

**COMMISSIONERS' MEETING  
MINUTES**

**06/29/16**

The June 29, 2016 York County Board of Commissioners Meeting was held at the York County Administrative Center, 28 E. Market Street, York, PA 17401.

**1. CALL TO ORDER**

President Commissioner Susan Byrnes called the meeting to order at 10:00 a.m., with Vice President Commissioner Doug Hoke, Commissioner Christopher Reilly, Administrator Mark Derr, Chief Clerk Sherry Baer, Solicitor Glenn Smith and Controller Robb Green present.

**A. Opening Ceremony**

Area Agency on Aging Director Mark Shea led the Pledge of Allegiance.

Sharon Gardner of the Baha`i faith gave the invocation.

Commissioner Byrnes noted that County flags were flying at half-staff in honor of the late Louis J. Appell, Jr., who passed away on June 27, 2016.

**2. APPROVAL OF MINUTES**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the minutes from the June 22, 2016 Commissioners' Meeting as submitted.

**3. PERIOD OF PUBLIC COMMENT**

No public comments were received.

**4. APPOINTMENTS**

**A. York County Area Agency on Aging Advisory Council**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to appoint the following individuals to the York County Area Agency on Aging Advisory Council for three-year terms, effective July 1, 2016 through June 30, 2019:

Dr. Robert Fawcett, York City  
Carol Lyons, Springettsbury Township

**5. RE-SOLICIT BIDS**

**A. Liquid Oxygen, and Rental of Oxygen Concentrators, Liquid Oxygen Base Units and Liquid Oxygen Portable Units**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to authorize the Purchasing department to Re-Solicit Bids, on behalf of the York County Pleasant Acres Nursing and Rehabilitation Center (PAN&RC), for “Liquid Oxygen, and Rental of Oxygen Concentrators, Liquid Oxygen Base Units and Liquid Oxygen Portable Units”, for the period of August 1, 2016 through July 31, 2017, with the option to renew for one (1) additional year, due to only receiving one (1) response to the original solicitation with unacceptable costs associated with the bid.

**6. PURCHASES**

**A. Whitmoyer Auto Group, Mount Joy, PA**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a Purchase between the County of York, on behalf of the York County Fleet department, and Whitmoyer Auto Group, Mount Joy, PA, for one (1) 2017 Ford Explorer (XLT 4WD), for the Department of Emergency Services, at a cost of \$34,700.00 under a PA COSTARS contract.

**B. The HON Company, Muscatine, IO**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a Purchase between the County of York, on behalf of the York/Adams Drug & Alcohol department, and **The HON Company, Muscatine, IO**, through Phillips Office Solutions, for additional and replacement office furniture at a total cost of \$15,934.56, to be funded with Drug & Alcohol Commission State Base funds.

**C. CDW Government, LLC, Chicago, IL**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a Purchase between the County of York, on behalf of the York County Information Services department, and CDW Government, LLC, Chicago, IL, for seventy-seven (77) Microsoft Surface tablets at a cost of \$1,342.00 per tablet (total \$103,334.00), and associated equipment and warranties at a cost of \$43,742.91, for a total cost of \$147,076.91, for the following County departments:

<u>Department</u>	<u>Qty</u>	<u>Amount</u>	<u>Funding</u>
Drug & Alcohol	14	\$ 33,181.62	State
Probation	8	\$ 14,334.64	Block Grant
Children, Youth & Families	55	<u>\$ 99,560.65</u>	IT Grant
		\$147,076.91	

**D. CDW Government, LLC, Chicago, IL**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a Purchase between the County of York, on behalf of the York County Information Services department, and CDW Government, LLC, Chicago, IL, for software licensing of various Microsoft products, for a total cost of \$95,740.11.

