

**COMMISSIONERS' MEETING
MINUTES**

01/16/19

The January 16, 2019 York County Board of Commissioners Meeting was held at the York County Administrative Building, 28 E. Market St., 2nd Fl. York, PA 17401.

1. CALL TO ORDER

President Commissioner Susan Byrnes called the meeting to order at 10:00 a.m., Vice President Commissioner Doug Hoke, Commissioner Christopher Reilly, Administrator/Chief Clerk Mark Derr, Solicitor Michelle Pokrifka, Controller Greg Bower, Treasurer Barbara Bair and Commissioners' Liaison Officer Rebecca Laird present.

A. Opening Ceremony

Veteran, Collins Lunger, led the Pledge of Allegiance.

Reverend Roberta Johnson, Chaplain at Memorial Hospital, gave the Invocation.

2. 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 January 2, 2019 Commissioners' Meeting as submitted.

B. Subsidized Adoption Assistance Agreement 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 21 years; and a one-time payment for costs incidental to the adoption of each child not to exceed \$2,000.00:

<u>Adoptive Parents</u>	<u>Minor Child</u>	<u>Rate per day</u>
TF and RF, Windsor, PA	JEF fka JEF	\$27.00
TF and RF, Windsor, PA	KLF fka KLF	\$27.00
JME and CE, Spring Grove, PA	EIE fka EIC	\$40.00

C. Subsidized Adoption Assistance Agreement 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 \$2,000.00:

<u>Adoptive Parents</u>	<u>Minor Child</u>	<u>Rate per day</u>
JME and CE, Spring Grove, PA	AEE fka AEC	\$40.00
KW, York, PA	ASM-W fka ASM	\$25.65

D. Subsidized Permanent Legal Custodianship Agreement between the County of York, on behalf of the York County Office of Children, Youth & Families, and the following custodians of the following minor children, authorizing custodianship subsidy payments until the children reach the age of 21 years.

<u>Custodian(s)</u>	<u>Minor Child</u>	<u>Rate per day</u>
BW, Philadelphia, PA	CME	\$40.00
BW, Philadelphia, PA	JNB	\$40.00

E. Service Provider Contract Agreement 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, 2018 through June 30, 2019:

Big Brothers Big Sisters of York County, Inc. – 227 West Market Street, York, PA 17401

Advertising/Activities	\$2,000.00/Month
Accepted Referral	\$1,000.00/Each
Referral Match Made	\$1,500.00/Each

(Not to exceed \$74,000.00 for fiscal year 2018-2019)

Bayada Home Health Care, Inc. – 1850 William Penn Way, Suite 110, Lancaster, PA 17601

Pediatric Home Health Services - Aide	\$27.36/Hour
Pediatric Home Health Services – Skilled Nurse	\$45.00/Hour

Charges will be rounded up/down to nearest ¼ hour

Catholic Charities of the Diocese of Harrisburg, PA Inc. – 4800 Union Deposit Road, Harrisburg, PA 17111

Specialized Foster Care	\$78.07/Day
Intensive Family Service	\$58.56/Hour

Children’s Aid Society, Inc. Southern PA District Church of the Brethren – 343 Lincoln Way West, New Oxford, PA 17350

The Lehman Center	
Art Therapy	\$40.95 /hour
Family Advocacy	\$33.60/ hour
Crisis Nursery	\$15.50/ hour
Parent Support Group	\$26.25/ hour

Payments made for services rendered in the above Programs, under the terms of this contract, are in accordance with the budget submitted and may not exceed \$523,093.00 for fiscal year 2018-2019.

Incredible Years	\$76.88/hour
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(Incredible Years Program total not to exceed \$75,000.00 for fiscal year 2018-2019)

The Devereux Foundation – 2012 Renaissance Blvd, King of Prussia, PA 19406

I/DD - Intellectual Disabilities & Developmental Disabilities Program	
Full Pay	\$318.24/Day
Placement Maintenance	\$101.85/Day
DBD - Disruptive Behavior Disorders Program	
Full Pay	\$304.00/Day
Placement Maintenance	\$156.62/Day

Children's Behavioral Health	
Clothing and Personal Allowance	\$ 4.00/Day
One-on-one supervision	\$ 36.75/Hour
(Prior written approval from a member of Senior Management is required)	

Family Care Services, Inc. – 4385 Edenville Road, Chambersburg, PA 17202

General Foster Care	\$42.13/Day
Specialized Foster Care	\$55.17/Day
Enhanced Foster Care Level 1	\$81.37/Day
Enhanced Foster Care Level 2	\$106.95/Day
CRR Host Home	\$27.20/Day
Placement Maintenance during Child Absence	\$42.13/Day

