

COMMISSIONER BOARD MINUTES

March 10, 2026

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 Timothy Heffernan
Dorothy "Dottie" Tawney, Chief Clerk
Laura O'Neil, Admin. Assistant
Rich Winkler, Solicitor
Diona Brick, Fiscal
Laura Anna, Elections
Justin Wolfe, HR
Jeannie Ritchey, Treasurer
Kara Kauffman, Park
Mark Seigworth, EMA
Amie Wood-Wessell, HS

Joshua Sterling, Planning
Jenna Dillon, Planning
Kara O'Neil, The Derrick
Pastor David Foote
Mark Kerr, ORA
Kip Vitka, RAACA
Alicia Zabelsky, RAACA
Herman Chatley, RAACA
Joseph Behrle, Oil Region Rising
Abby Brockett, Venango 4-H
Bre Pritts, Venango 4-H
Brooke Hoffman, Venango 4-H
Karter Hoffman, Venango 4-H

Rev. David Foote, Baptist Temple, Polk, 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 4:41 p.m.
2. Commissioner Bryan made a motion to amend the agenda for March 10, 2026, to delete item 12.a. *Approval of Resolution 06-2026*, seconded by Commissioner Heffernan, aye all.
3. Commissioner Bryan made a motion to approve the minutes from the February 10, 2026 meeting, seconded by Commissioner Heffernan, 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:**
 - a. Approval of Contract with Fire Fighter Sales and Service Co. for purchase and installation of Fire Alarm systems
 - Commissioner Heffernan made a motion to approve the above, seconded by Commissioner Bryan, aye all.
8. **Community Services Administration:**
 - a. Approval of contract with SBM Electronics Inc. for voice logger and timeclock (911)
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
 - b. Approval of contract with Specialized Professional Service, Inc. for foam concentrate disposal (911)
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.

- c. Approval of contract with Zito for amendment to existing IRU agreement to relocate PSAP lines (911)
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
- d. Approval of hangar lease with Richard Maxwell (Airport)
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.

9. Human Services:

- a. Human Services Agenda for approval, Attachment C:

Attachment C – Human Service Contracts
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

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.

- Commissioner Heffernan 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

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

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

Fiscal Agent for NWPARG (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 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	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 Svc.	CPS/GPS Investigator I	PF	80	HSNEHR	4	02/17/26
4	Shawn Murray	520 – Children & Youth Svc.	Department Clerk III	PF	80	SEIU	8	03/02/26
5	Erica Nesbitt	520 – Children & Youth Svc.	CPS/GPS Investigator I	PF	80	HSNEHR	4	03/02/26
6	Rebecca Seigworth	520 – Children & Youth Svc.	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
<i>Note: Appointed by President Judge, Matthew Kirtland, to serve the remainder of Albert "Chip" Abramovic's term.</i>								

Job Title Change:

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

Position Reallocation:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Jenna Dillon	From:	190 – Planning	Land Use Planner	FT	80	NEHR	7	
		To:	190 – Planning	Deputy Director of Planning	FT	80	EXEM	2	02/16/26

Change in Status:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Dustin Taggart	From:	325 – 911 Center	Telecommunicator I	PT	40	NEHR	5	
		To:	325 – 911 Center	Telecommunicator I	FT	80	NEHR	5	03/02/26

Rate Adjustment:

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

Promotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Keith Johnston	From:	305 – Prison	Field Training Officer	FT	80	AFSCME	11	
		To:	305 – Prison	Correctional Sergeant	FT	80	AFSCME	11	01/04/26
2	Justin Plemmons	From:	305 – Prison	Correctional Sergeant	FT	80	AFSCME	11	
		To:	305 – Prison	Correctional Lieutenant	FT	80	NEHR	8	01/23/26
3	Terry Stevens	From:	305 – Prison	Corrections Officer	FT	80	AFSCME	11	
		To:	305 – Prison	Field Training Officer	FT	80	AFSCME	11	01/04/26

Promotion Cont.:

4	Gary Wiley	From:	520 – Children & Youth Svc.	Corrections Officer	FT	80	AFSCME	11	
		To:	520 – Children & Youth Svc.	Correctional Sergeant	FT	80	AFSCME	11	01/04/26
<i>Note: Completion of Step Program step-up requirements.</i>									

Demotion:

#	Name		Dept	Position	Status	Hr/Pay	Group	Grade	Effective
1	Matthew Strickenberger	From:	530 – PIC Unit	PIC Program Director	FT	80	HSEXEM	3	
		To:	530 – PIC Unit	Crisis Investigator Specialist I	FT	80	HSEXEM	5	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	2	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

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	PF	30	SEIU	10	02/20/26
5	Amanda Boal	520 – Children & Youth Svc.	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

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

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

Attachment F – Row Office Agenda Items

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
2	Andrew Espy	225 – MDJ 3-1	Legal Secretary II	FT	75	NEHR	3	08/06/25
3	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
2	Abigail Fee	205 – Courts	Administrative Assistant II	PT	80	NEHR	5	02/05/26
3	Angela York	210 – Domestic Relations	Deputy Director of Domestic Relations	FT	80	NEHR	8	02/20/26

12. Planning Commission:

- a. Approval of Resolution #06-2026 to set fees for review of proposed land developments and subdivisions
 - *Removed by amendment from agenda*

13. Two Mile Run County Park:

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

- a. The Game Commission is partnering with the park to bring Cabin Fever Days, which will be free opportunities for hands-on education workshops
- b. The Polar Plunge was held on Feb. 14 and had 72 participants
- c. The campground will open April 1
- d. The Easter Egg Cleanup will be held April 11

14. County Administration:

- a. Approval of Commissioner Appointments to committees, as discussed at reorganization meeting
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
- b. Approval of Banking Facilities used by county, as discussed at reorganization meeting
 - Commissioner Heffernan made a motion to approve the above, seconded by Commissioner Bryan, aye all.
- c. Approval of Ordinance #02-2026 to impose a \$100 fee on the sale of any property sold by estate tax sale or foreclosure
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.

- d. Approval of Resolution #05-2026 for repository of unsold properties bid increase
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
- e. Approval of Contract with Cummins Sales and Service to service 911 generators
 - Commissioner Bryan made a motion to approve the above three proclamations, seconded by Commissioner Heffernan, aye all.
- f. Approval of Proclamation for 4H Week
 - Commissioner Bryan made a motion to approve the above, seconded by Commissioner Heffernan, aye all.
- g. Approval of Proclamation celebrating William J. Clyde's 100th birthday
 - Commissioner Heffernan made a motion to approve the above, seconded by Commissioner Bryan, aye all.

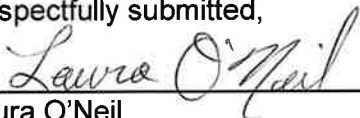
15. Other business: None

16. Public Comment: RACA representative Alicia Zabelsky requested the Commissioners approval and support for Turn the Courthouse Blue event to be held April 2 to bring awareness to child abuse.

17. The meeting adjourned at 5:11 p.m. upon a motion by Commissioner Bryan, seconded by Commissioner Heffernan, aye all.

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.

Respectfully submitted,



Laura O'Neil
Administrative Assistant

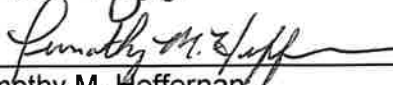
Reviewed by:



Samuel H. Breene



Kenneth J. Bryan



Timothy M. Heffernan