

**COMMISSIONERS' MEETING  
MINUTES**

**11/15/17**

The November 15, 2017 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 10:03 a.m., with Vice President Commissioner Doug Hoke, Commissioner Christopher Reilly, Solicitor Glenn Smith, Controller Robb Green, Treasurer Barbara Bair and Executive Assistant Darnell Ort present.

### **A. Opening Ceremony**

Veteran Patrick Rambeau led the Pledge of Allegiance.

John Klinedinst gave the Invocation.

## **2. PRESENTATIONS**

### **A. Tobacco Free York County – Rep. Carol Hill-Evans**

Representative Carol Hill-Evans spoke about the Great American Smoke-Out Day. Tobacco use remains the single, largest preventable cause of disease and premature death in the United States. The House of Representatives has recognized that November 16, 2017 as the Great American Smoke-Out Day in Pennsylvania.

### **A. LandBank – York County Economic Alliance – Kevin Schreiber**

YCEA President, Kevin Schreiber spoke about blighted properties within the county. The objectives are to return vacant or tax delinquent properties to the mainstream real estate market, convert properties to a productive status in a manner consistent with municipal and county policies, and with downtown and neighborhood reinvestment strategies, revitalize neighborhoods and strengthen the County's and municipalities' tax base, sustain ongoing blight mitigation efforts, tools in the redevelopment "tool box" and providing this service for municipalities. The next step would be for the Commissioners approval of the ordinances, creating the Landbank Authority, creation of the BPRC, adopting a \$15 deed recording fee, revenue to be utilized for demolition of blight, enactment of both entities, appointment of members and an MOU between all parties setting forth roles, responsibilities and expectations. The Commissioners' will give it some time for the public to get back to them and propose that they look at this again at the December 6<sup>th</sup> Commissioners' meeting.

### **B. Proposed 2018 York County Budget – Mark Derr, Administrator**

Administrator Mark Derr presented the preliminary 2018 York County Budget representing 5.80 mills of real estate tax, including .10 mills of dedicated library tax, which reflects no tax increase.

### 3. PERIOD OF PUBLIC COMMENT

Mr. Nate Kirshman of Shrewsbury stated that he went to a hearing at the State Senate for the next 911. Good to meet some of the young people that are technical staff and the state has wonderful, young people working on these projects and if the legislature listens to these young people, it will be fine. One of the questions that came out of the discussion was how to pay for the migration of the existing radio system. The way the legislation is written, we have to wait for the money until the frequencies are auctioned and then we'll get our money. They stated that York County is receiving grants already. Administrator, Mark Derr stated that the County is not receiving any grant money and that the County is still waiting for the money. The earliest that the auction will take place is in 2022.

### 4. 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. 2017 budget line item adjustments, as submitted by the Controller's Office, for the week of November 15, 2017.

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, 2017 through June 30, 2018:

Provider	Location	Program Name	Cost
Lancaster County Youth Intervention Center	235 Circle Avenue Lancaster, PA 17602	Lancaster County YIC Juvenile Detention	\$305.35/Diem
Lancaster County Youth Intervention Center	235 Circle Avenue Lancaster, PA 17602	Lancaster County YIC Staff Secure Shelter	\$191.76/Diem
Lancaster County Youth Community Ministries	235 Circle Avenue Lancaster, PA 17403	Constant Watch Level III Foster Care	\$75.00/Diem
Lancaster County Youth Community Ministries	235 Circle Avenue Lancaster, PA 17403	Constant Watch Level I Foster Care	\$75.00/Diem

C. Subsidized Adoption Assistance Agreements between the County of York, on behalf of the York County Office of Children, Youth & Families, and **LZ and MZ, Marietta, PA**, adoptive parents, for adoption assistance at \$32.50 per day for SAZ fka ALR, minor child, until the child reaches the age of 18 years; and a one-time payment for costs incidental to the adoption of the child not to exceed \$2,000.00.

- D. Subsidized Adoption Assistance Agreements between the County of York, on behalf of the York County Office of Children, Youth & Families, and **JH, Norfolk, VA**, adoptive parent, for adoption assistance at \$31.00 per day for CJH aka JAB, minor child, until the child reaches 21 years; and a one-time payment for costs incidental to the adoption of the child not to exceed \$2,000.00.
  
- E. Unlicensed Host Home Subsidy Agreement Termination between the County of York, on behalf of York County Office of Children, Youth and Families and **DS, York, PA**, host of AH, the youth, discontinues the subsidy payments of \$10.00 per day, to the Host, as they are no longer providing any form of financial support to the Youth, effective September 10, 2017.

## **5. RESOLUTIONS**

### **A. Human Resources**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a Resolution, of the revised Travel, Staff Development and Meals Policy MI-1.6a with an effective date of November 15, 2017.

### **B. Bureau of Housing Services**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution to authorize the Housing Division of the York County Planning Commission to enter into an agreement with the City of York on behalf of the Bureau of Housing Services to perform Uniform Physical Condition inspections for the City's First Time Homebuyer Assistance Program as specified in the Agreement, for a term of one (1) year effective January 1, 2018 through December 31, 2018.

