

**COMMISSIONERS' MEETING
MINUTES**

12/18/13

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 Hoke led the Pledge of Allegiance.

Reverend Sue Oelrich, Pleasant Acres Chaplain, 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 December 11, 2013 Commissioners' Meeting as submitted.

3. PERIOD OF PUBLIC COMMENT

Darrell Auterson and Jack Kay presented Chuck Noll resolutions of appreciation on behalf of the York County Economic Alliance, York County Industrial Development Authority and General Authority of Southcentral Pennsylvania for the contributions he has made to the betterment of York County.

4. COUNTY BUDGET

A. 2014 York County Budget

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to adopt the 2014 York County Budget, which represents 4.52 mills of real estate tax and includes .10 mills of dedicated library tax:

General Fund Budget	\$190,561,484.00
Proprietary Funds Budget	\$ 59,612,979.00
Special Revenue Funds Budget	\$181,524,364.00
Fiduciary Funds Budget	\$ 39,810,000.00
Liquid Fuels Tax Fund Budget	<u>\$ 5,201,238.00</u>
	\$476,710,065.00

5. APPOINTMENTS & REAPPOINTMENTS

A. Susquehanna Area Regional Airport Authority (SARAA)

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to appoint Keith Rodgers, Conewago Township, to the Susquehanna Area Regional Airport Authority (SARAA) as York County Representative for a five-year term, effective January 1, 2014 through December 31, 2018.

B. York County Industrial Development Authority

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to appoint and reappoint the following individuals to the York County Industrial Development Authority for the terms and effective dates as indicated:

Appointment

Mandy Arnold, Springettsbury Township
January 1, 2014 through December 31, 2016

Reappointments

Michael Newsome, Manchester Township
January 1, 2014 through December 31, 2016

Oliver Hoar, Union Township, Adams County
January 1, 2014 through December 31, 2015

Jack Kay, Spring Garden Township
January 1, 2014 through December 31, 2015

Andrew Richardson, York City
January 1, 2014 through December 31, 2014

6. RESOLUTIONS

A. Resolution 2013-15

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to adopt Resolution 2013-15 authorizing the County of York to: (i) participate in a proposed Tax Increment Financing (TIF) District to be created by the Township of West Manchester and to be known as the West Manchester Mall Tax Increment Financing District; (ii) enter into a Tax Increment Financing Agreement with the Redevelopment Authority of the County of York; and (iii) to take other action in connection with matters related to the proposed TIF District.

B. Resolution 2013-17

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to adopt Resolution 2013-17 authorizing the issuance of \$20,000,000.00 of Tax Revenue Anticipation Notes, Series 2014, with a maturity date of April 30, 2014, to provide gap financing for 2014 general fund operating expenses.

C. Resolution 2013-18

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to adopt Resolution 2013-18 approving the following revised County of York Administrative Policies, as recommended by the Policy Advisory Committee, effective January 1, 2014:

- MI – 1.5 Travel, Staff Development and Meals, with accompanying forms
- MI – 12.2 County Fleet Management

D. 2005, 2008, 2010 and 2012 Action Plans - Community Development Division of the York County Planning Commission

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a resolution, on behalf of the Community Development Division of the York County Planning Commission, for the following changes to the 2005, 2008, 2010 and 2012 Action Plans under the U.S. Department of Housing and Urban Development funded Community Development Block Grant program:

<u>Activity</u>	<u>Amount</u>	<u>From</u>	<u>To</u>
N. Hopewell Township	\$ 3,145.70	45331632 (close)	45230009 UP
Hanover B & Penn Township	\$29,661.48	45341888 (close)	45240010 UP
Hanover B & Penn Township	\$ 9,646.10	45351889 (close)	45250011 UP
York Co. Planning Commission	\$ 6,916.37	45351817 (close)	45250011 UP
Chanceford Township	\$ 5,000.00	45361876 (close)	45260012 UP
York Co. Planning Commission	\$ 1,221.32	45361879 (close)	45260012 UP
Chanceford Township	\$ 5,000.00	45371974 (close)	45270013 UP
York Co. Planning Commission	\$17,500.00	45371976 (close)	45270013 UP

7. REQUEST FOR PROPOSALS

A. Voice over Internet Protocol (VoIP)

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to authorize the York County Information Services Department to advertise a Request for Proposals for Voice over Internet Protocol (VoIP) telephony and unified communication technology.

8. MILEAGE REIMBURSEMENT RATE

A. Internal Revenue Service, Washington, D.C.

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to authorize a decrease in the mileage reimbursement rate for York County employees when using their personal vehicles for County approved business, as established by the Internal Revenue Service, Washington, D.C., from 56.5 cents per mile to 56 cents per mile, effective January 1, 2014.

