

**COMMISSIONERS' MEETING
MINUTES**

09/30/15

1. CALL TO ORDER

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

A. Opening Ceremony

Commissioner Christopher Reilly led the Pledge of Allegiance.

Pastor Ron Oelrich of Faith 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 September 23, 2015 Commissioners' Meeting as submitted.

3. PERIOD OF PUBLIC COMMENT

No public comments were received.

4. YORK COUNTY REAL ESTATE TAX EXONERATION AND REIMBURSEMENT

A. 3013 E. Market Street, Springettsbury Township

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to exonerate & reimburse 2015 York County real estate taxes paid for property located at 3013 E. Market Street, Springettsbury Township (parcel number 46-000-JJ-0011.00-00000), in the amount of \$1,523.60, as the property was placed back on taxable status after being vacated by the Springettsbury Township Volunteer Fire Company prior to the sale of the property, of which the sale proceeds were to be given to the Township to help fund the new Fire Station.

5. EASEMENT AGREEMENT

A. Gregory Leib, Dover, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a temporary easement agreement between the County of York, on behalf of C.S. Davidson, Inc., York County Engineer, and Gregory Leib, Dover, PA, for property located at 248 Blue Hill School Road, Washington Township, to obtain right-of-way access necessary for the replacement of Bridge No. 221 (Bermudian Church Road over the Bermudian Creek in Washington Township) at a cost of \$500.00, 100% reimbursable from PennDOT.

6. PURCHASES

A. Extract Systems, Madison, WI

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 Extract Systems, Madison, WI, for four million (4,000,000) ID shield redaction counts software for a total cost of \$46,000.00, with \$34,500.00 to be funded through the Records Improvement Fund account and \$11,500.00 to be funded through the Clerk of Courts Automation Fund account.

B. DLT Solutions, LLC, Atlanta, GA

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 DLT Solutions, LLC, Atlanta, GA, for two (2) database software licenses and support for a total cost of \$22,472.48, for the period of October 1, 2015 through September 30, 2016.

7. CONTRACT AGREEMENTS

A. IIS Group, Fort Washington, PA

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 IIS Group, Fort Washington, PA, for maintenance on the uninterruptible power supplies (UPS) located at the Administrative Center and Human Services Center at a cost of \$7,552.50, for the period of October 16, 2015 through October 15, 2016; and the Judicial Center at a cost of \$1,294.52, for the period of October 16, 2015 through January 31, 2016.

B. Keefe Commissary Network, LLC, St. Louis, MO

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a contract agreement addendum between the County of York, on behalf of the York County Prison, and Keefe Commissary Network, LLC, St. Louis, MO, to provide commissary service to inmates housed at the York County Prison, for the period of November 1, 2015 through October 31, 2018, with the option to renew for up to two additional one-year periods with no changes to the original agreement.

C. Block Business Systems, York, PA

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve coterminous contract agreement addendums between the County of York, on behalf of the York County Information Services department, and Block Business Systems, York, PA, for the addition of the following associated copier equipment at the costs indicated, for the following York County departments:

Children, Youth & Families Independent Living Unit
(1) paper feed unit (Lanier MP3054SP copier)
\$48.00

Court Administration
(1) stapler unit (Lanier MP3054SP copier)
\$46.56

8. GRANT AMENDMENT

A. Bureau of Revenue, Capital & Debt, Office of the Budget, Harrisburg, PA

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the submission of a grant second amendment, on behalf of the Fire Chiefs and Firefighters Association of York County, to the Bureau of Revenue, Capital & Debt, Office of the Budget, Harrisburg, PA, extending the York County Fire School Capital Improvement Project Redevelopment Assistance Capital Program (RACP) grant an additional year to allow time to complete the project, for the period of November 30, 2015 through November 30, 2016.

