

# Clarion County Board of Commissioners

## Meeting Minutes

July 10, 2013

Those present: Angi Keller Kay Rupert Carol Clinger Donna Reinsel Trisha Douglas  
Scott Seeley (Clarion News) Ron Wilshire (LV) Zabrina Evans (C93/Radio 1300)  
Roll Call: Commissioner Brosius-present Commissioner Campbell-present Commissioner Faller-present

### Approval of the Agenda:

On a motion made by Commissioner Campbell and second Commissioner Faller to approve the agenda as presented, the motion passed.

### Approval of the Minutes: dated June 25, 2013.

On a motion made by Commissioner Faller and second by Commissioner Campbell to approve the minutes dated June 25, 2013 as presented, the motion passed.

### Correspondence:

- ❖ A letter dated June 24, 2013, was received from the state Board of Probation and Parole informing the county that per the 2012-2017 Offender Supervision Funds Agreement, a payment of \$50,869.35 has been issued to the county for remittances received by the Department of Revenue for the second six months of the 2012-2013 Supervision Fund fiscal year, November 1, 2012, through April 30, 2013.
- ❖ A municipal notice dated June 17, 2013, was received from The EADS Group of Clarion regarding the Act 14 notification for Knox Borough Sewage Treatment Plant's National Pollutant Discharge Elimination System (NPDES) Permit renewal application. The renewal application to the state Department of Environmental Protection (DEP) is for discharge into an unnamed tributary to Canoe Creek at the outfall located in Beaver Twp.
- ❖ A municipal notice dated June 19, 2013, was received from Hillcrest Group Environmental consultants of Wexford, Pa., notifying the county that Clarion Boards, Inc located in Paint Twp. intends to submit an Air Quality Plan approval application to the DEP, because new and improved resins being used at the facility have reduced volatile organic compounds (VOC) emissions significantly below the allowable permit limit and because the inlet loading to the existing Regenerative Thermal Oxidizer (RTO) has decreased accordingly. The destruction efficiency requirement for the plant's RTO in the existing Title V Permit needs to be revised to address current operations.
- ❖ A letter dated June 25, 2013, from the state Office of Attorney General in regards to Act 57 of 2005 which stipulates that the full-time district attorney shall be compensated \$1,000 lower than that paid to the judge of the Court of Common Pleas. The Act further stipulates that the Commonwealth shall annually reimburse each county with a full-time district attorney for 65 percent of the D.A.'s salary. All years prior to calendar year 2012 have been paid in full. The Criminal Justice Enhancement Account does not currently have enough funds to reimburse the full amount for 2012. A reimbursement in the amount of \$55,000 has been paid to the county from funds currently available. As the funds continue to accumulate in the Criminal Justice Enhancement Account, additional payments will be made.
- ❖ Clarion County Treasurer's report dated June 1 to June 30, 2013. Balance as of June 30<sup>th</sup> is \$6,108,911.27.

### Announcements:

- ❖ Saturday, July 13, 2013, 10 a.m. to 2 p.m., Clarion County Electronics recycling at the Clarion Mall main entrance parking lot.
- ❖ Tuesday, July 16, 2013, 9 a.m., Work Session in the commissioners' conference room.
- ❖ Friday, July 19, 2013, 9 a.m., Prison Board of Inspectors in the commissioners' conference room.
- ❖ Tuesday, July 23, 2013, 9 a.m., Commissioner/Salary/Retirement Board in the commissioners' conference room.
- ❖ Sunday through Saturday, July 21 to 27, 2013, Clarion County Fair at Redbank Valley Municipal Park.

### Public Concerns and Comments:

There were no concerns or comments at this meeting.

### Business:

1. Approval of lease renewal terms for various offices in the county owned Human Service Complex located at 214 S. 7<sup>th</sup> Avenue. Rent is based on actual county expenses from the previous fiscal year.  
All leases are for one year: Effective: July 1, 2013 to June 30, 2014.

A) Service Access Management, Inc. (SAM) of Reading, Pa. Addendum No. 4 to the 2009 lease agreement terms: Rent from 7/1/2013 to 6/30/2014 is \$132,000.

On a motion made by Commissioner Faller and second by Commissioner Campbell to approve the lease renewal for SAM as presented, the motion passed.

Roll call vote: Commissioner Brosius: yes Commissioner Campbell: yes Commissioner Faller: yes

B) Clarion Vocational Services (CVS) terms: Rent from 7/1/2013 to 6/30/2014 is \$16,509

On a motion made by Commissioner Campbell and second by Commissioner Faller to approve the lease renewal with CVS as presented, the motion passed.

