

Commissioner's Minutes **July 13, 2011**

Those Present:

Kay Rupert Josh Walzak Greg Faller Frank Stacy Donna Reinsel Wayne Brosius
Ryan Barrette

Roll Call:

Commissioner Cyphert – absent
Commissioner Hartle – present
Commissioner Reddinger – present

Approval of the Agenda: On a motion by Commissioner Reddinger and second by Commissioner Hartle to approve the agenda with two (2) additional items for the Probation office to be included under other business, the motion passed.

Approval of the Minutes: On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the minutes dated June 28, 2011 as presented, the motion passed.

Correspondence:

- ❖ A letter dated June 17, 2011 from the Pennsylvania Office of Child Development and Early Learning with regards to the CCIS of Clarion/Jefferson Counties confirming the Department of Public Welfare's fourth one-year grant renewal, not to exceed \$1,958,639.00. Effective date of renewal: July 1, 2011 to June 30, 2012.
- ❖ A letter dated July 7, 2011 from the Clarion County YMCA announcing the opening day of the 2011 Summer Soccer Program to be held at the Clarion County Park. Approximately 300 children are registered for the sport.
- ❖ Treasurer's Report dated June 1 through June 20, 2011. Balance as of June 30, 2011: \$5,112,008.66

Announcements:

- ❖ Friday, July 13, 2011 – 9 am Board of Inspector's Meeting, Clarion County Corrections
- ❖ Tuesday, July 19, 2011 – 9 am Work Session, Commissioner's Conference Room
- ❖ Tuesday, July 26, 2011 – 9 am Commissioners and Salary Board Meeting, Commissioner's Conference Room

Public Concerns and Comments: There were no concerns or comments at this time.

Business:

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the winning bids, the refusal to accept bids, and with a change on the re-advertisement to include the vehicle identification number (VIN#) on the advertisement, the motion passed.

1. Approval of the of bids for the six (6) surplus county vehicles; these were first approved for advertisement at the Commissioners regular business meeting on June 14, 2011 and opened on June 28, 2011.
 - A. Award the winning bids
 - 2003 Ford E-350 VIN#1FTSS34L83HB82366
 - 2006 Chevy Uplander VIN#1GBDV13L46D231553

1)2004 Ford E350 VIN#1FTSS34LX4HB53002 Min Bid:\$ 3,900	2)2003 Ford E350 VIN#1FTSS34L83HB82366 Min Bid:\$2,000	3)2004 Ford E350 VIN#1FBSS31L74HB37364 Min Bid:\$3,900	4)2004 Ford E350 VIN#1FBSS31L74HB43701 Min Bid:\$3,900	5)2006 Chevy Uplander VIN#1GBDV13L46D231553 Min Bid:\$1,500	6)2001 Ford Windstar VIN#2FTZA544X1BC13021 Min Bid:\$500
Sulli Motors 321 8th St Ambridge PA	Sulli Motors 321 8th St Ambridge PA BID AMT \$2,030	Sulli Motors 321 8th St Ambridge PA	Sulli Motors 321 8th St Ambridge PA	Sulli Motors 321 8th St Ambridge PA BID AMT \$1,560	Sulli Motors 321 8th St Ambridge PA BID AMT \$330
x	x	x	x	Asia Motors Inc 1659 W Grand Ave Chicago IL BID AMT \$2,779	x

B. Refusal to accept surplus vehicle bids

- 2001 Ford Windstar VIN#2FTZA544X1BC13021

C. Authorization to re-advertise to sell surplus vehicles. The bid packets can be picked up in the Commissioner's Office Monday - Friday, 8:30 am to 4pm. All bids due back to the office of the Chief Clerk in the Commissioner's office by 4 pm on Friday July 22, 2011.

Roll Call Vote:

Commissioner Cyphert – absent
Commissioner Hartle – yes
Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the new contract as presented, the motion passed.

2. Approval of a new contract for Clarion County Human Services with Clarion Area Agency on Aging for HSDF/Adult Services. Cost: \$500.00/month Effective July 1, 2011

Roll Call Vote:

Commissioner Cyphert – absent
Commissioner Hartle – yes
Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the new contract as presented, the motion passed.

3. Approval of a new contract with Neopost for postal services with offices as listed. Cost: \$240.69/month Effective: July 13, 2011.

- A. Register & Recorder
- B. Sheriff
- C. Prothonotary
- D. Public Defender
- E. District Attorney
- F. Courts
- G. Jury Commissioners
- H. Adult Probation
- I. Juvenile Probation

Roll Call Vote:

Commissioner Cyphert – absent
Commissioner Hartle – yes
Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the contract amendment as presented, the motion passed.