9. MARCELLUS SHALE LEGACY FUND GRANT ALLOCATIONS

A. MA & PA Community Greenway Trail Extension

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve Marcellus Shale Legacy Fund grant allocations to the following municipalities for engineering and design development of the MA & PA Community Greenway Trail Extension project:

Red Lion Borough	\$40,000.00
Yoe Borough	\$20,000.00

10. AGRICULTURAL CONSERVATION EASEMENT

A. Farm & Natural Lands Trust of York County

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve the release of \$93,870.00 of York County conservation easement funds to the Farm & Natural Lands Trust of York County for an agricultural conservation easement acquisition of 141 acres owned by North Muddy Fish & Game Association, located in Chanceford and East Hopewell Townships.

11. PURCHASES

A. Call One, Cape Canaveral, FL

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 Department of Emergency Services, and Call One, Cape Canaveral, FL, for one hundred (100) 10 ft. Coil Cord phone jacks at a cost of \$69.00 each, for a total cost of \$6,900.00, to be funded with eligible wireline funds.

B. PAC Industries, Inc., Harrisburg, 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 Prison, and PAC Industries, Inc., Harrisburg, PA, for a 60 lb. capacity washer at a cost of \$11,246.00 to be funded through the Inmate Telephone Revenue account.

12. CERTIFICATION FOR AUTHORIZED USE APPLICATION

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

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the submission of a Certification for Authorized Use of 9-1-1 Funds application, on behalf of the York County Department of Emergency Services, to the Pennsylvania Emergency Management Agency (PEMA), Harrisburg, PA, and to further authorize Cindy Dietz, 9-1-1 Coordinator, to submit the application on behalf of the County.

13. PENNDOT MS 340 APPLICATION

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

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve the submission of a PennDOT MS 340 application, on behalf of John A. Klinedinst, County Engineer, in the amount of \$350,000.00 to the Pennsylvania Department of Transportation (PennDOT), Harrisburg, PA, to encumber Liquid Fuels Tax funds for design and construction costs for the 2014 Bridge Maintenance Program.

14. PROFESSIONAL SERVICES PROPOSAL

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

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to accept a professional services proposal from C.S. Davidson, Inc., York, PA, County Bridge Engineer, for preliminary and final engineering design services related to the replacement of York County Bridge No. 233 (Bentz Mill Road over the north branch of Bermudian Creek, Washington Township) in the amount of \$470,503.40, subject to PennDOT approval, to be funded by 80% federal and 15% state funds through the Transportation Improvement Program (TIP), and 5% County funds from the Liquid Fuels account.

15. CONTRACT AGREEMENTS

A. AmeriHealth Administrator, Inc., Horsham, PA

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a contract agreement between the County of York, on behalf of the York County Human Resources Department, and AmeriHealth Administrator, Inc., Horsham, PA, for outsourced COBRA administration at a rate of \$0.47 per employee per month for Premium Billing and Collection, and \$3.00 per letter for COBRA Initial Department of Labor Notification, for the period of November 1, 2013 through December 31, 2016.

B. Express Scripts Insurance Company, St. Charles, IL & Companion Life Insurance Company, Columbia, S.C.

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a contract agreement between the County of York, on behalf of the York County Human Resources Department, and Express Scripts Insurance Company, St. Charles, IL, to provide a Medicare Part D Employer Sponsored Group Waiver Plan (EGWP) prescription drug plan and third party administration for the EGWP plan, for the period of January 1, 2014 through December 31, 2014; and the submission of a Supplemental Prescription Drug Expense Insurance application to Companion Life Insurance Company, Columbia, S.C., for a supplemental prescription drug expense policy, effective January 1, 2014.

C. Harris, Corp., Lynchburg, VA

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a contract agreement between the County of York, on behalf of the York County Department of Emergency Services, and Harris, Corp., Lynchburg, VA, for the migration and upgrade of the County's public safety radio communications system, as mandated by the United States Congress, for a total cost of \$20,640,806.00.

D. Alcatel-Lucent, USA, Inc., Plano, TX

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a contract agreement between the County of York, on behalf of the York County Department of Emergency Services, and Alcatel-Lucent, USA, Inc., Plano, TX, for the upgrade of the microwave system that provides connectivity to the public safety radio and paging systems for a total cost of \$3,137,670.78 under a PA COSTARS contract, for the period of October 1, 2011 through September 30, 2016.

E. KOVA Corp., Manahawkin, NJ

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a contract agreement between the County of York, on behalf of the York County Department of Emergency Services, and KOVA Corp., Manahawkin, NJ, to provide maintenance services for the audiolog recording system equipment at a cost of \$59,918.00 per year, for a total cost of \$119,836.00, with \$33,784.00 to be funded with eligible wireline funds and \$26,134.00 to be funded with ineligible funds, for the period of January 1, 2014 through December 31, 2015.

