

**COMMISSIONERS' MEETING
MINUTES**

11/26/14

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 Christopher Reilly led the Pledge of Allegiance.

Ann Booth of York Baha'i Community 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 November 19, 2014 Commissioners' Meeting as submitted.

3. PROCLAMATION

A. "Small Business Saturday"

The Board of Commissioners presented proclamations to Whitney Morgan, owner of "Collage", a specialty boutique located in Colonial Shopping Center, York, PA, and Sonia Huntzinger, Executive Director of Downtown, Inc., York, PA, recognizing November 29, 2014 as "Small Business Saturday" in York County.

4. PRESENTATION

A. Preliminary 2015 York County Budget – Chuck Noll, Financial Administrator

Chuck Noll presented the preliminary 2015 York County Budget representing 4.52 mills of real estate tax, including .10 mills of dedicated library tax, which reflects no tax increase.

5. PERIOD OF PUBLIC COMMENT

No public comments were received.

6. APPOINTMENTS

A. York County Conservation District Board

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to appoint Travis Sherman, Washington Township, to the York County Conservation District Board as Farmer's Director for a four-year term, effective January 1, 2015 through December 31, 2018.

B. York County Conservation District Board

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to reappoint Steve Chronister, York, PA, as the County Commissioner appointee to the York County Conservation District Board for a one-year term, effective January 1, 2015 through December 31, 2015.

7. AGRICULTURAL CONSERVATION EASEMENT DONATIONS

A. Glenn M. and Donna M. Reed, and Donald E. Snelbaker

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to accept the following Agricultural Conservation Easement Donations at the values indicated, as recommended by the York County Agricultural Land Preservation Board:

Glenn M. and Donna M. Reed
82.698 acre crop farm
Warrington Township, York County, PA
Value: \$262,152.00

Donald E. Snelbaker
64.82 acre crop farm
Warrington Township, York County, PA
Value: \$215,202.00

8. MARCELLUS SHALE FUND ALLOCATIONS

A. Hellam Township, York, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the allocation of \$50,000.00 of Marcellus Shale funds to Hellam Township, York, PA, to assist in the completion of phases I and II of a Regional Master Park Plan that would allow the gradual development of additional park features.

B. Crispus Attucks Association, Inc., York, PA

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve the allocation of \$25,000.00 of Marcellus Shale funds to Crispus Attucks Association, Inc., York, PA, for the restoration and development of the Goodridge Freedom House and Underground Railroad Museum.

9. RESOLUTION

A. York County 2015, 2016 and 2017 Three Year Project Plan

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution, on behalf of the York County Community Development Division of the York County Planning Commission, approving the York County 2015, 2016 and 2017 Three Year Project Plan for the Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) program activities funded through the U.S. Department of Housing and Urban Development (HUD), Washington, D.C.

10. PURCHASES

A. United Group, Inc., Lake Forest, IL

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 Department of Emergency Services, and United Group, Inc., Lake Forest, IL, for six (6) ergonomic office chairs to replace chairs for the 9-1-1 dispatch floor at a cost of \$1,382.09 per chair, for a total cost of \$8,642.54, with \$3,228.67 to be funded by wireless funds and \$5,413.87 to be funded by wireline and general funds.

B. Dell, Inc., Round Rock, TX

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a purchase between the County of York, on behalf of the York County Information Services department, and Dell, Inc., Round Rock, TX, for eleven (11) desktop computers for the Pleasant Acres Nursing & Rehabilitation Center (PAN&RC) to replace end-of-life equipment at a cost of \$941.94 per computer, for a total cost of \$10,361.34, under a PA COSTARS contract.

11. SCOPE OF WORK AGREEMENT

A. CTI, Hunt Valley, MD

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a scope of work agreement between the County of York, on behalf of the York County Information Services department, and CTI, Hunt Valley, MD, to provide professional services for the implementation of the Human Services Data Center Virtualization project at a cost not to exceed \$16,744.00.

