

**COMMISSIONERS' MEETING
MINUTES**

03/26/14

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 Reilly led the Pledge of Allegiance.

Reverend Chuck Sprenkle of St. Paul's United Methodist Church 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 March 19, 2014 Commissioners' Meeting as submitted.

3. PERIOD OF PUBLIC COMMENT

Sonia Huntzinger, Executive Director of Downtown, Inc., requested a special allocation of up to \$100,000.00 to apply towards matched funds required for a DCNR (Department of Conservation and Natural Resources) grant application to make improvements to the metro York Heritage Rail Trail.

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a special allocation of up to \$100,000.00 to Downtown, Inc., York, PA, to apply towards matched funds required for a DCNR grant application, contingent upon the grant being awarded to Downtown, Inc., to make improvements to the metro York Heritage Rail Trail.

4. BUILDING ENVELOPE REPAIRS

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

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to authorize C.S. Davidson, Inc., York, PA, to proceed with the design, bidding and construction management for building envelope repairs to the York County Administrative Center.

5. EASEMENT AGREEMENTS

A. Redevelopment Authority of the City of York, York, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a temporary construction easement agreement between the County of York and the Redevelopment Authority of the City of York, York, PA, to provide access for the Bridge No. 77 Replacement project (W. Philadelphia Street over the Codorus Creek in the City of York) at a cost of \$1.00.

B. Shrewsbury Township, York, PA

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve an easement agreement between the County of York, on behalf of the York County Parks department, and Shrewsbury Township, York, PA, to provide access at the end of White Oak Road within Spring Valley County Park for the installation of a public road turnaround.

6. LEASE AGREEMENTS

A. IMPAX, Inc., York, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve lease agreements between the County of York, on behalf of the York County Information Services department, and IMPAX, Inc., York, PA, for copiers, including maintenance and supplies, except paper, for the following York County departments at the rates and contract periods indicated:

MDJ(s) 19-1-04, 19-1-05, 19-2-04, 19-3-04, 19-3-05
(5) Samsung SCX-8128 MFP copiers
12 quarters at \$975.95 per quarter/\$11,711.40 total cost
October 28, 2013 through January 28, 2017

Nixon Park
(1) Samsung SCX-6545 MFP copier
12 quarters at \$199.95 per quarter/\$2,399.40 total cost
November 18, 2013 through February 18, 2017

Rudy Park
(1) Samsung SCX-8040 MFP copier
12 quarters at \$374.95 per quarter/\$4,499.40 total cost
December 9, 2013 through March 9, 2017

Human Resources
(1) Samsung SCX-8240 MFP copier
12 quarters at \$469.95 per quarter/\$5,639.40 total cost
November 30, 2013 through February 30, 2017

Facilities-Judicial Center
(1) Samsung SCX-6545 MFP copier
12 quarters at \$150.00 per quarter/\$1,800.00 total cost
December 17, 2013 through March 17, 2017

Prison-Records
(1) Samsung SCX-6545 MFP copier
12 quarters at \$150.00 per quarter/\$1,800.00 total cost
September 23, 2013 through December 23, 2016

B. Fraser Advanced Information Systems, West Reading, PA

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a lease agreement between the County of York, on behalf of the York County Information Services department, and Fraser Advanced Information Systems, West Reading, PA, for one (1) Sharp (MX M464N) copier, including maintenance and supplies, except paper, for the Public Defender's office at a cost of \$722.97 per quarter, for a total cost of \$8,675.64, for the period of March 24, 2014 through June 24, 2017.

7. HUMAN SERVICES

A. Master Service Provider Agreement – York/Adams HealthChoices Management Unit of the York County Human Services Department

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a master service provider agreement between the County of York, on behalf of the York/Adams HealthChoices Management Unit of the York County Human Services department serving as contract administrator, and Holcomb Behavioral Health Systems, Exton, PA, to underwrite contracts for services, goods or fixed assets for telepsychiatry services.

