

**COMMISSIONERS' MEETING  
MINUTES**

**02/12/14**

**1. CALL TO ORDER**

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

**A. Opening Ceremony**

Chief Clerk Sherry Baer led the Pledge of Allegiance.

Reverend Ed Dickel of Hayshire United Church of Christ 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 January 29, 2014 Commissioners' Meeting as submitted.

**3. PERIOD OF PUBLIC COMMENT**

Ms. Jane Heller, Springettsbury Township resident, requested that the York County Board of Commissioners prepare and approve a resolution that would support municipal tethering ordinances, and encourage those municipalities who have not created such an ordinance to do so.

**4. PRESENTATIONS**

**A. McClure Company Phase 4 Energy Savings Project – Scott Cassel**

Scott Cassel, Director of Facilities Management, gave a review on a presentation given previously by McClure Company on January 15, 2014 regarding additional energy savings projects for the County. Mr. Cassel gave his recommendations for which projects the County should proceed with.

## **B. Farm & Natural Lands Trust of York County Special Allocations Request**

Sean Kenny, Executive Director for the Farm & Natural Lands Trust, requested a special allocation of \$240,000.00 of Marcellus Shale funds to be distributed over a period of three years at \$80,000.00 per year, to purchase property located in the Codorus Watershed.

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the allocation of \$240,000.00 of Marcellus Shale funds to the Farm & Natural Lands Trust to be distributed over a period of three years at \$80,000.00 per year, for the purchase of property located in the Codorus Watershed.

## **5. APPOINTMENT**

### **A. York County Children, Youth & Families Advisory Council**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to appoint Barbara L. Krier to the York County Children, Youth & Families Advisory Council for a three-year term, effective February 12, 2014 through February 8, 2017.

## **6. RESOLUTIONS**

### **A. Resolution 2014-02**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to adopt Resolution 2014-02 authorizing the sale of 2.34 acres of County property located in Glen Rock Borough to Ned and Sherry Myers, Glen Rock, PA, in the amount of \$7,433.00

### **B. Kurt A. Blake, Attorney-at-Law, York, PA**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a resolution, on behalf of the Housing Division of the York County Planning Commission, authorizing a contract agreement amendment between the County of York and Kurt A. Blake, Attorney-at-Law, York, PA, extending the agreement from January 31, 2014 to September 30, 2014 to provide legal services for the Community Development Block Grant (CDBG), HOME and Emergency Shelter Grant (ESG) programs, with no other changes being made to the original agreement.

**C. Abstracting Company of York County (ABCO), York, PA**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution, on behalf of the Housing Division of the York County Planning Commission, authorizing a contract agreement amendment between the County of York and Abstracting Company of York County (ABCO), York, PA, extending the agreement from January 31, 2014 to September 30, 2014 to provide title certification services for the Community Development Block Grant (CDBG), HOME and Emergency Shelter Grant (ESG) programs, with no other changes being made to the original agreement.

**D. City of York Bureau of Housing Services, York, PA**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a resolution, on behalf of the Housing Division of the York County Planning Commission, authorizing a contract agreement between the County of York and the City of York Bureau of Housing Services, York, PA, to perform Housing Quality Standard (HQS) inspections under York City’s First Time Homebuyer Program on an as-needed basis at a reimbursement rate to the County not to exceed \$80.00 per hour, for the period of January 1, 2014 through December 31, 2014.