12. SERVICE CONTRACT AGREEMENT

A. LexisNexis, Albany, NY

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a service contract agreement between the County of York, on behalf of the York County Public Defender's office, and LexisNexis, Albany, NY, to provide Internet access for legal research for a total cost of \$37,795.44, for the period of January 1, 2015 through December 31, 2017.

13. LEASE AGREEMENTS

A. Block Business Systems, York, PA

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve lease agreements 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:

Public Defender

(1) Lanier MP4002 copier
12 quarters at \$770.00 per quarter/\$9,240.00 total cost
November 17, 2014 through February 17, 2018

MH/IDD

(1) Lanier MP3054 copier
12 quarters at \$349.00 per quarter/\$4,188.00 total cost
December 12, 2014 through March 12, 2018

14. LICENSE AGREEMENTS

A. Commonwealth of Pennsylvania Department of Transportation (PennDOT), Harrisburg, PA

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a license agreement between the County of York, on behalf of the York County Department of Emergency Services, and the Commonwealth of Pennsylvania Department of Transportation (PennDOT), Harrisburg, PA, to allow the York County 9-1-1 Center and Office of Emergency Management access to live video streams from traffic cameras posted on state routes throughout York County via the Internet, at no cost to the County.

B. CoreBTS, Exton, PA

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a license agreement renewal between the County of York, on behalf of the York County Information Services department, and CoreBTS, Exton, PA, for anti-virus and malware software for a total cost of \$11,238.50, for the period of December 11, 2014 through December 10, 2015.

C. Infinisource, Charlotte, NC

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a license agreement renewal between the County of York, on behalf of the York County Information Services department, and Infinisource, Charlotte, NC, for time and attendance software for a total cost of \$9,380.00, for the period of November 17, 2014 through November 16, 2015.

D. American Towers, LLC, a Delaware Limited Liability Company

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a license agreement third amendment between the County of York, on behalf of the York County Department of Emergency Services, and American Towers, LLC, a Delaware Limited Liability Company, to reflect equipment changes and modifications to the Iron Ridge tower transmission site located in Hanover, PA; an increase to the monthly lease by \$550.00 effective February 10, 2015, for a new monthly lease amount of \$4,778.30 with an annual 3% increase; and to provide a temporary installation period allowing both new and legacy equipment to remain on the tower structures at no additional cost for the period of six months, followed by a reoccurring fee of an additional \$1,000.00 per month after the six-month grace period expires until such time all legacy equipment is removed from the site.

15. 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 November 26, 2014.

Budget Adjustments

2014

Department Name	Department Number	Account Description	Account Number	Amount Change
Commissioners	010101	Advertising	5200201	220
Commissioners	010101	Telephone	5200203	(220)
CRU	011259	Maintenance & Repairs	5200241	500
CRU	011259	Association Dues	5200214	(250)
CRU	011259	Printing	5200215	(250)
Elections/Voters	010105	Travel	5200231	146
Elections/Voters	010105	Printing	5200215	(146)