Roll call vote: Commissioner Brosius: yes      Commissioner Campbell: yes      Commissioner Faller: yes

C) Clarion County Children & Youth Services terms: Rent from 7/1/2013 to 6/30/2014 is \$80,214.

On a motion made by Commissioner Faller and second by Commissioner Campbell to approve the lease renewal with CYS as presented, the motion passed.

Roll call vote: Commissioner Brosius: yes      Commissioner Campbell: yes      Commissioner Faller: yes

D) Mental Health/Developmentally Delayed/Early Intervention (MH/DD/EI) Administration terms: Rent from 7/1/2013 to 6/30/2014 is \$16,838.

On a motion made by Commissioner Campbell and second by Commissioner Faller to approve the lease renewal with MH/DD/EI as presented, the motion passed.

Roll call vote: Commissioner Brosius: yes      Commissioner Campbell: yes      Commissioner Faller: yes

E) Clarion County Human Services Administration terms: Rent from 7/1/2013 to 6/30/2014 is \$4,234.

On a motion made by Commissioner Faller and second by Commissioner Campbell to approve the lease renewal with Human Services Administration as presented, the motion passed.

Roll call vote: Commissioner Brosius: yes      Commissioner Campbell: yes      Commissioner Faller: yes

**2. Approval of new contract with the Pennsylvania Department of Transportation (PennDOT) for a Transportation Alternatives Program (TAP) federal-aid reimbursement agreement.**

- o Non profit entities are not eligible to be direct recipients of TAP funds, but they may partner with any eligible entity on an eligible TAP project.
- o Clarion County will be named as the sponsor of the Climax Tunnel Stabilization project on behalf of the nonprofit Allegheny Land Trust (AVLT) and the Redbank Valley Trails Association (RVTA).
- o A memorandum of understanding between the county and the AVLT/RVTA was executed on 2/12/2013.
- o Effective upon full execution of the agreement and until the project is completed.

On a motion made by Commissioner Faller and second by Commissioner Campbell to approve the contract with PennDOT as presented, the motion passed. This project will not involve county funds.

Roll call vote: Commissioner Brosius: yes      Commissioner Campbell: yes      Commissioner Faller: yes

**3. Approval of the renewal of an engagement letter on behalf of Central Accounting with Zelenkofski & Axelrod, LLC of Pittsburgh for single auditing services as required by law and approved by the state.**

- o Effective date: 6/26/2013 through 9/30/2016.
- o Cost: (2013) \$45,634; (2014) \$46,547; (2015) \$47,478; (2016) \$48,428

On a motion made by Commissioner Faller and second by Commissioner Campbell to approve the engagement letter with Z&A, LLC for audits of the years ending December 31, 2013, 2014, 2015, and 2016 as presented, the motion passed.

Roll call vote: Commissioner Brosius: yes      Commissioner Campbell: yes      Commissioner Faller: yes

**4. Approval of a contract renewal on behalf of the county Human Services with Helpmates of Ridgeway for homemaker services-home base support.**

- o Effective date: 7/1/2013 through 6/30/2014      Cost: \$15.86/hr

On a motion made by Commissioner Campbell and second by Commissioner Faller to approve the contract renewal with Helpmates as presented, the motion passed. Commissioner Brosius said that this expense is paid for from the Human Service Development Fund (HSDF). The expenditure for 2012/2013 was \$7500.

Roll call vote: Commissioner Brosius: yes      Commissioner Campbell: yes      Commissioner Faller: yes

**5. Approval of various contract renewals on behalf of Children and Youth Services:**

- A) Lease with Bluebird Rentals, Joe and Bonnie Ferguson, of Summerville for Independent Living (IL) apartments/building located at 577 Railroad Street, Clarion.
  - o Effective: 7/1/2013-6/30/2014      Rent: \$3100/month      County match: 9.37 percent or \$290.47/mo.
- B) BI Incorporated of Boulder, CO for unit rental /monitoring service charge.
  - o Effective: 7/1/2013-6/30/2014      Cost: \$4.25/day      County match: \$.85/day
- C) Mars Home for Youth of Mars, PA for multi-systemic therapy.
  - o Effective: 7/1/2013-6/30/2014      Cost: \$65/day      County match: \$13/day
- D) PA Family Support Alliance of Harrisburg for program services-parent support groups.
  - o Effective: 7/1/2013-6/30/2014      Cost: \$6,150/year      County match: \$1,230/year
- E) PENNCREST School District-Thurston House of Sagertown, Pa. for new baby packages.
  - o Effective: 7/1/2013-6/30/2014      Cost: \$250 per baby (\$3,000 max.)      County match: \$600/year
- F) Misty Isle Bridges, Inc. of Clarion for Kids In Common Program/Kid Konnection: Visitation with incarcerated parents.
  - o Effective: 7/1/2013-6/30/2014      Cost: \$39,062/yr and \$28,000/yr      County match: \$13,412/yr