### **C. Bureau of Housing Services**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution to authorize the Housing Division of the York County Planning Commission to enter into an agreement with the City of York on behalf of the Bureau of Housing Services to perform Occupancy Monitoring and Physical Inspection services for the City's HOME assisted housing units as specified in the Agreement, for a term of one (1) year effective January 1, 2018 through December 31, 2018.

### **D. Bureau of Housing Services**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution to authorize the Housing Division of the York County Planning Commission to enter into an agreement with the City of York, on behalf of the Bureau of Housing Services to provide administration and delivery service for the City's Owner Occupied Rehabilitation Program as specified in the Agreement, for a term of one (1) year effective January 1, 2018 through December 31, 2018.

#### **E. Housing and Community Development Loan Committee**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution to authorize the re-appointment of Mr. Jerry Austin, of York and Mr. William Koons, Dillsburg, to the Housing and Community Development Loan Committee for a three (3) year term beginning December 1, 2017 through November 30, 2020 and the re-appointment of Mr. Bruce Rebert, Seven Valleys, for a one (1) year term beginning December 1, 2017 through November 30, 2018.

### **6. REAPPOINTMENT**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the reappointment of Philip W. Briddell, York, to the **Redevelopment Authority of the County of York, Authority Board of Directors**, for a four-year term, effective January 1, 2018 through January 1, 2022.

### **7. AGREEMENTS**

#### **A. PFM Financial Advisors, LLC, Harrisburg, PA**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve an agreement between the County of York and PFM Financial Advisors, LLC, Harrisburg, PA to provide financial advisory services related to financial planning, budget and strategic advice and planning, policy development and services related to debt issuance for a total cost of \$15,000.

### **8. CONTRACT AGREEMENTS**

#### **A. Clear View Excavation, Inc., Glen Rock, PA**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a Contract Agreement between the County of York, on behalf of the Parks Department and Clear View Excavation, Inc, Glen Rock, PA to perform repairs to the stream bank along the Heritage Rail Trail County Park as outlined in the DEP permit at a cost of \$14,900.

## **9. HUMAN SERVICES**

### **A. Bilingual Conexion, York, PA**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a Service Provider Agreement and HIPAA Business Associate Agreement between the County of York, on behalf of the York County Human Services Department, and Bilingual Conexion, York, Pennsylvania, for the period of October 1, 2017 to September 30, 2018 for the provision of services within the following cost centers:

- A. Translation Services: \$65/hour
- B. Cultural and Linguistic Differences Training Development: \$1,170
- C. Presentation of Training: \$130.00 per session

### **B. Contact Helpline**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a contract between the York County Human Services Department, as contract administrator, and Contact Helpline for the period of October 1, 2017 to September 30, 2018, for the provision of updating York County provider/service information in the 211 database and upgrades to the 211 database and texting functions, in an amount not to exceed \$97,395.

### **C. Lakeside Educational Network, 1350 Welsh Rd., North Wales, PA**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a Service Provider Contract Agreement and HIPAA Business Associate Agreement between the County of York, on behalf of the York County Human Services Department, and Lakeside Educational Network, 1350 Welsh Rd., Suite 400, North Wales, PA for the period of October 1, 2017 to September 30, 2018 with the following training amounts:

- A. Trauma 101, Trauma 102, Trauma 105, Trauma 106 – not to exceed \$1700/session or \$2700 for two workshops in the same day
- B. Intensive Trauma Training – not to exceed \$52,000
- C. Neurologic – not to exceed \$11,000 per school

## **10. CONTRACT AGREEMENT**

### **A. Collens-Wagner Agency, Inc., 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 Treasurer's Office, and Collens-Wagner Agency, Inc., York, PA, for Tax Collector Bond coverage at a cost of \$81,825.00, for the period of January 1, 2018 through December 31, 2021.

## **11. MEMORANDUM OF UNDERSTANDING**

## **A. CMS Emergency Preparedness Rule**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a motion to enter into a Memorandum of Understanding for Emergency Preparedness with PANRC and the following facilities to be in compliance with the CMS Emergency Preparedness Rule. The agreements will commence on the effective date and will continue until terminated by either party.

- A. ManorCare Health Services-York South, 200 Pauline Drive, York, PA 17402
- B. Misericordia, 994 South Russell Street, York, PA 17402
- C. Rest Haven Rehab & Nursing, 1050 South George Street, York, PA 17403
- D. SpiriTrust Lutheran, The Village at Sprenkle Drive, 1801 Folkemer Circle, York, PA 17404
- E. Dallastown Nursing Center, 623 East Main Street, Dallastown, PA 17313

## **12. PURCHASE**

### **A. 32.473 acres of farmland in Brogue, PA, owned by Allegro Vineyard Company, LLC**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a motion to purchase a perpetual agricultural conservation easement on 32.473 acres of farmland in Brogue, PA, owned by Allegro Vineyard Company, LLC, for \$68,680.40 using remaining York County 2016 ACE Funds of \$63,124.11 and a portion of 2017 agricultural conservation funds of \$5,556.29. This is a sole county conservation easement purchase.