Clerk of Courts	011254	Printing	5200215	106
Clerk of Courts	011254	Training	5200211	(106)
Sheriff	011251	Major Equipment	5900702	100
Sheriff	011251	Gas & Oil	5200232	(100)
CRU	011259	Tools & Equipment	5600513	100
CRU	011259	Office Supplies	5600550	(100)
CRU	011259	Maintenance & Repairs	5200241	500
CRU	011259	Gas & Oil	5200232	(500)
Maintenance Annex	010103	Maintenance Supplies	5600552	100
Maintenance Annex	010103	Fuel	5200205	(100)
MDJ	011261	Cell Phone	5000181	2,515
MDJ	011261	Office Supplies	5600550	(2,515)
MDJ	011261	Postage	5200202	3,500
MDJ	011261	Mileage	5200221	(3,500)
Archives	010122	Office Equipment	5600500	923
Archives	010122	Microfilming	5200212	(923)
Archives	010122	Office Equipment	5600500	2,200
Archives	010122	Restoration Old Documents	5200244	(2,200)
Archives	010122	Office Equipment	5600500	2,024
Archives	010122	Archival Supplies	5600584	(2,024)
PAN&RC	020412	Postage	5200202	100
PAN&RC	020412	Contracted Services	5200200	(100)
PAN&RC	020412	Laundry Supplies	5600553	15,000
PAN&RC	020412	Bedding & Linen	5600556	(15,000)
PAN&RC	020411	Travel	5200231	500
PAN&RC	020411	Tools & Equipment	5600513	(500)
PAN&RC	020411	Maintenance & Repairs	5200241	2,000
PAN&RC	020411	Housekeeping & Kitchen Supplies	5600555	(2,000)
PAN&RC	020412	Major Repairs Building	5900703	4,000
PAN&RC	020412	Major Equipment	5900702	(4,000)
PAN&RC	020414	Pest Control	5200287	10,000
PAN&RC	020414	Maintenance & Repairs	5200241	(10,000)
PAN&RC	020421	Office Supplies	5600550	3,000
PAN&RC	020421	Maintenance & Repairs	5200241	(3,000)

PAN&RC	020422	Training	5200211	2,000
PAN&RC	020421	Labs	5200264	(2,000)
PAN&RC	020443	Maintenance & Repairs	5200241	7,000
PAN&RC	020446	Tools & Equipment	5600513	(7,000)
PAN&RC	020443	Major Equipment	5900702	2,000
PAN&RC	020446	Tools & Equipment	5600513	(2,000)
PAN&RC	020451	Cell Phones	5000181	400
PAN&RC	020451	Printing	5200215	(400)
PAN&RC	020451	Cell Phones	5000181	1,000
PAN&RC	020451	Printing	5200215	(1,000)
PAN&RC	020451	Professional Services	5200240	5,000
PAN&RC	020451	Equipment Rental	5200315	(5,000)
PAN&RC	020455	Maintenance & Repairs	5200241	3,000
PAN&RC	020455	Advertising	5200201	(3,000)
PAN&RC	020463	Barber/Beauty Supplies	5600566	1,200
PAN&RC	020455	Advertising	5200201	(1,200)
911	080602	Maintenance - Vehicle	5200233	3,137
911	080601	Maintenance & Repairs	5200241	(3,137)
911	080602	Uniforms	5200218	302
911	080602	MDC Project Training	5210474	(302)
911	080602	Travel	5200231	258
911	080602	MDC Project Training	5210474	(258)
Payroll	010126	Major Equipment	5900702	1,710
Payroll	010126	Contract Service Agreements	5200236	(1,710)
Retirement	016631	Supplies	5600550	44
Retirement	016631	Computer Forms	5600540	(44)
Controller	010112	Contract Service Agreements	5200236	75
Controller	010112	Office Equipment	5600500	(75)
Controller	010112	Memberships	5200214	65
Controller	010112	Office Equipment	5600500	(65)
Maintenance - Judicial Center	010104	Maintenance Supplies	5600552	210
Maintenance - Judicial Center	010104	Electricity	5200206	(210)
Court Administration	011260	Counsel for Parent or LG	5210293	72,000
Court Administration	011260	Professional Services	5200240	(72,000)

