

**COMMISSIONERS' MEETING  
MINUTES**

**06/17/15**

**1. CALL TO ORDER**

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

**A. Opening Ceremony**

Chief Clerk Sherry Baer led the Pledge of Allegiance.

Sister Monica of St. Patrick's Catholic 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 June 10, 2015 Commissioners' Meeting as submitted.

**3. PERIOD OF PUBLIC COMMENT**

No public comments were received.

**4. APPOINTMENT**

**A. York County Planning Commission**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to appoint Matthew Chronister, Jacobus Borough, to the York County Planning Commission as a Region 1 representative to fill an unexpired four-year term, effective June 17, 2015 through December 31, 2018.

**5. BID AWARD EXTENSION**

**A. Lehigh Valley Respiratory Care, East Petersburg, PA**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a bid award extension to Lehigh Valley Respiratory Care, East Petersburg, PA, for liquid oxygen, and rental of oxygen concentrators, liquid oxygen base units and liquid oxygen portable units for the Pleasant Acres Nursing and Rehabilitation Center, with no increase to the current rates as indicated, for the period of July 1, 2015 through June 30, 2016:

Liquid oxygen .55 cents per pound

Oxygen concentrators .10 cents per hour, not to exceed the maximum rental charge of \$20.00 per month

**6. PURCHASE**

**A. Hondru Chevrolet, Elizabethtown, 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 Facilities Management department, and Hondru Chevrolet, Elizabethtown, PA, for a 2015 Chevrolet City Express cargo van at a cost of \$20,973.37 under a PA COSTARS contract.

**7. BROKER OF RECORD LETTERS**

**A. Collens-Wagner Agency, Inc., York, PA**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to ratify Broker of Record Letters, on behalf of the York County Human Resources department, naming Collens-Wagner Agency, Inc., York, PA, as the County’s exclusive representative for the following insurance policies, effective as indicated:

<u>Insurance Carrier</u>	<u>Insurance Policy</u>
Travelers Insurance Company	Property, Auto Physical Damage, Crime, and Boiler & Machinery
Effective June 25, 2015	
One Beacon Government Risks	Commercial Casualty (Liability, Automobile, Professional Liability & Excess Liability)
Effective June 30, 2015	

**8. CONTRACT AGREEMENTS**

**A. Walton & Company, Inc., York, PA**

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 Prison, and Walton & Company, Inc., York, PA, for the fabrication and installation of three (3) stainless steel shower doors and sixteen (16) wicket covers in prison cell blocks at the costs indicated, for a total cost of \$24,010.00, an approved line item in the 2015 Budget:

	<u>Fabrication</u>	<u>Installation</u>
Shower Doors	\$13,355.00	\$ 3,885.00
Wicket Covers	<u>\$ 3,870.00</u>	<u>\$ 2,900.00</u>
	\$17,225.00	\$ 6,785.00

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

Commissioner Hoke made a motion, 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, extending Preliminary Design Phase services (Part I) related to the replacement of Bridge No. 233 (North Branch of Bermudian Creek in Washington Township) from August 4, 2015 to February 4, 2016, increasing the duration of Part I from 12 months to 18 months due to pending required regulatory and design submission reviews, with no other changes being made to the original agreement.

### **C. Herre Consulting, Harrisburg, PA**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a service contract agreement renewal between the County of York, on behalf of the York County Domestic Relations Section, and Herre Consulting, Harrisburg, PA, for maintenance on six (6) Lektriever electronic filing system units at a rate of \$770.00 per unit, for a total cost of \$4,620.00, for the period of July 1, 2015 through June 30, 2016.

## **9. LEASE AGREEMENT**

### **A. Block Business Systems, York, PA**

Commissioner Reilly made a motion, 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, York, PA, for one (1) (MP4054SP-LS) copier, including maintenance and supplies, except paper, for the York County Prison, at a rate of \$625.77 per quarter (13 quarters), for a total amount of \$8,135.01, for the period of June 15, 2015 through December 31, 2018.

