

**COMMISSIONERS' MEETING  
MINUTES**

**12/21/16**

The December 21, 2016 York County Board of Commissioners Meeting was held at the York County Administrative Center, 28 E. Market Street, 2<sup>nd</sup> Floor, York, PA, 17401.

**1. CALL TO ORDER**

President Commissioner Susan Byrnes called the meeting to order at 10:02 a.m., with Vice President Commissioner Doug Hoke, Commissioner Christopher Reilly, Administrator Mark Derr, Chief Clerk Sherry Baer, Solicitor Glenn Smith, Controller Robb Green and Treasurer Barbara Bair present.

**A. Opening Ceremony**

Veteran Harold E. Redding led the Pledge of Allegiance.

Sharon Gardner, Member of the Baha'i Faith, gave the Invocation.

**2. PERIOD OF PUBLIC COMMENT**

No public comments were received.

**3. CONSENT AGENDA**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the Consent Agenda, items A through E, as listed below:

A. Minutes from the December 14 and 19, 2016 Commissioners' Meetings as submitted.

B. Service Provider Contract Agreements between the County of York, on behalf of the York County Office of Children, Youth & Families, and the following service providers at the rates indicated, for the period of July 1, 2016 through June 30, 2017:

<u>Provider</u>	<u>Location</u>	<u>Program Name</u>	<u>Cost</u>
Bell Socialization Services, Inc.	259-261 E Philadelphia St. York, PA 17403	Bell Possibilities Program CSL	\$9746.10/Month
Bell Socialization Services, Inc.	852 East Market Street York, PA 17403	Bell Next Step Program Counseling	\$1436.25/Month
Bethany Home, Inc.	1863 Bethany Road Womelsdorf, PA 19567	Trauma-Informed Residential Community Residential Services	\$230.00/Diem
Bethany Home, Inc.	1863 Bethany Road Womelsdorf, PA 19567	Trauma-Informed Shelter Shelter Care	\$220.00/Diem
Chester County Youth Center	505 S. Wasaset Road West Chester, PA 19380	Chester Co. Youth Center Secure Detention-Secure Care	\$270.00/Diem
Chester County Youth Center	505 S. Wasaset Road West Chester, PA 19380	Chester Co. Youth Center Shelter Care	\$180.00/Diem
Rite of Passage, Inc.	999 Crouse Mill Road Keymar, MD 21757	Silver Oak Academy Residential Services	\$202.00/Diem
The Children's Guild	4808 Harford Road Baltimore, MD 21214	Guild Academy Community Residential Services	\$342.46/Diem

- C. Letter of Agreement and HIPAA Business Associate Agreement between the County of York, on behalf of the York County Office of Children, Youth & Families, and Pediatric Services of America, Inc., dba PSA Healthcare, Harrisburg, PA, to provide Medical Assessment and Staff Consultation services for children and youth at a rate of \$42.00 per hour up to 40 hours, and \$50.00 per hour thereafter, for the period of January 1, 2017 through June 30, 2017.
- D. Subsidized Adoption Assistance Agreements between the County of York, on behalf of York County Office of Children, Youth & Families, and the following adoptive parents for adoption assistance at the rates indicated, for the adoption of the following minor children until each child reaches the age of 18 years; and a one-time payment for costs incidental to the adoption of each child not to exceed \$800.50, according to the schedule attached to the agreement:

<u>Adoptive Parents</u>	<u>Minor Child</u>	<u>Rate per day</u>
JU and JU, Hanover, PA	HLU fka HLW	\$27.00
MD, York, PA	ABD fka ZGD	\$31.00

- E. Solicitor's Report as submitted.

#### **4. BUDGET ADOPTION**

##### **A. 2017 York County Budget**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to adopt the 2017 York County Budget, which represents 5.8 mills of real estate tax and includes .10 mills of dedicated library tax:

General Fund Budget	\$234,238,577
Proprietary Funds Budget	\$ 46,566,309
Special Revenue Funds Budget	\$230,083,543
Fiduciary Funds Budget	\$ 47,942,100
Liquid Fuels Tax Fund Budget	<u>\$ 6,001,849</u>
	\$564,832,378

## **5. APPOINTMENT/REAPPOINTMENTS**

### **A. York County Uniform Construction Code Board of Appeals**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to Reappoint the following individuals to the York County Uniform Construction Code Board of Appeals (UCC BOA) as members and alternate members for five-year terms, effective as indicated:

#### Members

Construction – Jeffrey Anderson, P.E. CCM  
July 1, 2016 through June 30, 2021

Mechanical – Edward E. Sowers  
Jan 1, 2017 through December 31, 2021

Structural – Joshua M. Carney, P.E.  
Jan 1, 2017 through December 31, 2021

Electrical – Randy Nauman  
July 1, 2016 through June 30, 2021

Fire Protection – Richard E. Merck, P.E.  
July 1, 2016 through June 30, 2021

#### Alternate Members

Construction – J. Michael Dorgan  
July 1, 2016 through June 30, 2021

Mechanical – Thomas Carbaugh  
Jan 1, 2017 through December 31, 2021

### **B. Public Health Advisor**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to Appoint Matthew R. Howie, M.D. as Public Health Advisor for the County of York, effective January 1, 2017.

