

**COMMISSIONERS' MEETING
MINUTES**

02/11/15

1. CALL TO ORDER

Commissioner Chronister called the meeting to order at 10:00 a.m. with all board members present.

A. Opening Ceremony

Commissioner Christopher Reilly led the Pledge of Allegiance.

Father Carl Tancredi, Catholic Chaplain of York College and York County Prison, gave the invocation.

2. APPROVAL OF MINUTES

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the minutes from the February 4, 2015 Commissioners' Meeting as submitted.

3. PERIOD OF PUBLIC COMMENT

Mr. Lee Hoffheins, Glen Rock Borough Tax Collector, stated that he understands the tax bills have been released to Franklin Township Tax Collector Ronda Harpster; however, the County Treasurer is still collecting the County portion of those tax bills. Mr. Hoffheins reported that Franklinton Borough has appointed Ronda Harpster as Tax Collector. He stated that Franklinton Borough's tax bills have also been released to Ronda Harpster for which she is collecting both the Township and County portion of the tax bills.

Mr. Hoffheins reported that Codorus Township does not have an appointed Tax Collector in place and as a result the County Treasurer's office is collecting on their 2015 property tax bills. He stated that the process of appointing a Tax Collector was explained to Codorus Township during their last meeting held.

4. APPOINTMENT

A. Community Progress Council, Inc. Advisory Board

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to appoint Susan P. Nelson, York Township, to the Community Progress Council, Inc. Advisory Board as the County's representative for a three-year term, effective March 14, 2015 through March 13, 2018.

5. HANDBOOK REVISION

A. County of York Employee Handbook

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the revision of the County of York Employee Handbook to reflect an update of current laws, standards and practices, effective March 1, 2015.

6. REQUEST FOR PROPOSALS

A. York County Administrative Center

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to authorize the York County Information Services department to advertise a Request for Proposals (RFP) for data center consolidation and virtualization technology for the York County Administrative Center.

7. BID AWARD

A. Flag Zone, Gilbertsville, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a bid award to Flag Zone, Gilbertsville, PA, the lowest responsible bidder, for 33,120 Memorial Day flags to be placed on gravesites, on behalf of the York County Veterans' Affairs department, in the amount of \$20,534.40.

8. CONTRACT AGREEMENTS

A. UGI/Gasmark, York, PA

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to ratify a contract agreement between the County of York, on behalf of the York County Facilities Management department, and UGI/Gasmark, York, PA, to secure both the Basis and NYMEX cost for the County natural gas purchases at a rate of \$4.264 per dekatherm, for the period of January 1, 2017 through December 31, 2018.

B. Teamsters Local Union 776, Harrisburg, 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 York County Human Resources department, and the Teamsters Local Union 776, Harrisburg, PA, for the York County Prison Professional Prison Counselors Collective Bargaining Unit, effective January 1, 2013 through December 31, 2016.

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

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a contract agreement amendment between the County of York and C.S. Davidson, Inc., York, PA, County Engineer, to extend the term of the original agreement for Preliminary Design Phase Services (Part I) related to the replacement of Bridge No. 221 (over the Bermudian Creek in Washington Township) from March 9, 2015 to July 9, 2015.

D. Lobar, Inc., Dillsburg, PA

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a contract agreement fourth amendment between the County of York, on behalf of the York County Facilities Management department, and Lobar, Inc., Dillsburg, PA, for the addition of tamper resistant drywall to all holding cell areas, and to correct a mathematical error on the second amendment for the Judicial Center 5th Floor Build-Out project, increasing the contract amount by \$15,887.16, for a new contract amount of \$2,867,915.11.