- G) A-C Valley School District of Foxburg for intensive in-home parenting service.
  - o Effective: 7/1/2013-6/30/2014 Cost: \$5,000/yr County match: \$1,000/yr
- H) Big Brothers/Big Sisters of Venango, Forest & Clarion Counties for youth mentoring services.
  - o Effective: 7/1/2013-6/30/2014 Cost: \$15,000/yr County match: \$3,000/yr
- I) H. John Drayer of Clarion as agency solicitor.
  - o Effective: 7/1/2013-6/30/2014 Cost: \$600/mo.-\$80/hr. (\$32,000/yr max.)  
County match: \$5,757/yr max.
- J) AAA Life Services of Clarion for community based abstinence program.
  - o Effective: 7/1/2013-6/30/2014 Cost: \$38,336/yr County match: \$7,667/yr
- K) Cindy Fleming of Clarion for office cleaning service.
  - o Effective: 7/1/2013-6/30/2014 Cost: \$80/wk County match: \$16.77/wk
- L) James R. Young of Mahaffey, Pa. for disclosure polygraph/maintenance polygraph/legal testimony services.
  - o Effective: 7/1/2013-6/30/2014 Cost: Disclosures: \$250/hr; Maintenance: \$150/hr; Testimony: \$60/hr  
County match: \$50/hr; \$30/hr; \$12/hr
- M) Clarion Project Point of Light-Clerical of Shippenville for reimbursement for phone calls, 250 hrs of clerical support at \$10/hr.
  - o Effective: 7/1/2013-6/30/2014 Cost: \$2,500/max County match: \$500/yr max.

On a motion made by Commissioner Campbell and second by Commissioner Faller to approve all thirteen contracts for CYS as presented, the motion passed.

Roll call vote: Commissioner Brosius: yes      Commissioner Campbell: yes      Commissioner Faller: yes

6. Approval of an application to renew the state Board of Probation & Parole (PBPP) Grant-In-Aid Continuing Programs on behalf of Adult Probation Services for funds to provide additional probation and parole personnel for presentence investigations and for improved adult probation and parole supervision and programs. This grant application is part of a five-year (FY 2012-2017) Grant-In-Aid Funds and Supervision Funds Agreement with the PBPP.

o Effective 7/1/2013 to 6/30/2014      Amount requested: \$273,627

On a motion made by Commissioner Faller and second by Commissioner Campbell to approve the grant renewal application with the PBPP as presented, the motion passed.

Roll call vote: Commissioner Brosius: yes      Commissioner Campbell: yes      Commissioner Faller: yes

7. Approval of the General Fund bills dated: June 21 through July 8, 2013, totaling \$708,417.41.

On a motion made by Commissioner Faller and second by Commissioner Campbell to approve the paying of the General Fund bills as presented, the motion passed.

Roll call vote: Commissioner Brosius: yes      Commissioner Campbell: yes      Commissioner Faller: yes

Other Business:

There was no other business presented at this meeting.

Public Questions and Answer Period:

Scott Selley from the Clarion News questioned how rent at the Human Service Complex works, being that some offices in the complex are county departments. Commissioner Campbell answered that the county is eligible to charge rent on money received from the state or federal government as long as the county has debt service, such as a mortgage on the building or debt which covers maintenance and utilities. Expenses from the previous fiscal year are then divided by the square footage that each office occupies. Commissioner Brosius added that this process is used because county government can not make a profit.

Ron Wilshire from The Leader-Vindicator asked for an explanation of how this works with a third party such as SAM's. Commissioner Campbell answered that third parties must pay rent, but is not required to be housed in the county-owned building. Again the charge is to cover expenses.

Adjournment:

On a motion made by Commissioner Campbell and second by Commissioner Faller to adjourn the meeting at 9:30 a.m., the motion passed.