4. Approval of a contract amendment with AccuFund Software for additional users; this contract was first approved on Commissioner's regular business meeting on February 22, 2011 for 2 users. This contract amendment will include additional 8 users for a total of 10 licenses. Total cost: \$1,943.00 Effective July 13, 2011.

Discussion: Commissioner Hartle stated "This is new accounting software we are going paperless. All requisitions will be online, the Commissioners approval will be online, and a smooth transition to the Treasurer's office. We did a test run with cutting checks and it worked well.

Roll Call Vote:

Commissioner Cyphert – absent

Commissioner Hartle – yes

Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the contracts renewals presented, the motion passed.

5. Approval of contract renewals Effective: FY July 1, 2011 – June 30, 2012

A. Mental Health/Mental Retardation/Early Intervention:

- Clarion Vocation Services for Housekeeping.
Cost: \$2,151.12/yr (179.26/month) County Match \$215.11/yr
- Community Voices for IM4Q activities as per State Mandate.
Cost: \$26,810/yr Units Authorized: 52 units. Rate per survey (unit): \$503.81, Plus a one time service provide by the provider for data input at the rate of \$612.00
- Family Links for EI Waiver Special Instruction – Evaluation.
Cost: \$27.99/unit
- Linda Miller for EI Waiver Special Instruction.
Cost: \$27.99/unit
- The Guidance Center for EI Waiver:
 - Special Instruction. Cost \$27.99
 - Speech Pathology. Cost \$31.76
- Next Step Therapy for EI Waiver:
 - Occupational Therapy Cost: \$31.76
 - Physical Therapy Cost: \$31.76
 - Speech Pathology Cost: \$ 31.76
 - Special Instruction Cost: \$27.99
 - Special Instruction – Vision Cost: \$27.99
 - Nutrition Support Cost: \$27.99
- Achieva Support for EI Waiver:
 - Evaluation Occupational Therapy Cost: \$31.76
 - Evaluation Physical Therapy Cost: \$31.76
 - Evaluation Special Instruction Cost: \$27.99
 - Evaluation Speech Pathology Cost: \$31.76

B. Mental Retardation

- Western PA School for the Deaf for EI Waiver Special Instruction – Hearing
Cost:\$ 27.99
- Integrated Care Corp for EI Waiver Special Instruction
Cost: \$27.99
- Amazing Kids for EI Waiver:

- Occupational Therapy Cost: \$31.76
- Special Instruction Cost: \$27.99
- Speech Pathology Cost: \$31.76
- Physical Therapy Cost: \$31.76

Discussion: Commissioner Reddinger stated “These are standard contracts we do every year.”

Roll Call Vote:

Commissioner Cyphert – absent

Commissioner Hartle – yes

Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the contract renewal as presented, the motion passed.

6. Approval of a contract renewal for Clarion County Children and Youth Services with Pentz Run Youth Services, Inc. for group shelter. Cost: 136.60/day (same rate as prior contract). Effective: FY July 1, 2011 – June 30, 2012.

Discussion: Commissioner Hartle stated “It seems like we spend a lot of money when we are approving these contracts, but these contracts must be approved before all or any child can be placed.”

Roll Call Vote:

Commissioner Cyphert – absent

Commissioner Hartle – yes

Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the new agreement as presented, the motion passed.

7. Approval of an agreement between the County of Clarion and MV Property Care for staining to preserve life of the wood; including decks, picnic tables, rails, posts, and exposed wood at East Brady Overlook. Cost: \$1,455.00/ includes posting of “wet stain” signs, materials and labor.

Discussion: Commissioner Hartle stated “We took over East Brady Outlook a few years ago and this is important for preserving.”

Roll Call Vote:

Commissioner Cyphert – absent

Commissioner Hartle – yes

Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the grant agreement as presented, the motion passed.

8. Approval of the annual Hazardous Material Response Fund Grant agreement for the Office of Emergency Services and PEMA SFY 2011-2012. Grant Allotment: \$8,052.00 100% reimbursed Effective: July 1, 2011- June 30, 2012.

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the budget as presented, the motion passed.

9. Approval of the 2011-2012 Homeless Assistance Program (HAP) Assurance of Compliance Pre-Expenditure Budget.

Discussion: Kay Rupert stated” this did not change; it was the same as last year.”

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the reappointments as presented, the motion passed.