9. HUMAN SERVICES

A. Contract Agreement Amendment – York/Adams HealthChoices Management Unit of York County Human Services

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a contract agreement amendment between the County of York, on behalf of the York/Adams HealthChoices Management Unit of the York County Human Services department, and Community Care Behavioral Health Org., Pittsburgh, PA, to reflect changes to the eligibility, rate setting and reporting related to the expansion of the Medical Assistance Program due to the Affordable Care Act, for the period of January 1, 2015 through June 30, 2016.

B. Subsidized Adoption Assistance Agreements – York County Office of Children, Youth & Families

Commissioner Reilly made a motion, 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 \$800.50, according to the schedule attached to the agreements:

<u>Adoptive Parents</u>	<u>Minor Child</u>	<u>Rate per day</u>
TG and KG, Red Lion, PA	JWG fka JJK	\$27.00
TG and KG, Red Lion, PA	EKG fka EJM	\$27.00

10. BUDGET LINE ITEM ADJUSTMENTS

A. 2015 Budget Line Item Adjustments

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve 2015 Budget Line Item Adjustments, as submitted by the Controller's Office, for the week of September 30, 2015.

Budget Adjustments

2015

Department Name	Department Number	Account Description	Account Number	Amount Change
YDC	012303	Major Equipment	5900702	28,325
Contingency	016924	Miscellaneous	5200420	(28,325)
Assessment	010107	Telephone	5200203	5,000
Assessment	010107	Contract Service Agreements	5200236	(5,000)
Tax Claim	010111	Training	5200211	400
Assessment	010107	Training	5200211	(400)
General Miscellaneous	010121	Office Supplies	5600550	246
Commissioners	010101	Training	5200211	(246)
Commissioners	010101	Postage	5200202	5
Commissioners	010101	Training	5200211	(5)
Commissioners	010101	Contract Service Agreements	5200236	3
Commissioners	010101	Training	5200211	(3)
Commissioners	010101	Cell Phone	5000181	380
Contingency	016924	Miscellaneous	5200420	(380)
Maintenance - Archives	010131	Fuel	5200205	2,000
Maintenance - Archives	010131	Major Equipment	5900702	(2,000)
ESC - Maintenance	080603	Major Equipment	5900702	6,402
ESC - Maintenance	080603	Maintenance & Repairs	5200241	(6,402)
District Attorney	011258	Association Dues	5200214	2,000
District Attorney	011258	Professional Services	5200240	(2,000)
District Attorney	011258	Maintenance - Vehicles	5200233	2,500
District Attorney	011258	Professional Services	5200240	(2,500)

Maintenance - YDC	012304	Office Supplies	5600550	500
Maintenance - YDC	012304	Office Equipment	5600500	(500)
Maintenance - MDJ	011262	Contract Service Agreements	5200236	5,000
Maintenance - Annex	010103	Major Equipment	5900702	(5,000)
Maintenance - Archives	010131	Electricity	5200206	5,000
Maintenance - YDC	012304	Fuel	5200205	(5,000)
Purchasing	010120	Cell Phone	5000181	825
Purchasing	010120	Office Supplies	5600550	(825)
Traffic Safety	010127	Indirect Costs	5000147	1,800
Traffic Safety	010127	DRE Officers	5600606	(1,800)
Contingency	016924	Miscellaneous	5200420	58,437
Contingency	016924	Marketway	5200316	(58,437)
911	080602	Postage	5200202	100
911	080602	Travel	5200231	(100)
Parks	01307	Paint Supplies	5600503	650
Parks	013607	Contract Service Agreements	5200236	(650)
Maintenance - Admin Center	010128	Maintenance & Repairs	5200241	18,310
Contingency	016924	Miscellaneous	5200420	(18,310)
Prothonotary	011253	Cell Phone	5000181	1,080
Prothonotary	011253		5200212	(1,080)
Prothonotary	011253	Travel	5200231	374
Prothonotary	011253	Microfilming	5200212	(374)
MDJ	011261	Training	5200211	1,100
MDJ	011261	Office Supplies	5600550	(1,100)
CRU	011259	Training	5200211	341
CRU	011259	Gas & Oil	5200232	(341)
Sheriff	011251	Radio System & Communication	5200329	426
Sheriff	011251	Gas & Oil	5200232	(426)
Clerk of Courts	011254	Office Equipment	5600500	70
Clerk of Courts	011254	Office Supplies	5600550	(70)