## **6. RELEASE OF FUNDS**

### **A. Farm & Natural Lands Trust of York County**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to authorize the Release of York County Conservation Easement Funds in the amount of \$30,000.00 to the Farm & Natural Lands Trust of York County for an agricultural conservation easement acquisition of 264 +/- acres located in Paradise Township, owned by York and Adams County Coon Protective Association.

## **7. PURCHASES**

### **A. Continental Technologies, Inc., (CTI), Hunt Valley, MD**

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 Continental Technologies, Inc., (CTI), Hunt Valley, MD, for (Cisco) network hardware and a 3-year maintenance agreement, for a total cost of \$37,797.40.

**B. PremierComm, Lancaster, PA**

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 PremierComm, Lancaster, PA, for Nimble hardware and maintenance, for a total cost of \$79,830.00.

**C. Computer Support Services, Inc., Lewisburg, 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 Prison, and Computer Support Services, Inc., Lewisburg, PA, for thirty-six (36) mobile computers (handheld scanners) and associated equipment, and a 3-year maintenance agreement, for a total cost of \$66,124.80, to be funded by Inmate Telephone Revenue funds.

**8. EASEMENT AGREEMENT**

**A. Farm & Natural Lands Trust of York County, York, PA**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a Conservation Easement Agreement between the County of York and the Farm & Natural Lands Trust of York County, York, PA, for 180 +/- acres located in Hellam Township, also known as “The Horn Farm”, to protect natural resources, promote good stewardship and promote compatible land use and development of the property by the organization.

**9. CONTRACT AGREEMENTS**

**A. C.S. Davidson, Inc., York, PA**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to accept a Supplemental Engineering Services Proposal and Agreement between the County of York and C.S. Davidson, Inc., York, PA, County Engineer, to the original Preliminary and Final Design Agreement for the replacement of Bridge No. 274 (Singer Road over the Heritage Rail Trail in New Freedom Borough) at a cost not to exceed \$44,600.00, to be funded by Marcellus Shale Legacy funds.

**B. City of York Department of Public Works, York, PA**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a Contract Agreement between the County of York, on behalf of the York County Parks department, and the City of York Department of Public Works, York, PA, to provide snow and ice control on all County-owned bridges in York City at a rate of \$450.00 per salt event and \$725.00 per plow event, for the period of January 1, 2017 through December 31, 2018.

**C. James R. Robinson, Esquire, 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 Court Administration department, and James R. Robinson, Esquire, York, PA, to serve as legal counsel on the Criminal Conflict Panel, effective January 1, 2017 through December 31, 2017, with automatic annual renewal of the agreement upon approval by the York County Court of Common Pleas President Judge.

**D. Jeffrey Marshall, Esquire, York, PA**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a Contract Agreement between the County of York, on behalf of the York County Domestic Relations Section, and Jeffrey Marshall, Esquire, York, PA, to provide Legal services to assist in the establishment and enforcement of support orders at a rate of \$75.00 per hour, for the period of January 1, 2017 through December 31, 2017.

**E. Wacor Electronic Systems, Inc., East Petersburg, PA**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a Contract Agreement Amendment between the County of York, on behalf of the York County Prison, and Wacor Electronic Systems, Inc., East Petersburg, PA, for the addition of four (4) switches related to the Camera System Upgrade Project, for a total additional cost of \$15,607.73 to be funded by Inmate Telephone Revenue funds.

**10. LETTERS OF AGREEMENT**

**A. Reinsel Kuntz Leshner (RKL), Certified Public Accountants and Consultants, York, PA**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Letters of Agreement between the County of York, on behalf of the York County Prison, and Reinsel Kuntz Leshner (RKL), Certified Public Accountants and Consultants, York, PA, to perform audits on the following funding accounts for year-ended December 31, 2016, for a total cost of \$19,500.00 to be funded through the Inmate Welfare Fund account:

<u>Funding Account</u>	<u>Audit Fee</u>
Canteen	\$12,000.00
Work Release	\$ 7,500.00

## **11. MEMORANDUM OF UNDERSTANDING**

### **A. York County Convention and Visitor's Bureau (YCCVB), York, PA**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to ratify a Memorandum of Understanding between the County of York and the York County Convention and Visitor's Bureau (YCCVB), York, PA, for the purpose of distributing proceeds from the Hotel Excise Tax in a manner consistent with the Pennsylvania County Code (16 P.S. section 1770.10), for the period of May 11, 2016 through May 10, 2022.

