

**COMMISSIONERS' MEETING
MINUTES**

06/18/14

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 Doug Hoke 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 June 11, 2014 Commissioners' Meeting as submitted.

3. PERIOD OF PUBLIC COMMENT

Kyle King, Administrator for the District Attorney, thanked the Board of Commissioners for approving the grant application to the Pennsylvania District Attorney's Institute (PDAI), Harrisburg, PA, in the amount of \$9,990.00 to cover costs for additional forensic interviews of minor victims by the York County Children's Advocacy Center Multidisciplinary Investigative Team.

4. PROCLAMATION

A. Peoples Bank 150th Anniversary

The Board of Commissioners presented a proclamation to Larry Miller, President and CEO of Peoples Bank, recognizing the 150th Anniversary of Peoples Bank.

5. PURCHASES

A. Infinisource, Inc., Newtown, CT

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 Infinisource, Inc., Newtown, CT, for sixty-seven (67) time clocks for the Controller's office to replace end-of-life equipment, for a total cost of \$109,060.00, with \$54,530.00 to be funded through the Records Improvement Committee fund and \$54,530.00 General funds.

B. DocuScan, York, PA

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 DocuScan, York, PA, for Laserfiche RIO document imaging and management system upgrade software, and a one-year software maintenance agreement for the period of June 30, 2014 through June 29, 2015, for a total cost of \$41,045.25.

C. Imagiforce, Inc., Tampa, FL

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 Human Services department, and Imagiforce, Inc., Tampa, FL, for six (6) Systran multi-user licenses, 13-language translation software, and training for a total cost of \$4,818.90 to be funded by a Systems of Care grant, at no cost to the County.

6. PROPOSAL OF PROFESSIONAL SERVICES

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

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a proposal of professional services from C.S. Davidson, Inc., York, PA, County Bridge Engineer, for construction phase engineering services related to the replacement of York County Bridge No. 236 (Ridge Road over North Bermudian Creek in Franklin Township) in the amount of \$32,875.18, subject to PennDOT approval, to be funded by 80% federal funds, 15% state funds and 5% County funds from the Liquid Fuels account.

7. TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

A. Susquehanna Commerce Center Condominium Association, Inc., York, PA

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a temporary construction easement agreement between the County of York, on behalf of C.S. Davidson, Inc., County Engineer, and Susquehanna Commerce Center Condominium Association, Inc., York, PA, in the amount of \$3,600.00 to obtain a temporary easement necessary for the rehabilitation of Bridge No. 77 (Philadelphia Street over the Codorus Creek), with 95% reimbursable from PennDOT.

8. CONTRACT AGREEMENTS

A. County of Adams, Gettysburg, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to ratify a contract agreement between the County of York, on behalf of the York County Youth Development Center, and the County of Adams, Gettysburg, PA, for boarding Adams County youth at the York County Youth Development Center at a daily rate of \$375.60, for the period of July 1, 2013 through June 30, 2014.

B. CTI, Hunt Valley, MD

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a service contract agreement between the County of York, on behalf of the York County Information Services department, and CTI, Hunt Valley, MD, for maintenance on network servers for a total cost of \$46,915.00, for the period of June 1, 2014 through May 31, 2015.

C. Herre Consulting, Harrisburg, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a service contract agreement renewal between the County of York, on behalf of the York County Domestic Relations department, 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, 2014 through June 30, 2015.

9. MASTER SERVICE AGREEMENT

A. Ricoh USA, Inc., Malvern, PA

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a master service agreement between the County of York, on behalf of the York County Information Services department, and Ricoh USA, Inc., Malvern, PA, to provide office equipment, and related products and services to the County.

10. LEASE AGREEMENTS

A. Ricoh USA, Inc., Malvern, 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 Ricoh USA, Inc., Malvern, PA, for eight (8) (Ricoh MP301SPF) copiers and one (1) (Ricoh SP4310N-RIC) printer, including maintenance and supplies, except paper, for the Pleasant Acres Nursing & Rehabilitation Center at a cost of \$1,416.93 per quarter, for a total cost of \$17,003.16, for the period of June 23, 2014 through September 23, 2017.

B. Block Business Systems, 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, York, PA, for copiers, including maintenance and supplies, except paper, for the following York County departments at the rates and contract periods indicated:

Human Services

(1) new Lanier MPC3003 color copier
12 quarters at \$625.19 per quarter/\$7,502.28 total cost
May 23, 2014 through August 23, 2017

Facilities

(1) refurbished Lanier LD525CSPF copier
12 quarters at \$100.00 per quarter/\$1,200.00 total cost
May 23, 2014 through August 23, 2017

Court Administration

(1) refurbished Lanier LD325 copier
12 quarters at \$175.00 per quarter/\$2,100.00 total cost
June 4, 2014 through September 4, 2017

Controller

(1) refurbished Lanier LD533 copier
12 quarters at \$200.00 per quarter/\$2,400.00 total cost
May 23, 2014 through August 23, 2017

C. York County Conservation District, York, PA

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a ground lease agreement between the County of York, on behalf of the York County Solicitor’s office, and the York County Conservation District, York, PA, for eight (8) acres of land off of Davies Drive in Springettsbury Township at a rate of \$1.00 per year, for the period of 99 years effective upon the York County Conservation District obtaining the financing to construct a building on the property.