10. Approval of reappointment to the Clarion County Industrial Development Authority (CCIDA) for a period of three (3) years. Term to expire May 10, 2014

- A. Amy Baumcratz
- B. Eric Funk
- C. Mary Louise Logue

Discussion: Commissioner Hartle stated “these three individuals have served us tremendously in the last term.”

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the request as submitted, the motion passed.

11. Approval of a request submitted by Don Montgomery on behalf of the Ross A McGinnis VFW Post 2145 for use of Memorial Park and the gazebo on Sunday, September 11, 2011, from 3 pm to 8 pm for Patriot Day Service.

Discussion: Commissioner Hartle stated “the post has been holding the Patriot celebration for the past 5-6 years, maybe longer.”

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the general fund bill as presented, the motion passed.

12. Approval of the General Fund bills dated June 28 through July 8, 2011 Total: \$647,504.07

Roll Call Vote:

- Commissioner Cyphert – absent
- Commissioner Hartle – yes
- Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the budget transfers as presented, the motion passed.

13. Approval of Budget Transfers dated June 28 through July 8, 2011 Total: \$18,650.46

DEPARTMENT	FROM	TO	TOTAL
HUMAN RESOURCE	MEDICAL INSURANCE	MATERIALS & SUPPLIES	\$373.44
CENTRAL ACCOUNTING	SALARIES	MATERIALS & SUPPLIES	\$2,131.00
HUMAN SERVICE BUILDING	INSURANCE	MAINTENANCE	\$3,000.00
SHERIFF	TELEPHONE	CAPITAL EXPENDITURE	\$851.00
ADULT PROBATION	SEMINARS/TRAINING	DUES	\$200.00
DISTRICT COURT 18-3-01	MATERIALS & SUPPLIES	TRAVEL	\$100.00
DISTRICT COURT 18-3-02	MATERIALS & SUPPLIES	PUBLICATIONS	\$100.00
CENTRAL ACCOUNTING	CONTINGENCY RESERVE	CAPITAL EXPENDITURE	\$11,513.00
SHERIFF	TRANSPORT	TRAVEL	\$382.02
TOTAL			\$18,650.46

Roll Call Vote:

- Commissioner Cyphert – absent
- Commissioner Hartle – yes
- Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the County requisitions as presented, the motion passed.

14. Approval of County Requisitions dated June 27 through July 8, 2011 Total: \$230,229.54

DATE	REQ #	AMOUNT	DEPARTMENT	DESCRIPTION
6/27/2011	81844	\$ 488.94	Public Defender	court appt'ed atty
6/27/2011	81841	\$ 1,562.81	Public Defender	court appt'ed atty

6/27/2011	82291	\$ 36,850.77	Treasurer	hotel tax pass through
6/27/2011	82170	\$ 1,190.69	Treasurer	mdj pass through
6/27/2011	82292	\$ 5,000.00	Health Acct/Treasurer	misc ins
6/27/2011	71055	\$ 662.72	Commissioners	travel - Hartle
6/27/2011	82177	\$ 5,000.00	Prothonotary	capital expenditure
6/27/2011	82193	\$ 6,351.00	Sheriffs	records improvement/materials & supplies
6/27/2011	81738	\$ 743.60	Register & Recorder	materials & supplies
6/28/2011	82297	\$ 359.94	Human Resouce	materials & supplies
6/28/2011	77227	\$ 1,341.12	Aging	supplies
6/28/2011	77230	\$ 984.50	Aging	office equip
6/28/2011	77216	\$ 17,030.88	Aging	supplies
6/28/2011	77231	\$ 567.49	Aging	office equip
6/28/2011	77234	\$ 4,100.00	Aging	volunteer materials
6/28/2011	77240	\$ 500.00	Aging	volunteer materials
6/28/2011	77239	\$ 1,456.00	Aging	volunteer materials
6/28/2011	77238	\$ 10,000.00	Aging	volunteer materials
6/28/2011	77237	\$ 1,936.00	Aging	volunteer materials
6/28/2011	77232	\$ 7,087.02	Aging	volunteer materials
6/28/2011	77232	\$ 7,087.02	Aging	computer equip
6/28/2011	77235	\$ 949.00	Aging	adrc
6/28/2011	77236	\$ 636.00	Aging	adrc
6/28/2011	77241	\$ 2,612.57	Aging	adrc
6/29/2011	81930	\$ 6,613.74	Wireless E911	wireless e911
6/29/2011	81783	\$ 463.65	MH Admin	supplies
6/29/2011	81784	\$ 1,270.75	MH Admin	office equip
6/30/2011	75901	\$ 14,700.00	Children & Youth	subsidies
6/30/2011	75897	\$ 450.00	Children & Youth	guardianship
6/30/2011	75898	\$ 408.10	Children & Youth	supplies
6/30/2011	75902	\$ 315.00	Children & Youth	subsidies
6/30/2011	82159	\$ 394.00	Co Corrections	medical
6/30/2011	82158	\$ 820.80	Co Corrections	medical
6/30/2011	82155	\$ 3,227.45	Co Corrections	food
6/30/2011	82163	\$ 4,444.15	Co Corrections	maint & repairs
6/30/2011	81891	\$ 715.00	Court	pt court reporter
6/30/2011	81890	\$ 800.00	Court	mediation
6/30/2011	81926	\$ 3,340.00	Communications 911	cap outlay
6/30/2011	81927	\$ 3,700.00	Communications 911	cont maint
6/30/2011	82438	\$ 496.50	Park	materials & supplies
6/30/2011	71556	\$ 765.00	Adult Prob	treatment court
6/30/2011	71564	\$ 737.00	Adult Prob	treatment court
6/30/2011	71561	\$ 1,366.76	Adult Prob	treatment court
6/30/2011	71565	\$ 1,812.00	Adult Prob	treatment court
6/30/2011	71570	\$ 4,800.00	Adult Prob	treatment court
7/1/2011	77242	\$ 708.00	Aging	volunteer materials
7/1/2011	77243	\$ 300.00	Aging	peer
7/1/2011	77244	\$ 1,067.00	Aging	peer
7/1/2011	75910	\$ 2,221.02	CYS	vehicle maint
7/1/2011	75909	\$ 1,155.01	CYS	vehicle maint
7/1/2011	75908	\$ 450.00	CYS	guardianship
7/1/2011	75907	\$ 843.00	CYS	personal care cost
7/1/2011	81788	\$ 493.00	Admin	admin