**E. CDW Government, LLC, Chicago, IL**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a Purchase between the County of York, on behalf of the York County Information Services department, and CDW Government, LLC, Chicago, IL, for software licensing of various Microsoft products for the following County departments, for a total cost of \$314,451.28, for the period of July 1, 2016 through June 30, 2017:

<u>Department</u>	<u>Amount</u>
Clerk of Courts	\$ 136.15
Probation	\$ 15,441.29
Information Services	\$298,873.84
	\$314,451.28

**7. STATEMENT OF WORK**

**A. Software House International, Corp., Somerset, NJ**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a Statement of Work between the County of York, on behalf of the York County Information Services department, and Software House International, Corp., Somerset, NJ, to provide Consulting services for the deployment of laptop and tablet encryption technology, at no cost to the County, as part of the Microsoft Enterprise Licensing agreement.

**8. CONTRACT AGREEMENTS**

**A. Maintenance Management, Inc., York, PA**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a Service Contract Agreement between the County of York, on behalf of the York County Parks department, and Maintenance Management, Inc., York, PA, to provide Janitorial services for Nixon County Park Nature Center at a cost of \$252.00 per week, for a total cost of \$13,104.00, for the period of July 5, 2016 through July 4, 2017.

**B. Pennsylvania Manufacturers' Association Insurance Company and Manufacturers Alliance Insurance Company, Blue Bell, PA**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a Contract Termination Agreement between the County of York, on behalf of the York County Human Resources department, and Pennsylvania Manufacturers' Association Insurance Company and Manufacturers Alliance Insurance Company, Blue Bell, PA, to terminate any future Deductible Reimbursement and Retrospectively Rated policy obligations for Workers' Compensation and Employers Liability insurance coverage for the policies identified on Schedule 1 attached to the agreement, at a cost of \$486,306.00, effective June 30, 2016.

**C. Collens-Wagner Agency, Inc., York, PA**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a Contract Agreement between the County of York, on behalf of the York County Human Resources department, and Collens-Wagner Agency, Inc., York, PA, for General Liability, Law Enforcement, Crime Liability, Public Officials, Auto Liability, Auto Physical Damage, Employment Liability and Property insurance coverage and Claims Processing services, through the following providers, at a cost of \$502,846.00, for the period of June 30, 2016 through June 30, 2017:

<u>Provider</u>	<u>Service</u>	<u>Amount</u>
Inservco Insurance Services, Inc.	Claims Processing	\$ 14,260.00
Travelers Insurance	Insurance Coverage	\$230,609.00
OneBeacon Insurance Group, LLC	Insurance Coverage	<u>\$257,977.00</u>
		\$502,846.00

**D. Metro Technology Services, Inc., Wayne, PA**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a Contract Agreement Renewal between the County of York, on behalf of the York County District Attorney's Office, and Metro Technology Services, Inc., Wayne, PA, for (Alert/Care) software licensing and maintenance at a cost of \$4,679.00, for the period of August 1, 2016 through July 31, 2017.

**9. GRANT APPLICATION**

**A. Pennsylvania Emergency Management Agency (PEMA), Harrisburg, PA**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve the submission of a Grant Application, on behalf of the York County Office of Emergency Management, to the Pennsylvania Emergency Management Agency (PEMA), Harrisburg, PA, to provide financial assistance for the Local Emergency Planning Committee (LEPC), and for emergency response equipment and training needs through the Hazardous Material Response Fund (HMRF) grant, for the 2016-2017 state fiscal year.

## 10. HUMAN SERVICES

### A. 2016-2020 York County Area Agency on Aging Plan – York County Area Agency on Aging

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the submission of the 2016-2020 York County Area Agency on Aging Plan, on behalf of the York County Area Agency on Aging, to the Pennsylvania Department of Aging, Harrisburg, PA, for the period of July 1, 2016 through June 30, 2020.