9. LEASE AGREEMENT

A. Block Business Systems, Inc., York, PA

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a lease agreement between the County of York, on behalf of the York County Information Services department, and Block Business Systems, Inc., York, PA, for thirty-eight (38) multi-function printers for the following York County departments at a cost of \$41,820.77 per year, for a total cost of \$167,283.08, for the period of March 1, 2015 through December 31, 2018:

<u>Department</u>	<u>Make</u>	<u>Model</u>	<u>Quarterly</u>	<u>Total</u>
Adult Probation	Lanier	301spf	\$108.57	\$1,411.41
Clerk of Courts	Lanier	4002	\$488.41	\$6,837.74
Clerk of Courts	Lanier	4002	\$488.41	\$6,837.74
Court Admin	Lanier	3054	\$358.93	\$5,025.02
Court Admin	Lanier	3054	\$203.74	\$2,852.36
Court Admin	Lanier	3054	\$203.74	\$2,852.36
Court Admin	Lanier	301spf	\$111.39	\$1,559.46
Court Admin	Lanier	3054	\$244.16	\$2,685.76
Court Admin	Lanier	3054	\$215.26	\$3,013.64
Court Admin	Lanier	3054	\$215.26	\$3,013.64
Court Admin	Lanier	3054	\$215.26	\$3,013.64
Court Admin	Lanier	3054	\$215.26	\$3,013.64
Court Admin	Lanier	3054	\$215.26	\$3,013.64
Court Admin	Lanier	3054	\$201.16	\$2,816.24
Children & Youth	Lanier	3054	\$474.70	\$6,645.80
Children & Youth	Lanier	3054	\$397.38	\$4,768.56
Children & Youth	Lanier	3054	\$458.25	\$5,040.75
District Attorney	Lanier	3054	\$391.01	\$5,474.14

District Attorney	Lanier	3054	\$487.83	\$6,829.62
District Attorney	Lanier	5002	\$542.85	\$7,599.90
FGDM	Lanier	301spf	\$164.97	\$2,144.61
HealthChoices	Lanier	4503	\$707.82	\$9,909.48
MH/ICM	Lanier	3054	\$329.70	\$4,615.80
MH/IDD Autism	Lanier	3054	\$326.62	\$4,572.68
MH/IDD EI	Lanier	4002	\$444.70	\$6,225.80
Nursing Home	Lanier	4002	\$392.21	\$5,490.94
Nursing Home	Lanier	4002	\$674.39	\$9,441.46
Nursing Home	Lanier	3003	\$615.46	\$7,385.52
PFA	Lanier	301spf	\$117.97	\$1,533.61
Prison	Lanier	3054	\$215.26	\$3,013.64
Prison	Lanier	3054	\$263.90	\$3,694.60
Prison	Lanier	5002	\$1,121.89	\$13,462.68
Prothonotary	Lanier	3054	\$188.47	\$2,638.58
Purchasing	Lanier	301spf	\$123.14	\$1,723.96
Recorder of Deeds	Lanier	3054	\$249.10	\$3,487.40
Recorder of Deeds	Lanier	3054	\$249.10	\$3,487.40
Recorder of Deeds	Lanier	301spf	\$105.51	\$1,477.14
Traffic Safety	Lanier	301spf	\$129.72	\$1,686.36

10. HIPAA BUSINESS ASSOCIATE AGREEMENT

A. Block Business Systems, Inc., York, PA

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a HIPAA business associate agreement between the County of York, on behalf of the York County Information Services department, and Block Business Systems, Inc., York, PA, for multi-function printing equipment and services.

11. HUMAN SERVICES

A. Subsidized Adoption Assistance Agreement – York County Office of Children, Youth & Families

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a subsidized adoption assistance agreement between the County of York, on behalf of the York County Office of Children, Youth & Families, and CB and MB, Dallastown, PA, for the adoption of JQB fka JQR, a minor child, for adoption assistance at a rate of \$30.00 per day 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 \$790.50, according to the schedule attached to the agreement.

B. Subsidized Adoption Assistance Agreement First Amendment – York County Office of Children, Youth & Families

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a subsidized adoption assistance agreement first amendment between the County of York, on behalf of the York County Office of Children, Youth & Families, and MEK, York, PA, for the adoption of BSF fka BSF, a minor child, to reflect a decrease in adoption subsidy payments to \$19.43 per day, due to an increase in the child’s Social Security benefits, with no other changes being made to the original agreement.

C. Subsidized Permanent Legal Custodianship Agreement – York County Office of Children, Youth & Families

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a subsidized permanent legal custodianship agreement between the County of York, on behalf of the York County Office of Children, Youth & Families, and CL and KL, York, PA, as custodians of SRH, a minor child, authorizing custodianship subsidy payments in the amount of \$40.00 per day until the child reaches the age of 18 years.