F. Safety, Security and Communications Consultants, Elkton, MD

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a professional services contract agreement between the County of York, on behalf of the York County Department of Emergency Services, and Safety, Security and Communications Consultants, Elkton, MD, to provide project management and other associated services for the upgrade of the public safety radio and microwave systems, for a total cost of \$1,225,000.00.

G. Clark Service & Parts, Smoketown, PA

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a contract agreement between the County of York, on behalf of the York County Prison, and Clark Service & Parts, Smoketown, PA, to provide preventative maintenance and inspection of various food service and refrigeration equipment for the following County facilities at the costs indicated, for a total cost of \$15,188.00, for the period of one year upon full execution of the agreement by all parties:

Prison	\$11,072.00
Work Release Center	\$ 2,300.00
Youth Development Center	\$ 748.00
Substance Abuse Center	<u>\$ 1,068.00</u>
	\$15,188.00

H. Murray Securus, Lancaster, PA

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a contract agreement renewal between the County of York, on behalf of the York County Human Resources Department, and Murray Securus, Lancaster, PA, to provide third party claims administration, excess loss insurance broker fees, and risk control services pertaining to Workers' Compensation at the rates indicated, for the period of January 1, 2014 through December 31, 2016:

Third Party Administration	\$54,500.00 for 2014 with a 3% increase for each subsequent year
Excess Loss Coverage Broker Fees	\$3,090.00 for 2014 with a 3% increase for each subsequent year
Risk Control Services	\$5,000.00 per year

I. Highmark, Inc., Camp Hill, PA

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a contract agreement renewal between the County of York, on behalf of the York County Human Resources Department, and Highmark, Inc., Camp Hill, PA, for spending account fees at a rate of \$3.60 per participant/month for the Health Reimbursement Account, and \$2.95 per participant/month for the Health Savings Account, for the period of January 1, 2014 through December 31, 2014.

16. INTER-COUNTY CALL HANDLING AGREEMENT

A. County of Adams

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a 9-1-1 Inter-County Call Handling Agreement between the County of York, on behalf of the York County Department of Emergency Services, and the County of Adams, for the handling of costs associated with 9-1-1 call charges being incurred by the County of Adams and reimbursed by the County of York.

17. HUMAN SERVICES

A. 1st Quarter 2013-2014 Report of Expenditure and Revenue - York County Office of Children, Youth & Families

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve the submission of the 1st Quarter 2013-2014 Report of Expenditure and Revenue, on behalf of the York County Office of Children, Youth & Families, to the Pennsylvania Department of Public Welfare, Office of Children, Youth & Families, Harrisburg, PA, in the amount of \$10,405,025.00.

18. BUDGET LINE ITEM ADJUSTMENTS

A. 2013 Budget Line Item Adjustments

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve 2013 Budget Line Item Adjustments, as submitted by the Controller's Office, for the week of December 18, 2013.

Budget Adjustments

2013

Department Name	Department Number	Account Description	Account Number	Amount Change
Human Resources	010124	Advertising	5200201	2,350
Human Resources	010124	Arbitration Fees	5200336	(2,350)
Clerk of Courts	011254	Office Supplies	5600550	1,500
Clerk of Courts	011254	Printing	5200215	(1,500)
Commissioners	010101	Advertising	5200201	1,600
Commissioners	016924	Contingency Fund	5200420	(1,600)
Treasurer	010109	Hot-Mileage Reimbursement	5210310	50
Treasurer	010109	Mileage Reimbursement	5200221	(50)

Domestic Relations	350255	Office Equipment	5600500	6,700
Domestic Relations	350255	Office Supplies	5600550	(6,700)
Commissioners	016924	Contingency Fund	5200420	7,000
Law Library	018267	Law Library	5200267	(7,000)
Maintenance - Judicial Center	010104	Elevator Inspection & Repair	5200237	75
Maintenance - Judicial Center	010104	Fuel	5200205	(75)
Maintenance - Administration Center	010128	Elevator Inspection & Repair	5200237	15
Maintenance - Administration Center	010128	Fuel	5200205	(15)
Maintenance - Administration Center	010128	Janitorial Supplies	5600551	200
Maintenance - Administration Center	010128	Fuel	5200205	(200)
Court Administration	011260	Subscriptions/Publications	5600502	20,000
Court Administration	011260	Counsel for Dilinquent Child	5210294	(20,000)
Court Administration	011260	Counsel for Parent or Legal Guard	5210293	25,000
Court Administration	011260	Counsel for Dilinquent Child	5210294	(25,000)
Court Administration	011260	Travel, Food & Lodging	5200231	1,500
Court Administration	011260	Professional Services	5200240	(1,500)
Commissioners	010101	Mileage	5200221	300
Commissioners	010101	Telephone	5200203	(300)
Parks	013607	Vehicle Maintenance	5200233	9,500
Parks	013607	Trash Removal	5200209	(1,000)
Parks	013607	Vehicle Gasoline	5200232	(4,000)
Parks	013607	Electricity	5200206	(4,000)
Parks	013607	East End Property Maintenance	5210271	(500)
Parks	013607	Water	5200207	1,400
Parks	013607	Sewer	5200208	(610)
Parks	013607	Highpoint Maintenance	5210272	(790)
Treasurer	010109	Office Supplies	5600550	200
Treasurer	010109	Printing	5200215	(200)
Parks	013607	Volunteer Activities	5200225	150
Parks	013607	Mileage Reimbursement	5200221	(150)
Parks	013607	Professional Services	5200240	3,400
Parks	013607	Vehicle Gasoline	5200232	(1,700)
Parks	013607	Electricity	5200206	(1,700)
Parks	013607	Wages - Per Diem	5000105	7,250
Parks	013607	Wages	5000104	(7,250)

