHR	4	08/12/26

ROW OFFICE AGENDA ITEMS

September 9, 2026

PERSONNEL ACTIONS AS A RESULT OF EXISTING VACANCIES

PROBATIONARY NEW HIRE

#	<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>
1	Robert Dick	210	Domestic Relations	Enforcement Officer II	PF	80	NEHR	5	08/24/26
2	Kassandra Rodgers	210	Domestic Relations	Intake / Alt. Conference Officer	PF	80	NEHR	5	08/10/26

RE-HIRE

#	<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>
1	Joseph McFadden	205	Courts	Law Clerk	PF	80	LEGL	2	08/10/26
2	Reiley Gordon	240	MDJ 3-4	Legal Secretary II	PF	75	NEHR	3	08/31/26

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>
1	Ronald Woods	210	Domestic Relations	Enforcement Officer II	FT	80	NEHR	5	08/27/26