**E. U.S. Department of Housing and Urban Development (HUD), Washington, D.C.**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution, on behalf of the Community Development Division of the York County Planning Commission, for the following changes to the 2008, 2012 and 2013 Action Plans under the U.S. Department of Housing and Urban Development (HUD), Washington, D.C., funded through the Community Development Block Grant program:

<u>Activity</u>	<u>Amount</u>	<u>From</u>	<u>To</u>
Windsor Borough	\$ 331.76	Unprogrammed Funds	45521919 (increase)
Newberry Township	\$ 1,158.05	Unprogrammed Funds	45561871 (increase)
Hanover Borough	\$ 945.22	Unprogrammed Funds	45561901 (increase)
Hanover Borough	\$ 55.44	Unprogrammed Funds	45561902 (increase)
Red Lion Borough	\$ 1,209.93	Unprogrammed Funds	45561872 (increase)
Bell Socialization Services	\$ 163.66	Unprogrammed Funds	45561928 (increase)
Felton Borough	\$ 1,011.40	Unprogrammed Funds	45571940 (increase)
Wrightsville Borough	\$ 891.56	Unprogrammed Funds	45571946 (increase)
Dallastown/Yoe Authority	\$ 1,453.15	Unprogrammed Funds	45571938 (increase)
Dillsburg Borough	\$ 898.72	Unprogrammed Funds	45571939 (increase)

**7. PURCHASES**

**A. Prism Systems, Inc., Alpharetta, GA**

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 Department of Emergency Services, and Prism Systems, Inc., Alpharetta, GA, for the installation and configuration of server software, and a 1-year software maintenance agreement, for a total cost of \$47,310.00.

**B. Citrix Systems, Inc., Fort Lauderdale, FL**

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 Citrix Systems, Inc., Fort Lauderdale, FL, for software licensing and support for a total cost of \$45,050.00, for the period of March 15, 2014 through March 14, 2015.

**C. Weidenhammer Systems Corp., Wyomissing, 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 Information Services Department, and Weidenhammer Systems Corp., Wyomissing, PA, for two (2) 10GB switches at a cost of \$7,200.00 per switch, twelve (12) copper cables at a cost of \$108.00 per cable, and a one-year service agreement (for the period of February 27, 2014 through February 26, 2015) at a cost of \$2,835.00, for a total cost of \$18,531.00.

**8. INTERMUNICIPAL AGREEMENT**

**A. City of York, York, PA**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve an intermunicipal agreement between the County of York and the City of York, York, PA, authorizing the City of York to receive the full portion of the 2013 Byrne Justice Assistance (JAG) grant in the amount of \$51,748.00 for records management improvements, police training, and/or criminal justice initiatives that impact the County of York, as recommended by the York County Criminal Justice Advisory Board.

**9. LETTER OF AGREEMENT**

**A. Echo Financial Products, LLC, King of Prussia, PA**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a letter of agreement between the County of York and Echo Financial Products, LLC, King of Prussia, PA, naming Echo Financial as the County's "Designated Qualified Independent Representative" as required by the Commodity and Futures Trading Commission (CFTC) rules governing business conduct standards for entities engaged in swap transactions.

**10. MEMORANDUM OF UNDERSTANDING**

**A. Northern York County Regional Police Board of Commissioners (NYCRPBC)**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a memorandum of understanding between the County of York, on behalf of the York County District Attorney’s Office, and the Northern York County Regional Police Board of Commissioners (NYCRPBC) to provide one (1) full-time police officer to work on the York County Drug Task Force (DTF) with salary reimbursement to the NYCRPBC on a monthly basis, at no cost to the County, for the period of January 21, 2014 through January 20, 2017.

**11. GRANT APPLICATION**

**A. Pennsylvania Commission on Crime and Delinquency (PCCD), 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 Adult Probation Department, to the Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA, in the amount of \$77,307.00, with no County match, for Strategic Planning Consulting services and a Community Relations & Development Coordinator for the following programs under the Criminal Justice Advisory Board 2014 Strategic Planning and Implementation grant, for the period of June 1, 2014 through May 30, 2015:

<u>Programs and Services</u>	<u>Amount</u>
<ul style="list-style-type: none"> <li>• <u>Strategic Plan for the York County Reentry Coalition</u> Consultant \$150.00 per hour for 66 hours</li> <li>• <u>Strategic Plan to address Youth Gun and Gang Violence</u> Consultant \$150.00 per hour for 66 hours</li> <li>• <u>Implementation of York County Problem Solving Courts Strategic Plan</u> Community Relations and Development Coordinator</li> </ul>	   <u>\$57,307.00</u> <u>\$77,307.00</u>

**12. HUMAN SERVICES**

**A. Contract Agreement - York County Human Services Department**

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 Human Services Department serving as contract administrator, and the York County Food Bank, York, PA, for the disbursement of federal commodities at a rate of \$0.12 cents per pound, at no cost to the County, for the period of October 1, 2013 through September 30, 2014.

**B. Resource Parent Contract Agreement - York County Office of Children, Youth & Families**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a resource parent contract agreement between the County of York, on behalf of the York County Office of Children, Youth & Families, and Joseph C. Stedding, Hanover, PA, at standard per diem rates of reimbursement for care of foster children, for the period of January 1, 2014 through December 31, 2014.

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

Commissioner Reilly made a motion, 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 AH, York, PA, as custodian of AW, a minor child, authorizing custodianship subsidy payments in the amount of \$26.50 per day until the child reaches the age of 18 years.

**D. Subsidized Adoption Assistance Agreements - York County Office of Children, Youth & Families**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve subsidized adoption assistance agreements between the County of York, on behalf of the 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 \$780.00, according to the schedule attached to the agreements:

<u>Adoptive Parents</u>	<u>Minor Child</u>	<u>Rate per day</u>
KF and BF, Spring Grove, PA	RLF	\$25.34
KF and BF, Spring Grove, PA	RJF	\$26.50
KF and BF, Spring Grove, PA	CNF	\$26.50

**E. Subsidized Adoption Assistance Agreement 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 amendment between the County of York, on behalf of the York County Office of Children, Youth & Families, and KS and CS, York, PA, for the adoption of SS aka SB, a minor child, to reflect a decrease in adoption subsidy payments from \$26.50 per day to \$14.57 per day, based on the receipt of Social Security benefits, with no other changes being made to the original agreement.

**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 the following service provider at the rates indicated, for the period of July 1, 2013 through June 30, 2014:

<u>Provider</u>	<u>Location</u>	<u>Program Name</u>	<u>Cost</u>	<u>Option</u>
Clear Vision Residential Svcs	456 Saegar Station Rd Montgomery, PA 17752	Clear Vision Group Home	\$186.09/diem	01
Clear Vision Residential Svcs	456 Saegar Station Rd Montgomery, PA 17752	Clear Vision Residential	\$185.55/diem	02

**G. 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 the Family Group Decision Making Division of the York County Human Services Department, York, PA, to reflect an increase to Conference services from \$1,700.00 to \$2,150.00 per conference, for the period of July 1, 2013 through June 30, 2014, with no other changes being made to the original agreement.

**H. Purchase of Service Agreement Amendment - York County Office of Children, Youth & Families**

Motion was made by Commissioner Reilly, 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 the following service provider to reflect the addition of services at the rates indicated, for the period of July 1, 2013 through June 30, 2014, with no other changes being made to the original agreement:

<u>Provider</u>	<u>Location</u>	<u>Program Name</u>	<u>Cost</u>	<u>Option</u>
PA Child, Inc.	4160 West Market Street York, PA 17408	Foster Care Level IV Mother & 2 plus children Foster Care	\$194.99/diem	07
PA Child, Inc.	4160 West Market Street York, PA 17408	Foster Care Level VI Foster Care	\$119.99/diem	08

**13. TAX REFUND REGISTER**

**A. Tax Refund Register 2014-03**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2014-03 authorizing payment of York County real estate tax refunds totaling \$3,636.17.

## 14. APPROVAL OF CHECK REGISTERS

- A. Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to ratify the Check Register for the week of February 5, 2014 totaling \$3,704,985.84.