Clerk of Courts	011254	Mileage	5200221	500
Clerk of Courts	011254	Lease Agreements	5900725	(500)
Register of Wills	011250	Lease Agreements	5900725	50
Register of Wills	011250	Advertising	5200201	(50)
Register of Wills	011250	Mileage	5200221	148
Register of Wills	011250	Advertising	5200201	(148)
Register of Wills	011250	Travel	5200231	717
Register of Wills	011250	Advertising	5200201	(717)
District Attorney	011258	CIT	5210423	2,500
Contingency	016924	Miscellaneous	5200420	(2,500)
Emergency Services	012601	Maintenance - Vehicle	5200233	150
Emergency Services	012601	Association Dues	5200214	(150)
Assessment	010107	Cell Phone	5000181	900
Assessment	010107	Contract Service Agreements	5200236	(900)
Sheriff	011251	Maintenance - Vehicle	5200233	7,000
Sheriff	011251	Gas & Oil	5200232	(7,000)
Sheriff	011251	Office Supplies	5600550	2,000
Sheriff	011251	Professional Services	5200240	(2,000)
Sheriff	011251	Office Supplies	5600550	2,000
Sheriff	011251	Contract Service Agreements	5200236	(2,000)
Information Technology	010117	Office Supplies	5600550	2,300
Information Technology	010117	Contract Service Agreements	5200236	(2,300)
Sheriff	011251	Travel	5200231	1,500
Sheriff	011251	Gas & Oil	5200232	(1,500)

11. TAX REFUND REGISTER

A. Tax Refund Register 2015-33

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2015-33 authorizing payment of York County real estate tax refunds totaling \$3,668.14.

12. 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 September 30, 2015 totaling \$3,925,047.92.

<u>Weekly Disbursement Totals for September 30, 2015</u>		
<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	1,565,972.17
01	Payroll	17,832.08
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	150,514.23
03	Unclaimed Money	
04	Donations	
05	Controlled Substance	9,891.05
06	Human Services	
07	Children & Youth	59,581.27
08	911	52,810.10
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	81,233.99
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	
25	Aging	105,639.80
28	MH-IDD	4,166.66
30/31	York/Adams HealthChoices	17,424.79
30	York Reinvestment	21,937.32
31	Adams Reinvestment	
35	Domestic Relations	267,418.66
36	Earn-It	19.95
40	Weatherization Liheap	6,496.00
45	Block Grant	27,884.74
46	Affordable Housing	26,482.97
47	Revolving Fund	200.50
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	6,525.00
51	Weatherization Doe	6,786.80
72	Tax Claim	
75	Retirement	1,326,767.02
82	2013 PLGIT GOB Fund	87,300.57
84	911 Capital Projects Fund	75,385.00
85	P/A Capital Projects Fund	
90	Drug & Alcohol	6,777.25
	Total	<u><u>3,925,047.92</u></u>

13. REPORT OF EXECUTIVE SESSIONS

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

09/28 – Commissioners Chronister, Hoke and Reilly; Mark Derr; Robb Green; Kristy Bixler and Tiffany Trout – General Personnel; Pam Gay – Coroner's Office Personnel; Tom Kearney, Kyle King and Katherine Romeo – District Attorney's Office Office Construction and ARD contracts; and Tom Kearney – District Attorney's Office 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 Reilly and unanimously carried to adjourn the meeting at 10:10 a.m.

Respectfully submitted,

Sherry L. Baer
Chief Clerk/Office Manager