

**Clarion County Board of Commissioners**  
**Meeting Minutes**  
**July 14<sup>th</sup>, 2020**

**Those attending:** Mindy Frampton, Taylor Kriebel, Tim Cochran, Treasurer McConnell, Kristi Amato; Jillian Stephens, Randy Bartley (press), Evanne Gareis (press), Ron Wilshire (press)

**Call to Order:** Commissioner Brosius called the meeting to order at 10:06 am.

**Roll Call:** Commissioner Brosius- Present; Commissioner Tharan- Present; Commissioner Heasley- Present

**Approval of the Agenda:** On a motion made by Commissioner Heasley and second by Commissioner Tharan to approve the agenda after removing #11 (repository bid) off, the motion passed without opposition.

**Approval of the Minutes dated June 23<sup>rd</sup>, 2020:**

On a motion made by Commissioner Heasley and second by Commissioner Tharan to approve the minutes from the 6/23/2020 meeting as presented; the motion passed without opposition.

**Correspondence**

- Treasurer's Report

**Announcements**

- Work Session on Tuesday, July 21st, 2020 at 9AM in the Admin conference room.
- Commissioner/Salary/Retirement Board meeting on Tuesday, July 28th, 2020 at 10 AM in the Admin conference room.
- Shannon Wygant is resigning from Domestic Relations effective 7/10/2020.
- Teddy Theiss in the Sheriff's Office is due a rate increase since he's completed 800 hours out of his probationary period. Salary: \$12.50/hour. Effective Date: 6/11/2020.
- Sheryl Whitton in the Sheriff's Office is due a longevity increase to salary after 5 years per Union contract. Salary: \$14.44/hour. Effective Date: 6/11/2020.
- Judge Seidle-Patton is hiring Miranda Stiglitz into the vacant position of Confidential Secretary. Full time, non-exempt, 40 hours/week. Salary: \$13.59/hour. Effective Date: 7/9/2020.

**Public Concerns and Comments:** (One person per issue or concern; three-minute limit per person.)

**Business:**

1. Proclamation – Branden D. Rankin has achieved the rank of Eagle Scout



On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the Proclamation, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

2. Contract on behalf of CY5 with Mid Atlantic Youth Services Corp. for secure residential services. Term: 7/1/2020 – 6/30/2021. Cost: \$326.50 + \$30 (temporary enhanced rate) = \$356.50/day, county match 40%.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the contract on behalf of CY5 with Mid Atlantic Youth Services Corp., the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

3. Contract renewal on behalf of CY5 with Keystone Adolescent Center for foster care and community residential placements. Term: 7/1/2020 – 6/30/2021. Cost: \$78 - \$296/day, county match 10% - 20%.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the contract renewal on behalf of CY5 with Keystone Adolescent Center, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

4. Contract renewal on behalf of CY5 with Alternative Living Solutions for transitional living services. Term: 7/1/2020 – 6/30/2021. Cost: \$197.95/day, county match 20%.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the contract renewal on behalf of CY5 with Alternative Living Solutions, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

5. Multiple contracts on behalf of CYS for Child Advocates. Term: 7/1/2020 – 6/30/2021. Cost: \$150 hearing fee and bill rate of \$75/hour excess of 2 hours, county match 50%.
  - a. Cassandra Munsee
  - b. Gina Bianco
  - c. Zachary Shekell
  - d. Danielle Melillo

On a motion made by Commissioner Heasley and seconded by Commissioner Tharan to approve contracts A-D on behalf of CYS for Child Advocates, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

6. Contract renewal on behalf of CYS with Pentz Run Youth Services for community residential services for dependent and delinquent youth. Term: 7/1/2020-6/30/2021. Cost: \$121.86 - \$159.00/day, county match 20%.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve contract renewal on behalf of CYS with Pentz Run Youth Services, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

7. Lease on behalf of CYS with Joe B. Ferguson and Bonnie J. Ferguson for transitional housing and related supportive services to eligible Clarion County residents and job training program for IL youth. Term: 7/1/2020 – 6/30/2023. Cost: \$1500/month plus \$500/month for renovations. County Match: 13.46%.

On a motion made by Commissioner Heasley and seconded by Commissioner Tharan to approve the lease on behalf of CYS with Joe B. Ferguson and Bonnie J. Ferguson the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

8. Master Service Agreement with Stantec Architecture and Engineering LLC and Affiliates for design services to which will be set forth in individual Task Orders. Effective July 1<sup>st</sup>, 2020.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the Master Service Agreement with Stantec Architecture and Engineering LLC and Affiliates pending legal review, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

9. Master Service Agreement, Task Order 01 with Stantec Architecture and Engineering LLC and Affiliates for design services to clad the exterior walls of the Clarion County Probation/District Magistrate's office building located at 22 N 6<sup>th</sup> Ave., Clarion, PA. Effective July 1<sup>st</sup>, 2020. Cost: \$9,800.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the Master Service Agreement, Task Order 01 pending the Stan Master Service Agreement from item #8 is approved by the solicitor, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

10. Hunting License Issuing Agent Agreement with the PA Game Commission for the issuance of hunting and furtaker licenses and other essential related functions through the PA Automated Licensing System (PALS).

