

**COMMISSIONERS' MEETING
MINUTES**

07/30/14

1. CALL TO ORDER

Northern High School Boys' Volleyball team member Luke Braswell called the meeting to order at 10:00 a.m. with all board members present, except Commissioner Reilly.

A. Opening Ceremony

Luke Braswell led the Pledge of Allegiance.

Reverend Patrick Rooney gave the invocation.

2. APPROVAL OF MINUTES

Commissioner Hoke made a motion, seconded by Commissioner Chronister and unanimously carried to approve the minutes from the July 23, 2014 Commissioners' Meeting as submitted.

3. PROCLAMATION

A. Northeastern High School Boys' Volleyball PIAA AA Championship

Commissioners Chronister and Hoke presented a proclamation to the Northeastern High School Boys' Volleyball Team recognizing them for defeating Ambridge High School to win the PIAA Class AA State Championship.

4. PERIOD OF PUBLIC COMMENT

No public comments were received.

5. BID AWARD/CONTRACT AGREEMENTS

A. Keystruct Construction, Inc., York, PA

Motion was made by Commissioner Hoke, seconded by Commissioner Chronister and unanimously carried to approve a bid award and contract agreement between the County of York, on behalf of C.S. Davidson, Inc., County Engineer, and Keystruct Construction, Inc., York, PA, the lowest bidder of \$296,250.00 for the 2014 Bridge Maintenance Program, but removing scope of work items for Bridge No. 76 in the amount of \$7,100.00 and Bridge No. 82 in the amount of \$6,400.00, for a new bid amount of \$282,750.00 to be funded through the Liquid Fuels account.

B. Liberty Power Holdings LLC, Ft. Lauderdale, FL

Commissioner Hoke made a motion, seconded by Commissioner Chronister and unanimously carried to ratify a contract agreement between the County of York, on behalf of the York County Facilities Management department, and Liberty Power Holdings LLC, Ft. Lauderdale, FL, for the purchase of electricity for all County facilities during calendar years 2016 and 2017 at a rate of \$0.06747 per kilowatt hour.

6. LEASE AGREEMENTS

A. Block Business Systems, York, PA

Motion was made by Commissioner Hoke, seconded by Commissioner Chronister 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) refurbished Lanier LD copier, including maintenance and supplies, except paper, for the York County Prison in the amount of \$150.00 per quarter, for a total cost of \$1,800.00, for the period of July 13, 2014 through October 13, 2017.

B. Ricoh USA, Inc., Malvern, PA

Commissioner Hoke made a motion, seconded by Commissioner Chronister and unanimously carried to approve a lease agreement amendment between the County of York, on behalf of the York County Information Services department, and Ricoh USA, Inc., Malvern, PA, to reflect the removal of one (1) copier and eight (8) accessories on the original agreement, changing the amended agreement to seven (7) Ricoh (MP301SPF) copiers and one (1) Ricoh (SP4310N-RIC) printer, including maintenance and supplies, except paper, for the Pleasant Acres Nursing & Rehabilitation Center in the amount of \$1,310.73 per quarter, for a total cost of \$15,728.76, for the period of June 23, 2014 through September 23, 2017.

7. HOST FACILITY AGREEMENT

A. York Adams Transportation Authority (YATA)

Motion was made by Commissioner Hoke, seconded by Commissioner Chronister and unanimously carried to approve a Host Facility agreement between the County of York, on behalf of the York County Facilities Management department, and the York Adams Transportation Authority (YATA) for the installation of a "FindMyRidePA" travel information kiosk in the lobby of the York County Human Services Center in an effort to provide more accessible transportation services to Veterans, family members and others in need of transportation services.

8. GRANT AGREEMENT

A. Pennsylvania Emergency Management Agency (PEMA), Harrisburg, PA

Commissioner Hoke made a motion, seconded by Commissioner Chronister and unanimously carried to approve a grant agreement between the County of York, on behalf of the York County Office of Emergency Management, and the Pennsylvania Emergency Management Agency (PEMA), Harrisburg, PA, in the amount of \$98,220.00 to provide up to 50% of salaries and benefits for the Emergency Management Coordinator, Operations/Training Officer and Administrative Assistant through the Federal Emergency Management Agency (FEMA) under the 2014 Emergency Management Performance Grant, for the period of October 1, 2013 through September 30, 2014.

9. HUMAN SERVICES

A. Contract Agreement Amendment – York County Human Services

Motion was made by Commissioner Hoke, seconded by Commissioner Chronister and unanimously carried to approve a contract agreement amendment between the County of York, on behalf of the York County Human Services department serving as contract administrator, and the Central Pennsylvania Food Bank, Harrisburg, PA, increasing the State Food Purchase Program contract amount by \$14,014.61, for a total contract amount of \$497,915.64, for the period of July 1, 2013 through June 30, 2014.