B. Scope of Work Agreement – York/Adams HealthChoices Management Unit of the York County Human Services Department

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a scope of work agreement between the County of York, on behalf of the York/Adams HealthChoices Management Unit of the York County Human Services department serving as contract administrator, and Holcomb Behavioral Health Systems, Exton, PA, for the cost of equipment and furniture for telepsychiatry services at a cost not to exceed \$16,409.00 from HealthChoices reinvestment funds, for the period of March 14, 2014 through June 30, 2015.

C. Service Provider and HIPAA Business Associate Agreement – York County Area Agency on Aging

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a service provider and HIPAA business associate agreement between the County of York, on behalf of the York County Area Agency on Aging serving as contract administrator, and Wessel Consulting, Johnstown, PA, to provide professional consulting services for the purchase, configuration and implementation of fund accounting software at a cost not to exceed \$14,478.00 for software and 1st year maintenance and support, and a cost not to exceed \$16,400.00 for installation and initial training, with an additional cost of \$150.00 p/h plus travel expenses for on-going support for the year 2014, at no cost to the County.

D. Subsidized Adoption 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 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 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 agreement:

<u>Adoptive Parents</u>	<u>Minor Child</u>	<u>Per Diem Rate</u>
TB, Red Lion, PA	SMAB aka SMAB	\$23.00 per day
AG, Stewartstown, PA	CRQ aka CRQ	\$26.50 per day

E. Purchase of Service Agreement – 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 between the County of York, on behalf of the York County Office of Children, Youth & Families, and Bell Socialization, Inc., York, PA, for the Bell Possibilities program at a cost of \$29,238.30, for the period of July 1, 2013 through June 30, 2014.

F. 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 for the addition of the following programs 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>Opt</u>
Devereux Foundation	2012 Renaissance Blvd. King of Prussia, PA 19406	Mapleton Residential Services (Non-MA funded)	\$349.00 per/diem	33
Devereux Foundation	2012 Renaissance Blvd. King of Prussia, PA 19406	Mapleton Residential Services (MA funded)	\$0.00 per/diem	63

G. 2nd Quarter 2013-2014 Accumulative Report of Expenditure and Revenue – York County Office of Children, Youth & Families

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the submission of the 2nd Quarter 2013-2014 accumulative Report of Expenditure and Revenue, on behalf of the York County Office of Children, Youth & Families, to the Pennsylvania Department of Public Welfare, Office of Children, Youth & Families, Harrisburg, PA, in the amount of \$20,760,305.00.

H. 2012-2013 Income and Expenditure Report Amendment – York County Human Services Department

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve the submission of a 2012-2013 Income and Expenditure Report amendment, on behalf of the York County Human Services Department, to the Pennsylvania Department of Public Welfare, Harrisburg, PA, to reflect a revision in the allocation of funds, as directed by DPW, for the accounts and in the amounts as indicated, with no change in the total of \$1,185,865.00:

<u>Funding Program</u>	<u>Original</u>	<u>Adjustment</u>
Homeless Assistance Program	\$902,543.00	\$972,543.00
Human Services Development Fund	\$283,322.00	\$213,322.00

8. BUDGET LINE ITEM ADJUSTMENTS

A. 2014 Budget Line Item Adjustments

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve 2014 Budget Line Item Adjustments, as submitted by the Controller's Office, for the week of March 26, 2014.