### B. Contract Agreement Renewals – York County Area Agency on Aging

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve Contract Agreement Renewals between the County of York, on behalf of the York County Area Agency on Aging, and the following agency-funded service providers to provide In-Home Care services at the costs indicated, for a total cost of \$863,960.20, for the period of July 1, 2016 through June 30, 2017:

<u>Provider</u>	<u>Amount</u>
Addus Health Care, York, PA	\$ 77,587.34
Caring Matters, Lancaster, PA	\$119,886.49
ComForcare Senior Services of York, York, PA	\$119,592.04
Home Helpers and Direct Link of York County, Red Lion, PA	\$197,033.89
Keystone In-Home Care, Inc., Lancaster, PA	\$ 74,752.01
MedStaffers, Carlisle, PA	\$169,399.71
Right at Home of Southern Pennsylvania, York, PA	\$ 47,162.51
Spiritrust Lutheran Home Care & Hospice, Chambersburg, PA	\$ 10,825.28
VNA of Hanover and Spring Grove, Hanover, PA	<u>\$ 47,720.93</u>
	\$863,960.20

### C. Contract Agreement Renewals – York County Area Agency on Aging

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Contract Agreement Renewals between the County of York, on behalf of the York County Area Agency on Aging, and the following agency-funded service providers to provide the following services at the costs indicated, for a total cost of \$2,018,195.00, for the period of July 1, 2016 through June 30, 2017:

<u>Provider</u>	<u>Service</u>	<u>Amount</u>
Golden Visions Adult Day Services, Hanover, PA	Adult Day Care	\$ 42,399.00
Messiah Lifeways Adult Day Services, Mechanicsburg, PA	Adult Day Care	\$ 15,499.00
SeniorLIFE York, York, PA	Adult Day Care	\$ 30,012.00
Servants, Inc., Red Lion, PA	Environmental Modifications	\$ 75,000.00
Emerald Guardian Services, LLC, York, PA	Guardianship/Rep. Payee	\$ 2,500.00
Neighborhood Services, Lancaster, PA	Guardianship/Rep. Payee	\$ 17,526.00
Lifeline Systems Company, Framingham, MA	Life Line	\$ 90,397.00
Rabbitransit, York, PA	Transportation	\$ 92,122.00
Mid-Penn Legal Services, Harrisburg, PA	Legal	\$ 2,500.00
Nutrition, Inc., York, PA	Nutrition	<u>\$1,650,240.00</u>
		\$2,018,195.00

**D. Letters of Agreement – York County Area Agency on Aging**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve Letters of Agreement between the County of York, on behalf of the York County Area Agency on Aging, and the following agency-funded service providers to provide the following services at the rates indicated, for the period of July 1, 2016 through June 30, 2017:

<u>Provider</u>	<u>Service</u>	<u>Hourly Rate</u>
Polly M. Rost, York, PA	Psychologist Consultant	\$70.00
Jean A. Gabsewics, York, PA	Dietary Consultant	\$60.00
Scott A. Beaverson, York, PA	Attorney Consultant	\$84.07
	Paralegal	\$52.54
Martin Miller, York, PA	Attorney Consultant	\$84.07
	Paralegal	\$52.54

**E. Purchase of Service Agreement Amendment – York County Office of Children, Youth & Families**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a Purchase of Service Agreement Amendment between the County of York, on behalf of the York County Office of Children, Youth & Families, and Valley Youth House Communities, Inc., Allentown, PA, to reflect the addition of Case Management/Life Skills Program Services for Independent Living Youth (option 17) at a rate of \$90.00 per hour, with no other changes being made to the original agreement, for the period of July 1, 2015 through June 30, 2016.

**F. Service Provider Contract Agreement Renewal – York County Office of Children, Youth & Families**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a Service Provider Contract Agreement Renewal between the County of York, on behalf of the York County Office of Children, Youth & Families, and Lancaster County Youth Intervention Center, Lancaster, PA, to provide the following services at the rates indicated, for the period of July 1, 2016 through June 30, 2017:

<u>Program Name</u>	<u>Cost</u>	<u>Opt</u>
Juvenile Detention	\$299.37/diem	01
Staff Secure Shelter	\$182.63/diem	02
Constant Watch Detention- Detention/Add On	\$75.00/diem	11
Constant Watch Shelter- Shelter/Add On	\$75.00/diem	12

## 11. BUDGET LINE ITEM ADJUSTMENTS

### A. 2016 Budget Line Item Adjustments

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve 2016 Budget Line Item Adjustments, as submitted by the Controller's Office, for the week of June 29, 2016.