B. Letters of Agreement – York County Human Services

Commissioner Hoke made a motion, seconded by Commissioner Chronister and unanimously carried to approve letters of agreement between the County of York, on behalf of the York County Human Services department serving as agreement administrator, and the following service providers for the provision of free Information and Referral services to the public through PA-211 (formerly F.I.R.S.T.) at the costs indicated, for the period of July 1, 2014 through June 30, 2015:

York County Area Agency on Aging	\$4,000.00
York County Children & Youth Services	\$6,120.00

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

Motion was made by Commissioner Hoke, seconded by Commissioner Chronister 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 TrueNorth Wellness Center, Hanover, PA, to underwrite contracts for services, goods or fixed assets for expansion of the Amazing Kids Club program.

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

Commissioner Hoke made a motion, seconded by Commissioner Chronister 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 TrueNorth Wellness Center, Hanover, PA, for the implementation and expansion of the Amazing Kids Club program provided to eligible children and adolescents with Autistic Spectrum disorders at a cost not to exceed \$448,448.00 from HealthChoices reinvestment funds, for the period of July 8, 2014 through June 30, 2015.

E. Contract and HIPAA Business Associate Agreement – York/Adams HealthChoices Management Unit of the York County Human Services

Motion was made by Commissioner Hoke, seconded by Commissioner Chronister and unanimously carried to approve a contract and HIPAA business associate 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 Deerfield Data Management, LLC, Collegeville, PA, to provide data management services at a cost not to exceed \$104,520.00 from HealthChoices reinvestment funds, for the period of July 1, 2014 through June 30, 2016.

F. Contract and HIPAA Business Associate Agreement – York/Adams HealthChoices Management Unit of the York County Human Services

Commissioner Hoke made a motion, seconded by Commissioner Chronister and unanimously carried to approve a contract and HIPAA business associate 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 The Binkley Kanavy Group, LLC, Pittsburgh, PA, to provide auditing services at a cost not to exceed \$104,000.00 from HealthChoices reinvestment funds, for the period of July 1, 2014 through June 30, 2016.

G. Contract Agreement Third Amendment – York/Adams HealthChoices Management Unit of the York County Human Services

Motion was made by Commissioner Hoke, seconded by Commissioner Chronister and unanimously carried to approve a contract agreement third amendment between the County of York, on behalf of the York/Adams HealthChoices Management unit of the York County Human Services department, and the Community Care Behavioral Health Organization, to reflect revisions and definition clarification to the general contractual requirements, with no other changes being made to the original agreement.

H. Contract Agreement Renewals – York County Area Agency on Aging

Commissioner Hoke made a motion, seconded by Commissioner Chronister and unanimously carried to approve contract agreement renewals between the County of York, on behalf of the York County Area Agency on Aging serving as contract administrator, and the following agency-funded service providers to provide guardianship and representative payee services for a total amount of \$72,137.00, for the period of July 1, 2014 through June 30, 2015:

Good News Consulting, Inc., York, PA (guardianship)	\$13,092.00
Neighborhood Services, Lancaster, PA (guardianship and representative payee)	\$28,356.00
Jewish Family Services, York, PA (guardianship and representative payee)	<u>\$30,689.00</u>
	\$72,137.00

I. Contract Agreement Renewal – York County Area Agency on Aging

Motion was made by Commissioner Hoke, seconded by Commissioner Chronister and unanimously carried to approve a contract agreement renewal between the County of York, on behalf of the York County Area Agency on Aging serving as contract administrator, and Heritage Senior Center, Inc., Dover, PA, to provide an agency-funded senior community center in the amount of \$129,242.00 for senior center services and \$64,816.89 for meal delivery services, for a total amount of \$194,058.89, for the period of July 1, 2014 through June 30, 2015.

10. BUDGET LINE ITEM ADJUSTMENTS

A. 2014 Budget Line Item Adjustments

Commissioner Hoke made a motion, seconded by Commissioner Chronister and unanimously carried to approve 2014 Budget Line Item Adjustments, as submitted by the Controller's Office, for the week of July 30, 2014.

Budget Adjustments

2014

Department Name	Department Number	Account Description	Account Number	Amount Change
OEM	012604	Special Official Function	5200333	753
OEM	012604	Professional Services	5200240	(753)
OEM	012604	Tools & Equipment	5600513	1,757
OEM	012604	Act 147 Equipment	5600547	(1,757)
Tax Claim	010111	Computer Forms	5600540	246
Tax Claim	010111	Printing	5200215	(246)