## **13. PROPOSALS**

### **A. MatrixCare**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a professional services proposal from MatrixCare, to provide training and assistance to the PANRC with our electronic health records software program to correct some entry issues dating back to its inception. The proposal is for a 6-month consulting arrangement of an estimated 120 hours at a total cost of \$24,000. Invoices will be submitted on a monthly basis for actual services provided during each month.

### **B. Mostellar & Associates, Reading, PA**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a proposal as submitted by Mostellar & Associates, Reading PA to continue the compensation project by finalization and application of a new compensation structure for all current non-bargaining unit

positions. The fee is projected at a base amount not to exceed \$49,000, plus out-of-pocket business expenses.

#### 14. GRANT AGREEMENT

##### A. HMRF Grant

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the HMRF Grant Agreement, on behalf of the York County Office of Emergency Management, and the Pennsylvania Emergency Management Agency (PEMA), Harrisburg, PA, to provide financial assistance for the Hazardous Material Response Team (HMRT) through the Local Emergency Planning Committee (LEPC) for emergency response equipment needs through the Hazardous Material Response Fund (HMRF) grant, for the 2017-2018 state fiscal year.

#### 15. TAX REFUND REGISTERS

##### A. Tax Refund Register 2017-31

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve **tax refund register 2017-31** authorizing payment of York County real estate tax refunds totaling \$2,859.79.

#### 16. CHECK REGISTERS

A. Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the **Check Register** for the week of November 8, 2017 totaling \$4,721,514.28.

Weekly Disbursement Totals for November 8, 2017

Fund	Name	<u>Amount</u>
01	General Fund	2,833,737.27
01	Payroll	
01	Ag Land Preservation	
01	Escrow	
01	Marcellus Shale	
01	York Co Agriculture Society Sinking Fund	
02	York County Nursing Home	154,813.68
03	Unclaimed Money	
04	Donations	
05	Controlled Substance	6,601.27
06	Human Services	26.99
07	Children & Youth	908,353.09
08	911	15,875.47
08	911 Act 12	
09	YC Capital Reserve	126,800.00
10	Liquid Fuels	28,066.77

10	YC Local Use Fee	
10	Liquid Fuels Act 44	
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	71"1.75
25	Aging	91,409.27
28	MH-IDD	394,048.43
30/31	York/Adams HealthChoices	
30	York Reinvestment	34,788.80
31	Adams Reinvestment	8,384.55
32	YAHC Joinder Gov Capitation	
35	Domestic Relations	28,481.59
36	Earn-It	
40	Weatherization Liheap	
45	Block Grant	33,139.92
46	Affordable Housing	26,992.03
47	Revolving Fund	
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	8,844.51
51	Weatherization Doe	1,975.02
72	Tax Claim	18,382.53
75	Retirement	
82	2015 PLGIT GOB Fund	
83	2016 Capital Projects Fund	
84	911 Capital Projects Fund	
85	PIA Capital Projects Fund	
90	Drug & Alcohol	81.34
	Total	4,721,514.28

**B.** Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the **Check Register** for the week of November 15, 2017 totaling \$5,970,900.70.

Weekly Disbursement Totals for November 15, 2017

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	2,328,971.56
01	Payroll	134,603.69
01	Ag Land Preservation	
01	Escrow	
01	Marcellus Shale	
01	York Co Agriculture Society Sinking Fund	
02	York County Nursing Home	
03	Unclaimed Money	
04	Donations	6,677.46
05	Controlled Substance	406.38
06	Human Services	444.92
07	Children & Youth	951,584.30
08	911	28,566.89
08	911 Act 12	

09	YC Capital Reserve	
10	Liquid Fuels	
10	YC Local Use Fee	
10	Liquid Fuels Act 44	
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	1,000.00
25	Aging	41,020.44
28	MH-IDD	1,363,050.59
30/31	York/Adams HealthChoices	
30	York Reinvestment	10,400.00
31	Adams Reinvestment	
32	YAHC Joinder Gov Capitation	8,979.57
35	Domestic Relations	9,339.72
36	Earn-It	
40	Weatherization Liheap	886.12
45	Block Grant	531.77
46	Affordable Housing	142.55
47	Revolving Fund	
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	5,479.69
51	Weatherization Doe	29,792.81
72	Tax Claim	1,048,980.25
75	Retirement	
82	2015 PLGIT GOB Fund	
83	2016 Capital Projects Fund	
84	911 Capital Projects Fund	
85	P/A Capital Projects Fund	
90	Drug & Alcohol	41.99
	Total	<u><u>5,970,900.70</u></u>

## 17. EXECUTIVE SESSIONS

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

## 18. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS

Commissioner Reilly acknowledged two retiring Parks Advisory Board members, two local attorneys, Carolyn Pew and Laura Smith. They completed their terms and would like to thank them for their service with the Parks Advisory Board.

## 19. 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 11:00 a.m.

Respectfully submitted,

Darnell Ort  
Executive Assistant