11. LETTER OF AGREEMENT

A. Dr. Louis B. Laguna, Harrisburg, PA

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a letter of agreement between the County of York, on behalf of the York County Department of Probation Services, and Dr. Louis B. Laguna, Harrisburg, PA, to provide psychological services for pre-employment, and compliance with Municipal Police Officers Education and Training Commission (MPOETC) and ACT 235 standards, and other necessary evaluations as needed at the rates indicated, effective upon complete execution by both parties and shall remain in effect until cancelled by one or both parties:

Pre-Employment Psychological Evaluation	\$150.00
Post Critical Incident Assessment	\$350.00
Fitness-For-Duty Evaluation	\$750.00

12. GRANT PROJECT MODIFICATION REQUESTS

A. Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the submission of a grant project modification request, on behalf of the York County Probation Services department, to the Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA, for the following budget line item adjustments for the York County Day Reporting Center grant reducing the total grant amount by \$80,001.00, with no additional County match, for the period of July 1, 2013 through June 30, 2014:

	<u>Original Budget</u>	<u>Amended Budget</u>
Personnel	\$ 19,671.00	\$19,671.00
Supplies & Operating Expenses	\$ 4,368.00	\$ 8,112.00
Consultants	<u>\$120,357.00</u>	<u>\$36,612.00</u>
	\$144,396.00	\$64,395.00

B. 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 project modification request, on behalf of the York County District Attorney's office, to the Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA, for the following budget line item adjustments for the York County Victim/Witness Unit grant, for the period of January 1, 2013 through December 31, 2014:

	<u>Original Budget</u>	<u>Amended Budget</u>
Personnel	\$351,738.00	\$351,738.00
Travel	\$ 4,461.00	\$ 6,143.00
Supplies & Operating Expenses	<u>\$ 21,681.00</u>	<u>\$ 19,999.00</u>
	\$377,880.00	\$377,880.00

13. HUMAN SERVICES

A. 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 HIPAA business associate agreement between the County of York, on behalf of the York County Area Agency on Aging, and Harmony Information Systems, Inc., Reston, VA, to house protected information as part of administration of the consumer database.

14. TAX REFUND REGISTER

A. Tax Refund Register 2014-20

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2014-20 authorizing payment of York County real estate tax refunds totaling \$7,958.76.

15. 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 June 18, 2014 totaling \$7,131,121.67.

Weekly Disbursement Totals for June 18, 2014

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	3,289,192.46
01	Payroll	1,561.09
01	Ag Land Preservation	
01	Escrow	
01	FEMA Disaster Grant	
01	Marcellus Shale	
01	York Co Agriculture Society Sinking Fund	500.00
02	York County Nursing Home	41,768.68
03	Unclaimed Money	358.00
04	Donations	2,400.00
05	Controlled Substance	567.62
06	Human Services	283.48
07	Children & Youth	570,214.10
08	911	14,196.72
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	38,391.30
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	10,300.80
25	Aging	350,176.00
28	MH-IDD	674,937.97
30/31	York/Adams HealthChoices	3,062.78
30	York Reinvestment	2,975.64
31	Adams Reinvestment	
35	Domestic Relations	9,300.99
36	Earn-It	
40	Weatherization Liheap	8,936.42
45	Block Grant	643.02
46	Affordable Housing	1,202.00
47	Revolving Fund	603.79
48	Downtown Hanover	

49	ARRA Weatherization	
50	Continuum of Care	1,428.00
51	Weatherization Doe	1,332.09
72	Tax Claim	2,086,516.29
75	Retirement	7,677.25
82	2013 PLGIT GOB Fund	12,069.14
84	911 Capital Projects Fund	
85	P/A Capital Projects Fund	
90	Drug & Alcohol	526.04
	Total	<u><u>7,131,121.67</u></u>

16. REPORT OF EXECUTIVE SESSIONS

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

06/16 – Three Commissioners, Robb Green, Kristy Bixler and Tiffany Trout – General Personnel.

17. SOLICITOR'S REPORT

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

18. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS

No other business or public comments were received.

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 10:16 a.m.

Respectfully submitted,

Sherry L. Baer
Chief Clerk/Office Manager