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

Commissioner Reilly made a motion, 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 Glen Mills School, Glen Mills, PA, to provide the following services at the rates indicated, for the period of July 1, 2014 through June 30, 2015:

<u>Program Name</u>	<u>Cost</u>	<u>Opt</u>
Buchanan Hall & 1 other site Community Residential	\$135.79/diem	01
Hayes Hall and 12 other sites Residential Services	\$135.79/diem	02

12. APPROVAL OF CHECK REGISTER

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve the Check Register for the week of February 11, 2015 totaling \$2,937,532.56.

<u>Weekly Disbursement Totals for February 11, 2015</u>		
<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	1,095,433.62
01	Payroll	
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	142,072.31
03	Unclaimed Money	277.00
04	Donations	140.00
05	Controlled Substance	46,715.87
06	Human Services	50.30
07	Children & Youth	222,932.42
08	911	63,665.06
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	12,478.01
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	
25	Aging	52,754.47
28	MH-IDD	542,172.50
30/31	York/Adams HealthChoices	1,174.04
30	York Reinvestment	111,463.28
31	Adams Reinvestment	
35	Domestic Relations	20,355.51
36	Earn-It	678.85
40	Weatherization Liheap	21,888.93
45	Block Grant	31,965.48
46	Affordable Housing	79.00
47	Revolving Fund	5,300.50
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	
51	Weatherization Doe	
72	Tax Claim	129,882.06
75	Retirement	14,818.59
82	2013 PLGIT GOB Fund	121,626.97
84	911 Capital Projects Fund	1,149.18
85	P/A Capital Projects Fund	
90	Drug & Alcohol	298,458.61
	Total	<u>2,937,532.56</u>

13. REPORT OF EXECUTIVE SESSIONS

Commissioner Chronister reported the following Executive Session was held since the last Commissioners' Meeting:

02/09 – Three Commissioners, Robb Green, Kristy Bixler and Tiffany Trout – General Personnel; and Jessica Mockabee – Human Services Personnel.

14. SOLICITOR'S REPORT

Solicitor Michael Flannelly submitted his written report for the Board's review.

15. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS

A. Tax Collectors

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to appoint the following Municipal Tax Collectors to collect 2015 York County Real Estate taxes for the indicated municipality, effective February 11, 2015 through December 31, 2015:

<u>Tax Collector</u>	<u>Municipality</u>
Rhonda Harpster	Franklin Township
Rhonda Harpster	Franklintown Borough
Kelley Neely	Manchester Borough

B. Direct Energy Business, Woodbridge, NJ

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a contract agreement between the County of York, on behalf of the York County Facilities Management department, and Direct Energy Business, Woodbridge, NJ, for the purpose of enrolling one (1) generator at the York County Prison into the Demand Response Program to allow the utility service provider to reduce energy load to the generators during an "event", at a reimbursement rate of \$23,962.00, for the period of June 1, 2015 through May 31, 2018.

C. Public Comments – Tax Collectors

Ms. Ronda Harpster, Franklin Township and Franklintown Borough Tax Collector, thanked the Board for resolving the issue with the Franklin Township property tax bills and allowing them to be released to her so she can begin collecting those taxes.

Ms. Kelly Neely, Manchester Borough Tax Collector, requested that there be more communication between the County and the municipalities to avoid confusion in the future.

Public Comments – Tax Collectors (Continued):

Mr. Lee Hoffheins requested that the County Treasurer share the internal policy on Tax Collector Vacancies with the tax collectors so the County and the municipalities can work together if other issues arise in the future.

County Treasurer Barbara Bair explained the requirements of Act 164 – “Qualified Tax Collectors” for certification of all tax collectors. Kelly Neely stated that Act 164 does not go into effect until September 22, 2015, one year from the signing of the Act on September 22, 2014.

D. Closing

Commissioner Chronister announced that the County will be closed for business on Monday, February 16th, in observance of President’s Day.

16. 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 10:29 a.m.

Respectfully submitted,

Sherry L. Baer
Chief Clerk/Office Manager