Hope's Haven Residential Services, LLC – 697 Marticville Road, Pequea, PA 17565

Residential--Male	\$252.29/Day
Residential---Female	\$252.29/Day

Rehab Management, Inc. dba Rehab after Work – 18 S. George Street, Suite 401, York, PA 17401

Juvenile Drug Court & Fast Track Assessment	\$120.00 / Each
Juvenile Drug Court & Fast Track Individual Counseling	\$80.00 / Hour
Juvenile Drug Court & Fast Track Family Counseling	\$85.00 / Hour
Juvenile Drug Court & Fast Track Group Counseling	\$36.75 / Hour

Valley Youth House Committee, Inc. – 3400 High Point Boulevard, Bethlehem, PA 18017

Supervised Independent Living Program	
SIL Plus Single	\$149.66/Day
SIL Plus Pregnant Teen/High Structure	\$192.69/Day
SIL Single	\$120.44/Day
SIL Mother w/Child	\$167.83/Day
SIL Mother w/2 Children	\$206.15/Day

Adolescents Achieving Independence - Services covered by this contract agreement, will be purchased on a monthly basis at the amount of each month's actual expenditures itemized per section 4.A.4 of the Purchase of Service Agreement, to eligible York County residents. Payments made by the County to the Service provider for services rendered, under the terms of this contract, are in accordance with the budget submitted and **may not exceed \$784,007.00 for fiscal year 18-19.**

Rapid Re-Housing Program TH-RRH – HUD contract runs October 1, 2018 through June 30, 2019 for purposes of this Agreement, CYF's agreement is 7/1/2018 through 6/30/2019 \$22,911.00.

Rapid Re-Housing Program RRH – funded January 1, 2019 through June 30, 2019 for purposes of this Agreement \$10,034.50.

3. APPOINTMENT

A. York County Rail Trail Authority

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the appointment of Silas Chamberlin of Manchester Township, to the York County Rail Trail Authority for a five (5) year term effective February 1, 2019 through January 31, 2024.

4. CONTRACTS

A. County Commissioners Association of Pennsylvania, Harrisburg, Pennsylvania

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 Adult Probation, and County Commissioners Association of Pennsylvania, Harrisburg, Pennsylvania, to utilize funds generated through the web reporting portal, for a total cost of \$41,365.00. CCAP is designing a check in kiosk for the Department of Probation Services Adult Office that will improve functionality and save staff time. Additionally, CCAP is building the Women's Risk and Need Assessment (WRNA) tool into the Unified Case Management System to automate this tool and allow for easy generation of outcomes data.

B. Bauman Consulting Group, LLC, Loveland, Ohio

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 Adult Probation, and Bauman Consulting Group, LLC, Loveland, Ohio, to provide training on use of the Women's Risk and Needs Assessment Tool for Adult Probation Officers working with female offenders, for a total cost of \$11,000.00.

C. Colonel Athens, Huntington, Maryland

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 Human Resources Department, and Colonel Athens, Huntington, Maryland, to provide Leadership Training at the second quarter department head meeting on June 17th, 2019, for a total cost of \$2,750.00.

D. Fifth Theory, LLC, Chicago Illinois

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 Human Resources Department, and Fifth Theory, LLC, Chicago Illinois, to provide Assessment products to gauge job specific skills of potential candidates for merit hire positions and to utilize their appraisal products for employees/candidates being considered for hire or promotion. Merit Hire departments have been asked to include their anticipated portion of these reimbursable expenses within the individual agency budgets submitted to their state funding resource(s), for a total cost of \$18,000.00, for the period of January 1, 2019 to December 31, 2019.

E. PREA Auditors of America, LLC

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 York County Youth Development Center, and PREA Auditors of America, LLC, to complete an audit of the facility under the requirements of the Prison Rape Elimination Act, for a total cost of \$4,750.00.

F. IXP Corporation, Princeton, New Jersey

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 York County 911 Communications Center, and IXP Corporation, Princeton, New Jersey, to provide a comprehensive examination of the governance, operations, technology and facility needs of the operation at a cost of \$116,800.00.

5. LEASE AGREEMENT

A. Lobar Properties LLC, Dillsburg, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve an amendment 1 to a lease agreement dated September 1, 2013 between the County of York, behalf of the Facilities Management Department, and Lobar Properties LLC, Dillsburg, PA, to extend the satellite Probation Office lease, Dillsburg, for the period September 1, 2018 through August 31, 2023 at a monthly rate of \$4,229.21 with no additional changes.

6. SOFTWARE MAINTENANCE

A. Informer Systems, San Mateo, California

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a software maintenance contract between the County of York, on behalf of the Department of Emergency Services, and Informer Systems, San Mateo, California, to provide scheduling software for the use of dispatchers and shift supervisors to track and award PTO requests, time and attendance and shift trades, for a total cost of \$14,126.00 for the period of February 1, 2019 through December 31, 2019.