Court Administration	011260	Counsel for Incap Person	5210295	6,000
Court Administration	011260	Professional Services	5200240	(6,000)
Court Administration	011260	Travel	5200231	2,500
Court Administration	011260	Professional Services	5200240	(2,500)
Court Administration	011260	Prof Srvc/Public Defender	5210244	800
Court Administration	011260	Professional Services	5200240	(800)
Court Administration	011260	Leases	5900725	1,250
Court Administration	011260	Subscriptions	5600502	(1,250)
District Attorney	011258	Travel	5200231	2,500
District Attorney	011258	Professional Services	5200240	(2,500)
Adult Probation	012302	Janitorial Supplies	5600551	44
Adult Probation	012302	Drug Testing Supplies	5200246	(44)
Prothonotary	011253	Office Supplies	5600550	1,000
Prothonotary	011253	Microfilming	5200212	(1,000)
911	080601	Office Equipment	5600500	3,900
911	080602	Office Equipment	5600500	(3,900)
911	080601	Maintenance & Repairs	5200241	1,004
911	080602	Office Equipment	5600500	(1,004)
911	080602	Office Supplies	5600550	339
911	080602	Training	5200211	(339)
911	080601	Office Equipment	5600500	521
911	080601	Addressing Mapping	5200482	(521)
CRU	011259	Radio Systems	5200329	700
CRU	011259	Maintenance & Repairs	5200241	(500)
CRU	011259	Medical & Dental Services	5200245	(200)
Sheriff	011251	Uniforms	5200218	5,000
Sheriff	011251	Medical & Dental Services	5200245	(2,500)
Sheriff	011251	Contracted Service Agreements	5200236	(2,500)
Sheriff	011251	Vehicle Insurance	5200230	10
Sheriff	011251	Association Dues	5200214	(10)
Parks	013607	Rental Property Repairs	5200275	230
Parks	013607	Welding Supplies	5600570	(230)
Parks	013607	Vehicle Insurance	5200230	512
Parks	013607	Electricity	5200206	(512)

Parks	013607	Wages - Per Diem	5000105	15,000
Parks	013607	Wages	5000104	(15,000)
Parks	013607	Uniforms	5200218	226
Parks	013607	Mileage	5200221	(200)
Parks	013607	Travel	5200231	(26)
Parks	013607	Maintenance - Vehicle	5200233	2,000
Parks	013607	Contract Service Agreements	5200236	(2,000)
Parks	013607	Tools & Equipment	5600513	2,800
Parks	013607	Cross Mill Project	5900718	(1,200)
Parks	013607	Sewer	5200208	(1,600)
PAN&RC	020451	Misc Bank Fees	5210210	15,200
PAN&RC	020441	Prescription Drugs	5600574	(15,200)

16. TAX REFUND REGISTER

A. Tax Refund Register 2014-42

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2014-42 authorizing payment of York County real estate tax refunds totaling \$699.29.

17. 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 November 26, 2014 totaling \$5,468,523.27.

Weekly Disbursement Totals for November 26, 2014

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	1,493,845.89
01	Payroll	6,553.52
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	339,715.56
03	Unclaimed Money	
04	Donations	20.00
05	Controlled Substance	3,337.58
06	Human Services	169,585.01
07	Children & Youth	237,884.04
08	911	19,630.88

08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	16,508.08
25	Aging	221,797.88
28	MH-IDD	1,201,208.01
30/31	York/Adams HealthChoices	13,924.96
30	York Reinvestment	
31	Adams Reinvestment	
35	Domestic Relations	144,860.44
36	Earn-It	
40	Weatherization Liheap	590.63
45	Block Grant	38,698.20
46	Affordable Housing	
47	Revolving Fund	784.70
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	720.00
51	Weatherization Doe	81.82
72	Tax Claim	20,255.06
75	Retirement	1,290,769.01
82	2013 PLGIT GOB Fund	76,360.88
84	911 Capital Projects Fund	974.00
85	P/A Capital Projects Fund	
90	Drug & Alcohol	170,417.12
	Total	<u>5,468,523.27</u>

18. REPORT OF EXECUTIVE SESSIONS

Commissioner Chronister reported there were no Executive Sessions held since the last Commissioners’ Meeting.

19. SOLICITOR’S REPORT

In lieu of Solicitor Michael Flannelly’s absence, he submitted his written report for the Board’s review prior to the Board of Commissioners’ Meeting.

20. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS

Commissioner Chronister announced that the County will be closed for business on November 27th and 28th in observance of the Thanksgiving Holiday.

21. 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