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the Hunting License Issuing Agent Agreement, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

11. Bid on the repository list for a trailer in Knox Borough. Bid amount: \$936.00.

\*During the approval of the agenda, this item was removed.

12. Hiring of Maher Duessel for guidance of the administration of the DCED COVID-19 Relief Block Grant.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the hiring of Maher Duessel for guidance with the DCED COVID-19 Relief block Grant, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

13. Request from resident in New Bethlehem Borough to be exempt from 2020 per capita tax.

On a motion made by Commissioner Heasley and seconded by Commissioner Tharan to approve the request to be exempt from 2020 per capita tax, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

14. Assessment. Promotion. Zach Stiglitz to be promoted from the position of Assessment Assistant to the position of Director of Assessment. Full time, exempt, 35 hours/week. Salary: \$36,000 with \$1,500 increase upon award of CPE. Effective Date: 7/14/2020.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the promotion, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

15. 911. New Hire. Caitlin Schill to fill the vacant position of Full Time Dispatcher Trainee. Full time, non-exempt, 36/48 hours/week. Salary: \$12.00/hour. Effective Date: 7/22/2020.

On a motion made by Commissioner Heasley and seconded by Commissioner Tharan to approve the new hire, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

16. Park. New Hire. Jeff Carbaugh to fill the vacant position of Maintenance/Laborer. Seasonal, part time, non-exempt. Salary: \$9.43/hour. Effective Date: 7/8/2020.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the new hire, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

17. Park. New Hire. Joseph Gilmore to fill the vacant position of Maintenance/Laborer. Seasonal, part time, non-exempt. Salary: \$9.43/hour. Effective Date: 7/8/2020.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve new hire, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

18. Maintenance. New Hire. Ethan McFadden to fill the vacant position of PT Maintenance Helper. Part time, non-exempt, no more than 29 hours/week. Salary: \$7.25/hour. Effective Date: 6/30/2020.

On a motion made by Commissioner Heasley and seconded by Commissioner Tharan to approve the new hire; the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

19. CYS. Transfer. Shannon Kumer to be transferred to the vacant position of Caseworker 2 – Independent Living. Full time, non-exempt, 40 hours/week. Salary: \$33,300.80. Effective Date: 8/31/2020.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the transfer, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

20. CYS. New Hire. Michol Zahoran to fill the vacant position of Caseworker 2- Independent Living, pending approval from the Office of Administration. Full time, non-exempt, 40 hours/week. Complement #80004476. Salary: \$30,125. Effective Date: 7/27/2020.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the new hire the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

21. Public Safety. Reposition Brett Whitling into the vacant position of Planner. Full time, non-exempt, 35 hours/week. Salary: \$31,623.96. Effective Date: 7/15/2020.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the reposition, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

22. Public Safety. New Hire. Becca Delair to fill the vacant position of Operations and Training Manager. Full time, non-exempt, 35 hours/week. Salary: \$28,000. Effective Date: 7/15/2020.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the new hire, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

23. IT. New Hire. Logan George to fill the vacant position of Management Information Technology Specialist. Full time, non-exempt, 37.5 hours/week. Salary: \$29,000. Effective Date: 8/3/2020.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the new hire, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

24. Resignation of Charity Rittmeyer (Assessment) effective 7/10/2020, Nathan McDonough (Corrections) effective 7/1/2020, Tanner Harris (GIS) effective 7/24/2020, and Hailey Shawgo (Corrections) effective 6/26/2020.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the resignations, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

25. Corrections. New Hire. Dawson Delp to fill the vacant position of Part Time Corrections Officer. Part time, non-exempt, no more than 29 hours/week. Salary: \$12.00/hour. Effective Date: 7/20/2020.