7. PURCHASE

A. Lobar Associates, Dillsburg, Pennsylvania

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a purchase between the County of York, on behalf of Facilities Management, and Lobar Associates, Dillsburg, Pennsylvania, for the replacement of the tile and carpet in the vending area/break room of the Judicial Center, utilizing the (KPN eZIQ) program, for a total cost of \$14,194.99.

8. RECESS

Commissioner Byrnes recessed the meeting at 10:13 a.m. for the purpose to hold a hearing to receive public comments on the adoption of Ordinance 2019-01.

9. RECONVENE

Commissioner Byrnes reconvened the meeting at 10:15 a.m.

10. ORDINANCE

A. 2019-01 Real Estate Tax Abatement Program

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the adoption of Ordinance 2019-01 to amend Chapter 107, Article II of the York County Code, entitled Exemptions for Construction of New Dwelling Units and Rehabilitation of Existing Units and Rehabilitation of Existing Units in Deteriorating Areas, or RETAP (Real Estate Tax Abatement Program) clarifying the exemptions and processes to apply for tax abatement for construction of new dwelling units and rehabilitation of existing units in designated deteriorating areas to permit enhanced involvement by York County in the approval process.

11. RESOLUTION

A. 2019-01

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the adoption Resolution 2019-01 on behalf of the Community Development Department of the York County Planning Commissioner, to approve the following changes to the U.S. Department of Housing and Urban Development, Washington, D.C, funded Community Development Block Grant Program activities, as approved in the York County 2016 and 2017 Annual Action Plans:

<u>Activity</u>	<u>Amount</u>	<u>From</u>	<u>To</u>
Hallam Borough	\$ 271.36	45502263	45200016
Hanover Borough	\$ 17,468.32	45512235	45210017
Felton Borough	\$ 27,000.00	45200016	new
Hanover Borough	\$ 10,000.00	45200016	new
Hanover Borough	\$ 20,000.00	45210017	45512234

12. CERTIFICATION OF FUNDS

A. Agricultural Land Preservation

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a certification of funds on behalf of Agricultural Land Preservation to certify 2019 in County of York funds totaling \$277,320.00 for the execution of agricultural conservation easement purchases under the authority of the York County Agricultural Conservation Easement Purchase Program, consistent with Public Law, Act 43, Agricultural Area Security Law, as amended.

13. POLICIES

A. County of York Administrative Policies

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the below listed new or revised County of York Administrative Policies, with the effective date of February 1, 2019.

EM – 21.1 Recruitment/Hiring
EM – 27.1 Employment Performance Review
EM – 28.0 Alternative Dispute Resolution
EC – 9.2 Salary Board
GI – 5.2 Political Activity – Code of Conduct

14. UTILIZATION

A. Merit Hire Program

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the utilization of an independent County-developed Merit Hire Program for employment and personnel administration as submitted with an effective date of February 1, 2019.

15. BIDS

A. Petroleum Traders, Fort Wayne, Indiana

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to award the fuel delivered by tractor trailer to Petroleum Traders, Fort Wayne, Indiana, for the period of February 1, 2019 through January 31, 2021, per items listed below:

87 Octane fuel delivered by tractor trailer for City of York, cost is -.0029 cents per gallon.
Bio-Diesel B5 fuel delivered by tractor trailer for Springettsbury Township, cost is +.0107 cents per gallon.

B. Edris Oil Service, York, PA

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to award the fuel bid of the County of York and various Municipalities delivered by tank wagon to Edris Oil Service, York, PA, for the period of February 1, 2019 through January 31, 2021, as listed below:

87 Octane fuel delivered by tank wagon, cost +.25 cents per gallon above OPIS average
89 Octane fuel delivered by tank wagon, cost +.25 cents per gallon above OPIS average
Off-road Diesel delivered by tank wagon, cost +.25 cents per gallon above OPIS average
Road use Diesel delivered by tank wagon cost +.20 cents per gallon above OPIS average
Diesel Fuel Winter mix delivered by tank wagon, cost +.215 cents per gallon above OPIS average
LS diesel fuel delivered tank wagon cost +.215 cents per gallon above OPIS average
#2 Heating Oil delivered by tank wagon, cost +.23 cents above OPIS average
Bio-Diesel B5 delivered by tank wagon, cost +.23 cents above OPIS average

C. Heidler Roofing, York, Pennsylvania

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried approve a bid award between the County of York, on behalf of the Facilities Management Department and Heidler Roofing, York, Pennsylvania, for the repairs and upgrades to the flat roof on the Youth Development Center utilizing the National Intergovernmental Purchasing Alliance at a cost not to exceed \$148,695.00.

D. Ream Roofing, Dallastown, Pennsylvania

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried approve a bid award between the County of York, on behalf of the Facilities Management Department and Ream Roofing, Dallastown, Pennsylvania, for the repairs and upgrades to the roof for District Court 19-3-06 in Spring Grove, utilizing the National Intergovernmental Purchasing Alliance at a cost not to exceed \$44,000.00.