7/1/2011	81787	\$ 1,259.00	Admin	admin
7/1/2011	81786	\$ 1,435.20	Admin	admin
7/5/2011	82121	\$ 3,299.00	Miscellaneous	facility improvement
7/5/2011	82112	\$ 16,250.00	Miscellaneous	economic development
7/5/2011	82294	\$ 456.79	Jury	jury pay
7/5/2011	82194	\$ 1,120.94	Sheriffs	various
7/7/2011	81934	\$ 2,338.20	Miscellaneous	911 surcharge
7/7/2011	81933	\$ 2,857.80	Miscellaneous	wireless e911
7/7/2011	82199	\$ 390.77	Sheriffs	travel
7/8/2011	82412	\$ 919.01	Sheriffs	various
7/8/2011	82451	\$ 3,739.07	Accounting	payroll charges
7/8/2011	81936	\$ 1,567.64	Communications 911	tower rent
7/8/2011	82165	\$ 2,057.16	CC Corrections	food
7/8/2011	82450	\$ 957.50	County Park	helen furnace mowing
7/8/2011	81943	\$ 2,047.93	Communications 911	cont maint
7/8/2011	70978	\$ 424.00	DJ 18 3 01	materials & supplies
7/8/2011	71096	\$ 1,500.00	DJ 18 3 02	postage
7/8/2011	82331	\$ 1,225.00	Courts	p/t court reporter
7/8/2011	82125	\$ 3,009.53	Miscellaneous	solicitor
7/8/2011	82123	\$ 10,000.00	Miscellaneous	clarion conservation
TOTAL		\$ 230,229.54		

Roll Call Vote:

Commissioner Cyphert – absent
Commissioner Hartle – yes
Commissioner Reddinger – yes

Other Business:

Two items were added for other business at this time.

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the grant agreement as presented, the motion passed.

1. Approval to submit for a Grant in Aide for the Office of Probation from Pennsylvania Commission on Crime and Delinquency. Including a reimbursement from the state for staff, including a difference of percentage for roles and reimbursement for equipment and items of supplies. Award amount \$140,762.00. Term: July 1, 2011 to June 30, 2012.

Roll Call Vote:

Commissioner Cyphert – absent
Commissioner Hartle – yes
Commissioner Reddinger – yes

On a motion made by Commissioner Reddinger and second by Commissioner Hartle to approve the financial statement as presented, the motion passed.

2. Approval of the financial statement to be submitted to for Probation FY 2010-2011.

Discussion: At the end of each Fiscal Year (FY) Probation Office is required to submit the financial statement.

Questions and Answer Period: There were no questions at this time

Adjournment: On a motion made by Commissioner Reddinger and second by Commissioner Hartle to adjourn at 9:17, the motion passed.