Divorce Masters	011264	Office Equipment	5600500	81
Divorce Masters	011264	Office Supplies	5600550	(81)
Commissioners	010101	Advertising	5200201	500
Commissioners	010101	Telephone	5200203	(500)
Sheriff	011251	Office Equipment	5600500	800
Sheriff	011251	Uniforms	5200218	(800)
Purchasing	010120	Office Equipment	5600500	1,464
Contingency	016924	Contingency	5200420	(1,464)
911	080602	Travel	5200231	473
911	080602	Training	5200211	(473)
YDC Maintenance	012304	Sewer	5200208	1,500
YDC Maintenance	012304	Electricity	5200206	(1,500)
Purchasing	010120	Contract Service Agreements	5600236	335
Purchasing	010120	Office Supplies	5600550	(335)
Juvenile Probation	012301	PCCD Exp Youth Aide Panel	5210837	108
Juvenile Probation	012301	Office Supplies	5600550	(108)
OEM	012604	Special Official Function	5200333	106
OEM	012604	Professional Services	5200240	(106)
OEM	012604	Tools & Equipment	5600513	15
OEM	012604	Travel	5200231	(15)
Clerk of Courts	011254	Office Equipment	5600500	240
Clerk of Courts	011254	Office Supplies	5600550	(240)
911	080602	Office Equipment	5600500	980
911	080602	Training	5200211	(980)
911	080602	Mileage	5200221	228
911	080602	MDC Project Training	5210474	(228)
911	080602	Travel	5200231	79
911	080602	MDC Project Training	5210474	(79)
OEM	012604	Mileage	5200221	144
OEM	012604	Professional Services	5200240	(144)
OEM	012604	Office Supplies	5600550	26
OEM	012604	Professional Services	5200240	(26)
Admin Center Maintenance	010128	Custodial Supplies	5600551	2,000
Admin Center Maintenance	010128	Electricity	5200206	(2,000)

PAN&RC	020411	Travel	5200231	250
PAN&RC	020411	Telephone	5200203	(250)
PAN&RC	020411	Office Supplies	5600550	4,000
PAN&RC	020411	Housekeeping & Kitchen Supplies	5600555	(4,000)
PAN&RC	020412	Maintenance & Repairs	5200241	4,000
PAN&RC	020412	Outside Services	5200248	(4,000)
PAN&RC	020421	Mileage	5200221	500
PAN&RC	020421	Maintenance & Repairs	5200241	(500)
PAN&RC	020433	Subscriptions	5600502	200
PAN&RC	020433	Training	5200211	(200)
PAN&RC	020433	Tools & Equipment	5600513	1,000
PAN&RC	020433	Recreational Materials	5600514	(1,000)
PAN&RC	020445	Travel	5200231	100
PAN&RC	020445	Speech Therapy Supplies	5600524	(100)
PAN&RC	020453	Salaries of Prof Staff	5000102	38,497
PAN&RC	020453	Salaries of Staff	5000103	(38,497)
PAN&RC	020443	Maintenance & Repairs	5200241	4,000
PAN&RC	020443	Occupational Therapy Supplies	5600523	(4,000)
PAN&RC	020414	Major Equipment	5900702	30,000
PAN&RC	020414	Non-Emergency Transports	5200251	(30,000)

11. TAX REFUND REGISTER

A. Tax Refund Register 2014-26

Motion was made by Commissioner Hoke, seconded by Commissioner Chronister and unanimously carried to approve Tax Refund Register 2014-26 authorizing payment of York County real estate tax refunds totaling \$2,932.38.

12. APPROVAL OF CHECK REGISTER

Commissioner Hoke made a motion, seconded by Commissioner Chronister and unanimously carried to approve the Check Register for the week of July 30, 2014 totaling \$5,885,727.14.

<u>Weekly Disbursement Totals for July 30, 2014</u>		
<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	1,596,838.53
01	Payroll	8,447.18
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	41,722.49
03	Unclaimed Money	
04	Donations	
05	Controlled Substance	27,931.81
06	Human Services	85,012.63
07	Children & Youth	1,181,356.38
08	911	19,592.00
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	13,876.33
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	38,517.04
25	Aging	263,479.01
28	MH-IDD	822,095.83
30/31	York/Adams HealthChoices	9,865.96
30	York Reinvestment	
31	Adams Reinvestment	
35	Domestic Relations	116,753.68
36	Earn-It	743.08
40	Weatherization Liheap	8,774.11
45	Block Grant	53,739.20
46	Affordable Housing	21,562.82
47	Revolving Fund	
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	3,409.00
51	Weatherization Doe	
72	Tax Claim	55,360.23
75	Retirement	1,235,185.49
82	2013 PLGIT GOB Fund	109,441.60
84	911 Capital Projects Fund	
85	P/A Capital Projects Fund	
90	Drug & Alcohol	172,022.74
	Total	<u>5,885,727.14</u>

13. REPORT OF EXECUTIVE SESSIONS

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

07/28 – Commissioners Chronister and Hoke, Robb Green, Kristy Bixler and Tiffany Trout – General Personnel; Paul Crouse – Court Administration Personnel; and Joe Sassano and Christy Depew – Archives Personnel.

14. SOLICITOR'S REPORT

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

15. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS

No other business or public comments were received.

16. ADJOURNMENT

There being no further business to come before the Board at this time, Commissioner Hoke made a motion, seconded by Commissioner Chronister and unanimously carried to adjourn the meeting at 10:20 a.m.

Respectfully submitted,

Sherry L. Baer
Chief Clerk/Office Manager