16. CONTRACT AND CHANGE ORDER

A. CriLon Corporation

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried approve the Contract and Contract Change Order No. 1 for the 2018 York County Bridge Maintenance Program to the responsible low bidder, CriLon Corporation as follows:

The 2018 Bridge Maintenance Program Contract at the low bid amount of \$342,521.19.

Change Order No. 1 to the 2018 Bridge Maintenance Program Contract, removing all work at Bridge 157, reducing the total contract value to \$280,868.37. This is a Liquid Fuels expenditure.

17. TAX REFUND REGISTER

A. Register 2019-01

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried approve Tax Refund Register 2019-01 authorizing payment of York County real estate tax refunds totaling \$943.33.

18. CHECK REGISTER

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried approve the Check Register for the week of January 9, 2019 totaling \$11,819,944.95.

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	8,904,085.95
01	Payroll	4,684.10

01	Ag Land Preservation	250.00
01	Escrow	
01	Marcellus Shale	
02	York County Nursing Home	42,047.51
03	Unclaimed Money	3,169.84
04	Donations	7,789.27
05	Controlled Substance	149,869.76
06	Human Services	53,776.41
07	Children & Youth	705,232.65
08	911	519,377.99
08	911 Act 12	
09	YC Capital Reserve	51,320.00
10	Liquid Fuels	26,356.17
10	YC Local Use Fee	173,805.06
10	Liquid Fuels Act 44	809.05
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	9,201.50
25	Aging	113,381.52
28	MH-IDD	339,863.79
30/31	York/Adams HealthChoices	
30	York Reinvestment	
31	Adams Reinvestment	
32	YAHC Joinder Gov Capitation	8,445.27
32	YAHC Joinder Gov Reinvestment	9,881.00
35	Domestic Relations	131,857.61
36	Earn-It	29.29
40	Weatherization Liheap	46,839.93
45	Block Grant	325,399.32
46	Affordable Housing	21,412.90
47	Revolving Fund	
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	7,691.76
51	Weatherization Doe	8,701.70
72	Tax Claim	84,187.40
75	Retirement	67,822.01
90	Drug & Alcohol	2,656.19
	Total	<u>11,819,944.95</u>

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried approve the Check Register for the week of January 16, 2019 totaling \$4,599,976.35.

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	1,277,681.05
01	Payroll	
01	Ag Land Preservation	

01	Escrow	
01	Marcellus Shale	26,078.77
02	York County Nursing Home	126,731.61
03	Unclaimed Money	
04	Donations	2,399.16
05	Controlled Substance	39,506.11
06	Human Services	38,314.61
07	Children & Youth	1,023,337.22
08	911	27,547.35
08	911 Act 12	
09	YC Capital Reserve	282,499.33
10	Liquid Fuels	6,456.35
10	YC Local Use Fee	18,079.71
10	Liquid Fuels Act 44	255.75
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	
25	Aging	6,282.42
28	MH-IDD	578,146.48
30/31	York/Adams HealthChoices	
30	York Reinvestment	
31	Adams Reinvestment	
32	YAHC Joinder Gov Capitation	15,824.70
32	YAHC Joinder Gov Reinvestment	12,496.00
35	Domestic Relations	8,807.31
36	Earn-It	
40	Weatherization Liheap	32,919.15
45	Block Grant	41,922.62
46	Affordable Housing	528.50
47	Revolving Fund	4,663.25
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	833.18
51	Weatherization Doe	202.05
72	Tax Claim	1,002,549.37
75	Retirement	25,914.30
90	Drug & Alcohol	
	Total	<u>4,599,976.35</u>

19. REPORT OF EXECUTIVE SESSIONS

Commissioner Byrnes reported that there were no executive sessions held since the last Commissioners' Meeting.

20. PERIOD OF PUBLIC COMMENT

There were no comments received.

21. OTHER BUSINESS

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to adopt and approve the following attorneys to facilitate the Safety Plan Review Meetings are as follows: Scott A. Beaverson, Thomas W. Gregory, Kelly L. McNaney, Edna M. Moore, Wanda D. Neuhaus, Carolyn J. Pugh, and Barbara Orsburn Stump, at a compensation rate of \$85.00 per hour for counsel appointed by the Commissioners to hear and represent parents or legal guardians in Safety Plan Review Meetings, performed after January 1, 2019. All fee petitions for compensation approval must be submitted to the Solicitor's Office, monthly.

22. ADJOURNMENT

There being no further business to come before the Board of Commissioners at this time, Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to adjourn the meeting at 10:26 a.m.

Respectfully Submitted

Mark E. Derr
Administrator/ Chief Clerk