Budget Adjustments 2016				
Department Name	Department Number	Account Description	Account Number	Amount Change
Vererans Affairs	010603	Office Equipment	5600500	3,500
Vererans Affairs	010603	Burial Expense	5200288	(3,500)
Transfers	017400	911	5200467	10,000
Operating Reserve	018905	Capital Reserve	5210465	(10,000)
911	080603	Maintenance & Repairs	5200241	10,000
911	08	General Fund Subsidy	4800992	(10,000)
Judicial Center - Maintenance	010104	Major Equipment	5900702	9,868
Operating Reserve	018905	Capital Reserve	5210465	(9,868)
Fleet	013605	Major Equipment	5900702	20,005
Operating Reserve	018905	Vehicle Reserve	5210456	(20,005)
Fleet	013605	Major Equipment	5900702	39,396
Operating Reserve	018905	Vehicle Reserve	5210456	(39,396)
Parks	013607	Major Equipment	5900702	525
Operating Reserve	018905	Vehicle Reserve	5210456	(525)
Solicitor	010102	Transcripts	5200332	5,000
Solicitor	010102	Professional Services	5200240	(5,000)
Sheriff	011251	Advertising	5200201	100
Sheriff	011251	Tools & Equipment	5600513	(100)
Sheriff	011251	Major Equipment	5900702	58,262
Operating Reserve	018905	Vehicle Reserve	5210456	(58,262)
Prison	012309	Advertising	5200201	517
Prison	012309	Professional Services	5200240	(517)

## 12. TAX REFUND REGISTER

### A. Tax Refund Register 2016-20

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2016-20 authorizing payment of York County real estate tax refunds totaling \$655.92.

## 13. CHECK REGISTER

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the Check Register for the week of June 29, 2016 totaling \$6,139,063.22.

### Weekly Disbursement Totals for June 29, 2016

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	1,971,187.36
01	Payroll	6,101.14
01	Ag Land Preservation	
01	Escrow	
01	FEMA Disaster Grant	
01	Marcellus Shale	
01	York Co Agriculture Society Sinking Fund	
02	York County Nursing Home	65,153.24
03	Unclaimed Money	
04	Donations	4,838.55
05	Controlled Substance	6,319.77
06	Human Services	142,124.49
07	Children & Youth	943,679.88
08	911	45,377.31
08	911 Act 12	
10	Liquid Fuels	463.98
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	
25	Aging	300,850.47
28	MH-IDD	253,024.83
30/31	York/Adams HealthChoices	10,289.03
30	York Reinvestment	2,000.00
31	Adams Reinvestment	1,557.00
35	Domestic Relations	157,666.68
36	Earn-It	
40	Weatherization Liheap	4,572.81
45	Block Grant	4,585.69
46	Affordable Housing	21,411.70
47	Revolving Fund	125.00

48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	30,314.14
51	Weatherization Doe	9,043.18
72	Tax Claim	
75	Retirement	1,376,824.06
82	2015 PLGIT GOB Fund	
84	911 Capital Projects Fund	681,835.69
85	P/A Capital Projects Fund	
90	Drug & Alcohol	99,717.22
	Total	<u><u>6,139,063.22</u></u>

**14. REPORT OF EXECUTIVE SESSIONS**

Commissioner Byrnes reported there were no Executive Sessions held since the last Commissioners' Meeting.

**15. SOLICITOR'S REPORT**

Solicitor Glenn Smith submitted his written report for the Board's review.

**16. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS**

Commissioner Byrnes announced that the County will be closed for business on Monday, July 4<sup>th</sup>, in observance of Independence Day.

**17. ADJOURNMENT**

There being no further business to come before the Board at this time, Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to adjourn the meeting at 10:23 a.m.

Respectfully submitted,

Sherry L. Baer  
Chief Clerk/Office Manager