On a motion made by Commissioner Tharan and seconded by Commissioner Heasley to approve the new hire, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

26. Approval of the county expenditures bills:

a. General Fund, dated from June 19 to July 10, 2020	Total: \$1,320,982.38
b. Human Services, dated from June 19 July 10, 2020	Total: \$356,819.52
c. 9-1-1 Checking, dated from June 19 to July 10, 2020	Total: \$10,760.60
d. Transportation, dated from June 19 to July 10, 2020	Total: \$46,696.15
e. Misc, dated June 19 to July 10, 2020	Total: \$78,740.49

On a motion made by Commissioner Heasley and seconded by Commissioner Tharan to approve the county expenditures, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

27. Corrections to bills approved at 6/23/2020 Commissioners Meeting

- a. General fund dated June 6 – June 18 was \$503,491.30 should be \$503,076.30 (voided check of \$415.00 was included)
- b. HS dated June 6 – June 18 was \$233,757.74, should be \$233,454.29 (voided check of \$303.45 was included)

On a motion made by Commissioner Heasley and seconded by Commissioner Tharan to approve the corrections, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

28. Transfer from June 19 – July 10, 2020. Assessment: \$800 from Materials and Supplies to Computer Maintenance.

On a motion made by Commissioner Heasley and seconded by Commissioner Tharan to approve the transfer, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

**Other Business:**

Foxburg Borough is requesting to change their previously approved County Liquid Fuels Aid Project from a single seal coat to a double seat coat for their Railroad Street project. No change in the amount of the award given, remains \$7,000.

On a motion made by Commissioner Heasley and a second by Commissioner Tharan to allow Foxburg to change their project from single seal coat to double, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

Request to extend the time deadline of Clarion County FFY 2016 CDBG Program – Contract # C000066486 from July 12, 2020 to December 31, 2020. Also a request to extend the time deadline of Clarion Borough FFY 2015 CDBG Program – Contract # C000063294 / FFY 2016 CDBG Program – Contract # C000066486 from August 31, 2020 / July 12, 2020 to December 31, 2020.

On a motion made by Commissioner Tharan and a second by Commissioner Heasley to extend the time dead lines of these CDBG contracts, the motion passed.

**Roll Call:** Commissioner Brosius-yes; Commissioner Tharan-yes; Commissioner Heasley-yes

**Department Head Questions or Comments: n/a**

**Public Questions and Answer Period:**

Randy Bartley: “How are you going to spend the COVID money?”

Commissioner Brosius answered they were still working on it.

Randy Bartley: “Do you have any plans, since new information came out about small business loans, to do anything like that?”

Commissioner Tharan answered they hired Maher Duessel to help with guidance on that.

Randy Bartley: “Obviously you made a major investment in broadband, are there any other broadband projects that would be eligible for COVID relief funds?”

Commissioner Heasley answered possibly.

Randy Bartley: “Is it safe to say there are a lot of gray areas in this grant?”

Commissioner Brosius answered yes.

Randy Bartley: “When you applied for the grant, what areas did you identify?”

Commissioner Tharan answered broadband, fire departments and ambulances, emergency services, PPE storage, 911.

Randy Bartley: “Some of these changes, like the possibility that some of these non-profit fire departments would be able to recoup some of the money they lost during the shut down, how are you going to get word out to these entities?”

Commissioner Tharan answered they first need to come up with an application process that includes population, who gets called out to I-80, and more, then a letter would be sent out to each fire department.

Randy Bartley: “You’re facing kind of a short deadline, there was a lot of talk about extending that deadline, have you heard anything on that?”

Commissioner Tharan answered they are facing a very short deadline, but hears at least for now that the payment deadline will likely be moved to March.

Randy Bartley: “Any litigation update?”

Commissioner Tharan answered the Democratic party filed suit in counter of the Donald J. Trump for President suit, so they need to see how that all shakes out.

Randy Bartley: “Have you guys had any input in the litigation?”

Commissioner Brosius answered that the solicitors are handling it, CCAP will not cover it. A lot of our procedures are not applicable to the complaints of the suit.

Ron Wilshire: “What’s the status on the ADA playground at the County park?”

Commissioner Tharan answered they’re still working on it, and they have a 4 year time line to complete it so they’re working with engineers and everyone to get started.

Ron Wilshire: “At the meeting yesterday, there was a lot of talk of the Domestic Relations Incentive fund, can you tell us more about that fund?”

Commissioner Tharan answered they use it currently for security and for a portion of the secretaries’ salaries.

Randy Bartley: “I learned more about what the county is doing for broadband improvement and extension, I know the one in Leeper is being put up, what else are you doing?”

Commissioner Tharan answered they’re working on towers in East Brady, Knox Rimersburg, and New Bethlehem, but they need providers to come in on our towers then.

Ron Wilshire: “On the master service agreement with Stantec there’s a project for the goodwill building, is the plan still for maintenance to do those renovations?”

Commissioner Tharan answered maybe, but most likely they will be bid out.

Evanne Gareis: “Stantec just designs, they don’t do the construction?”

Commissioner Tharan answered yes.

**Adjournment:** On a motion made by Commissioner Heasley and second by Commissioner Brosius to adjourn the meeting at 10:54 a.m., the motion passed without opposition.

Clarion County Board of Commissioners

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Wayne R. Brosius, Chair

ATTEST:

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Theodore W. Tharan

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Taylor Kriebel, Chief Clerk

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C. Edward Heasley