Budget Adjustments

Department Name	Department Number	2014		Account Number	Amount Change
		Account Description			
Juvenile Probation	012301	JJSES Carey Guides		5210891	43,343
Juvenile Probation	01	JJSES Carey Guides		4400936	(43,343)
911 - Act 78 Ineligible	080602	Training & Staff Development		5200211	500
911 - Act 78 Ineligible	080602	Office Equipment		5600500	(500)
911 - Act 78 Ineligible	080602	Mileage Reimbursement		5200221	150
911 - Act 78 Ineligible	080602	Office Equipment		5600500	(150)
911 - Act 78 Ineligible	080602	Travel, Food & Lodging		5200231	350
911 - Act 78 Ineligible	080602	Office Equipment		5600500	(350)
911 - Act 78 Ineligible	080602	Association Dues & Expenses		5200214	185
911 - Act 78 Ineligible	080602	Office Equipment		5600500	(185)
Public Defender	011257	Shift Differential - OT		5000106	5
Public Defender	011257	Professional Services		5200240	(5)
Controllers	010112	Office Equipment		5600500	1,277
Commissioners	016924	Contingency Fund		5200420	(1,277)
911 - Act 78 Ineligible	080602	Travel, Food & Lodging		5200231	1,170
911 - Act 78 Ineligible	080602	MDC Project Training		5210474	(1,170)
911 - Act 78 Ineligible	080602	Professional Staff Salaries		5000102	67,620
911 - Act 78 Ineligible	080602	Wages		5000104	(67,620)
911 - Act 78 Ineligible	080602	Fringe Benefit Expense		5000175	11,148
911 - Act 78 Ineligible	080602	Professional Staff Salaries		5000102	86,334
911	08	Wireless E911 Plan		4800320	(97,482)
911 - Act 78 Ineligible	080602	Travel, Food & Lodging		5200231	1,083
911 - Act 78 Ineligible	080602	MDC Project Training		5210474	(1,083)
Magisterial District Justice	011261	Office Equipment		5600500	585
Commissioners	016924	Contingency Fund		5200420	(585)
Maintenance - Administrative Center	010128	Office Equipment		5600500	525
Maintenance - Administrative Center	010128	Electricity		5200206	(525)

9. TAX REFUND REGISTER

A. Tax Refund Register 2014-08

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2014-08 authorizing payment of York County real estate tax refunds totaling \$4,553.27.

10. APPROVAL OF CHECK REGISTER

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the Check Register for the week of March 26, 2014 totaling \$4,461,022.19.

Weekly Disbursement Totals for March 26, 2014

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	1,314,552.68
01	Payroll	8,478.06
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	36,282.42
03	Unclaimed Money	
04	Donations	
05	Controlled Substance	7,724.80
06	Human Services	22,473.36
07	Children & Youth	982,544.61
08	911	54,593.19
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	39,928.36
10	Marcellus Shale Bridge Maintenance	3,790.67
11	Prison Telephone	23,111.65
25	Aging	254,264.21
28	MH-IDD	257,922.16
30/31	York/Adams HealthChoices	10,859.29
30	York Reinvestment	34,774.44
31	Adams Reinvestment	
35	Domestic Relations	163,940.24
36	Earn-It	
40	Weatherization Liheap	21,777.59
45	Block Grant	57.20
46	Affordable Housing	25.20
47	Revolving Fund	2,095.01
48	Downtown Hanover	

49	ARRA Weatherization	
50	Continuum of Care	2,912.00
51	Weatherization Doe	300.00
72	Tax Claim	1,169.83
75	Retirement	1,180,003.39
82	2013 PLGIT GOB Fund	
84	911 Capital Projects Fund	
85	P/A Capital Projects Fund	
90	Drug & Alcohol	37,441.83
	Total	<u><u>4,461,022.19</u></u>

11. REPORT OF EXECUTIVE SESSIONS

Commissioner Chronister reported the following Executive Sessions were held since the last Commissioners' Meeting:

03/24 – Commissioners Chronister and Hoke, Robb Green, Kristy Bixler and Tiffany Trout – General and Nursing Home Personnel; Dianna Benaknin – Aging Personnel; Mary Sabol – Prison Personnel; and Joe Sassano – Information Services Personnel.

03/24 – Commissioners Chronister and Hoke, Kristy Bixler and Tiffany Trout – Labor Relations Negotiations.

03/24 – Three Commissioners, Robb Green, Kristy Bixler, Tiffany Trout and Tom Kearney – District Attorney Personnel.

12. SOLICITOR'S REPORT

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

13. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS

No other business or public comments were received.

14. 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 10:31 a.m.

Respectfully submitted,

Sherry L. Baer
Chief Clerk/Office Manager