## **12. HUMAN SERVICES**

### **A. Service Provider Contract Agreements and HIPAA Business Associate Agreements – York County Area Agency on Aging**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Service Provider Contract Agreements and HIPAA Business Associate Agreements between the County of York, on behalf of the York County Area Agency on Aging, and the following agency-funded service providers to provide Personal Emergency Response System Monitoring services at the costs indicated, for the period of January 1, 2017 through June 30, 2017:

Lifeline Systems Company, Framingham, MA	\$41,310.00
Response Alert, LLC, Baltimore, MD	\$ 5,000.00
VRI, Franklin, OH	\$ 5,000.00

### **B. 1<sup>st</sup> Quarter 2016-2017 Report of Expenditures and Revenues – York County Office of Children, Youth & Families**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve the submission of the 1<sup>st</sup> Quarter 2016-2017 Report of Expenditures and Revenues, on behalf of the York County Office of Children, Youth & Families, to the Pennsylvania Department of Human Services, Office of Children, Youth & Families, Harrisburg, PA, in the amount of \$12,350,469.00.

## **13. TAX REFUND REGISTER**

### **A. Tax Refund Register 2016-37**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2016-37 authorizing payment of York County real estate tax refunds totaling \$74,278.37.

## 14. CHECK REGISTER

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve the Check Register for the week of December 21, 2016 totaling \$5,106,701.13.

<u>Weekly Disbursement Totals for December 21, 2016</u>		
<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	788,153.00
01	Payroll	1,611.71
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	21,688.45
03	Unclaimed Money	
04	Donations	100.00
05	Controlled Substance	53,340.26
06	Human Services	130,472.67
07	Children & Youth	626,559.89
08	911	5,720.73
08	911 Act 12	
10	Liquid Fuels	
10	Liquid Fuels Act 44	
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	54,261.54
25	Aging	266,850.13
28	MH-IDD	745,241.71
30/31	York/Adams HealthChoices	8,596.25
30	York Reinvestment	8,264.02
31	Adams Reinvestment	
35	Domestic Relations	283,260.84
36	Earn-It	
40	Weatherization Liheap	
45	Block Grant	154,366.99
46	Affordable Housing	
47	Revolving Fund	4,387.50
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	4,316.71
51	Weatherization Doe	
72	Tax Claim	552,734.88
75	Retirement	1,350,900.33
82	2015 PLGIT GOB Fund	
84	911 Capital Projects Fund	
85	P/A Capital Projects Fund	
90	Drug & Alcohol	45,873.52
	Total	<u><u>5,106,701.13</u></u>

## **15. REPORT OF EXECUTIVE SESSIONS**

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

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

### **A. Resolution 2016-31**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to adopt Resolution 2016-31 authorizing the issuance of a Tax Revenue Anticipation Note (TRAN), Series 2016, with the maximum principal amount of \$20,000,000 and having a maturity date of April 28, 2017, to provide gap financing for 2017 general fund operating expenses.

### **B. Resolution 2016-32**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to adopt Resolution 2016-32 accepting the donation of 1.247 acres of unencumbered land located in Seven Valleys Borough, adjacent to the Heritage Rail Trail County Park, from Glenn Eyster, III, Seven Valleys, PA, and serving the Rail Trail as a public parking lot.

### **C. Fawn Grove Borough, Wellsville Borough, South Eastern School District (FGB)**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve Contract Agreements between the County of York, on behalf of the York County Treasurer's Office, and the following taxing authorities for the York County Treasurer to fulfill the duties of the indicated Tax Collector for the collection of 2017 Real Estate Taxes, effective January 1, 2017 through December 31, 2017; and further authorize the York County Treasurer to sign all documents related to the agreements:

Taxing Authority

Fawn Grove Borough

Wellsville Borough

South Eastern School District (FGB)

### **D. Manufacturers and Traders Trust Company, Buffalo, New York**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve the "Employee Benefit Directed Agreement of Trust" with Manufacturers and Traders Trust Company, Buffalo, New York, to establish an Other Post Employment Benefits (OPEB) Trust account for the payment of non-pension related retirement benefits.

**E. Announcement**

Administrator Mark Derr announced that the County will be closed for business in observance of the Christmas and New Year holidays on Mondays, December 26, 2016 and January 2, 2017.

**F. Public Comment**

Mr. Warren Evans, member of the Horn Farm, reported that a study had been done to determine approximately how much money is spent by consumers on food each year. He stated that the study showed that York County consumers spent approximately \$900,000.00 on food in one year of which only 1% of those foods purchased were grown locally.

**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 10:49 a.m.

Respectfully submitted,

Sherry L. Baer  
Chief Clerk/Office Manager