<u>Weekly Disbursement Totals for February 5, 2014</u>		
<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	2,346,508.74
01	Payroll	8,068.74
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	175,832.69
03	Unclaimed Money	4,838.36
04	Donations	
05	Controlled Substance	20,032.42
06	Human Services	32,256.21
07	Children & Youth	286,839.54
08	911	47,326.41
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	12,356.56
25	Aging	156,004.45
28	MH-IDD	101,433.21
30/31	York/Adams HealthChoices	18,173.46
30	York Reinvestment	4,693.19
31	Adams Reinvestment	
35	Domestic Relations	28,709.28
36	Earn-It	
40	Weatherization Liheap	52,025.08
45	Block Grant	267,343.35
46	Affordable Housing	25,199.43
47	Revolving Fund	13,436.57
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	
51	Weatherization Doe	
72	Tax Claim	9,101.43
75	Retirement	27,669.16
82	2013 PLGIT GOB Fund	246.95
84	911 Capital Projects Fund	5,714.01
85	P/A Capital Projects Fund	
90	Drug & Alcohol	61,176.60
	Total	<u>3,704,985.84</u>

- B. Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the Check Register for the week of February 12, 2014 totaling \$1,536,095.30.

Weekly Disbursement Totals for February 12, 2014

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	922,756.92
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	1,028.27
03	Unclaimed Money	11,921.59
04	Donations	
05	Controlled Substance	8,054.56
06	Human Services	165.55
07	Children & Youth	90,423.13
08	911	4,524.56
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	3,140.00
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	27,382.70
25	Aging	5,564.08
28	MH-IDD	238,041.32
30/31	York/Adams HealthChoices	16.54
30	York Reinvestment	345.84
31	Adams Reinvestment	
35	Domestic Relations	6,700.00
36	Earn-It	250.00
40	Weatherization Liheap	45,038.13
45	Block Grant	5,304.25
46	Affordable Housing	2,478.67
47	Revolving Fund	2,696.29
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	954.00
51	Weatherization Doe	
72	Tax Claim	20,770.40
75	Retirement	74,372.14
82	2013 PLGIT GOB Fund	
84	911 Capital Projects Fund	
85	P/A Capital Projects Fund	
90	Drug & Alcohol	64,166.36
	Total	<u><u>1,536,095.30</u></u>

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

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

02/10 – Three Commissioners, Robb Green, Kristy Bixler and Tiffany Trout – General and Human Resources Personnel; Pam Lee – Prothonotary Personnel; Judge Linebaugh, Paul Crouse and April Billet-Barclay – Court Administration Personnel; and Dianna Benaknin – Area Agency on Aging Personnel.

## **16. SOLICITOR'S REPORT**

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

## **17. OPEN POSITIONS REPORT**

Tiffany Trout, York County Human Resources Department, gave a report of open positions within the County of York as of February 12, 2014.

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

### **A. Impending Snow Forecast for the County**

Scott Cassel gave an update on the impending snow forecast for the County. He stated that there was discussion with the City regarding whether or not the City is planning on calling for a snow emergency. He stated that there was also discussion with Commissioners Chronister and Hoke on how this may affect County operations and what decisions will be made based upon the outcome of the impending weather. Mr. Cassel requested that all County employees monitor the media outlets later this evening. He stated that there would be further discussions today between the County and the City to make an informed decision on business operations for tomorrow. Carl Lindquist, County Communications Director, gave an overview for County employees of where to look for information regarding the status of County operations tomorrow. However, Mr. Lindquist also explained that more than half of County employees are essential, meaning that they are required to report to work regardless of whether the County delays or closes business operations.

### **B. Tethering Resolution**

Jane Heller reiterated that she would like the Commissioners to prepare and approve a resolution encouraging other municipalities to create a tethering ordinance.

## **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 10:58 a.m.

Respectfully submitted,

Sherry L. Baer  
Chief Clerk/Office Manager