## **10. INTERGOVERNMENTAL COOPERATIVE AGREEMENT**

### **A. Pennsylvania Department of Human Services, Harrisburg, PA; and the Domestic Relations Section of the Court of Common Pleas, York, PA**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve an intergovernmental cooperative agreement between the County of York; the Pennsylvania Department of Human Services, Harrisburg, PA; and the Domestic Relations Section of the Court of Common Pleas, York, PA, to administer and optimize the effectiveness and performance of the Title IV-D Child Support Enforcement Program, and to ensure the securing of financial and medical support for minor children by establishing funding sources, work responsibilities, performance requirements and audit oversight of the York County Domestic Relations Section, for the period of October 1, 2015 through September 30, 2020.

## **11. HUMAN SERVICES**

### **A. Grant Agreement – York County Human Services**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a grant agreement between the County of York, on behalf of the York County Human Services department, and the Pennsylvania Department of Agriculture, Harrisburg, PA, authorizing the County of York to utilize State Food Purchase Program funds to purchase, store, transport and distribute food products to program participants, for the period of July 1, 2015 through June 30, 2016.

**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 Nancy and Anthony Santiago, York, PA, at standard per diem rates of reimbursement for the care of minor children, for the period of January 1, 2015 through December 31, 2015.

**C. Service Provider Contract Agreement – 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 between the County of York, on behalf of the York County Office of Children, Youth & Families, and Avanco International, Inc., Fairfax, VA, to provide Software Consulting services for the Child Welfare Information Solution System at a cost not to exceed \$50,000.00, for the period of July 1, 2015 through June 30, 2016.

**D. Service Provider 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 service provider contract agreement between the County of York, on behalf of the York County Office of Children, Youth & Families, and Avanco International, Inc., Fairfax, VA, to provide software licensing and support services for the Child Accounting and Profile System at a cost of \$57,240.00, for the period of July 1, 2015 through June 30, 2016.

**12. TAX REFUND REGISTER**

**A. Tax Refund Register 2015-18**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2015-18 authorizing payment of York County real estate tax refunds totaling \$3,086.01.

**13. 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 June 17, 2015 totaling \$5,878,130.29.

Weekly Disbursement Totals for June 17, 2015

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	1,904,293.17
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	61,264.58
03	Unclaimed Money	2,668.48
04	Donations	164.00
05	Controlled Substance	24,275.13
06	Human Services	32,454.09
07	Children & Youth	600,645.32
08	911	12,957.07
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	52,172.60
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	
25	Aging	178,323.94
28	MH-IDD	427,172.07
30/31	York/Adams HealthChoices	14,577.26
30	York Reinvestment	15,522.36
31	Adams Reinvestment	1,052.56
35	Domestic Relations	7,414.51
36	Earn-It	
40	Weatherization Liheap	37,905.60
45	Block Grant	99.14
46	Affordable Housing	12.65
47	Revolving Fund	12.00
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	5,485.00
51	Weatherization Doe	534.50
72	Tax Claim	2,425,367.18
75	Retirement	
82	2013 PLGIT GOB Fund	
84	911 Capital Projects Fund	73,754.25
85	P/A Capital Projects Fund	
90	Drug & Alcohol	2.83
	Total	<u><u>5,878,130.29</u></u>

#### **14. REPORT OF EXECUTIVE SESSIONS**

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

06/15 – Commissioners Chronister, Hoke and Reilly; Robb Green; Kristy Bixler and Tiffany Trout – General Personnel; Terry Clark – Children, Youth & Families Personnel; and Paul Crouse – Court Administration Personnel.

#### **15. SOLICITOR'S REPORT**

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

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

No other business or public comments were received.

#### **17. 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 10:12 a.m.

Respectfully submitted,

Sherry L. Baer  
Chief Clerk/Office Manager