Parks	013607	Tools & Equipment	5600513	1,600
Parks	013607	Arbor Supplies	5600520	(1,600)
Juvenile Probation	012301	Shift Differential - OT	5000106	4
Juvenile Probation	012301	Wages	5000104	(4)
Juvenile Probation	012301	Printing	5200215	140
Juvenile Probation	012301	Travel, Food & Lodging	5200231	(140)
Juvenile Probation	012301	IV-E Administration	5210895	750
Juvenile Probation	012301	Mileage Reimbursement	5200221	(750)
Maintenance - Human Services Center	010106	Maintenance Supplies	5600552	1,100
Maintenance - Human Services Center	010106	Electricity	5200206	(1,100)
Sheriff	011251	Radio System & Communications	5200329	1,500
Sheriff	011251	Vehicle Gasoline	5200232	(750)
Sheriff	011251	Contracted Security Services	5210205	(750)
Sheriff	011251	Maintenance & Repairs	5200241	500
Sheriff	011251	Contracted Security Services	5210205	(500)
Criminal Response Unit	011259	Tools & Equipment	5600513	2,000
Criminal Response Unit	011259	Uniform Allowance	5200218	(2,000)
Criminal Response Unit	011259	Vehicle Maintenance	5200233	1,000
Criminal Response Unit	011259	Contracted Services	5200236	(1,000)
Assessment	010107	Parking	5200307	39
Assessment	010107	Mileage Reimbursement	5200221	(39)
Youth Development Center	012303	Clothing, Shoes & Furnishings	5600558	1,000
Youth Development Center	012303	Telephone	5200203	(1,000)
Youth Development Center	012303	Professional Services	5200240	500
Youth Development Center	012303	Travel, Food & Lodging	5200231	(500)
Youth Development Center	012303	Printing	5200215	25
Youth Development Center	012303	Training & Staff Development	5200211	(25)
Maintenance - Administrative Center	010128	Janitorial Supplies	5600551	50
Maintenance - Administrative Center	010128	Fuel	5200205	(50)
Human Resources	010124	Advertising	5200201	1,415
Human Resources	010124	Arbitration Fees	5200336	(1,415)
Adult Probation	012302	Office Equipment	5600500	3,000
Adult Probation	012302	Electronic Monitoring	5600527	(3,000)

19. TAX REFUND REGISTER

A. Tax Refund Register 2013-48

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2013-48 authorizing payment of York County real estate tax refunds totaling \$6,256.42.

20. 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 December 18, 2013 totaling \$11,902,731.74.

Weekly Disbursement Totals for December 18, 2013

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	8,318,501.00
01	Payroll	19,895.20
01	Ag Land Preservation	2,077.00
01	Escrow	
01	FEMA Disaster Grant	
01	Marcellus Shale	
01	York Co Agriculture Society Sinking Fund	
02	York County Nursing Home	158,462.61
03	Unclaimed Money	45.28
04	Donations	
05	Controlled Substance	992.90
06	Human Services	13,920.57
07	Children & Youth	815,473.97
08	911	57,731.20
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	51,292.04
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	3,063.28
25	Aging	138,903.72
28	MH-IDD	694,954.42
30/31	York/Adams HealthChoices	12,500.19
30	York Reinvestment	
31	Adams Reinvestment	
35	Domestic Relations	105,058.96
36	Earn-It	60.95
40	Weatherization Liheap	22,706.77
45	Block Grant	247,055.17
46	Affordable Housing	3,504.86
47	Revolving Fund	13,049.78
48	Downtown Hanover	
49	ARRA Weatherization	

50	Continuum of Care	3,890.00
51	Weatherization Doe	41.94
72	Tax Claim	26,324.86
75	Retirement	1,114,608.97
82	2013 PLGIT GOB Fund	310.13
85	P/A Capital Projects Fund	
90	Drug & Alcohol	78,305.97
	Total	<u>11,902,731.74</u>

21. REPORT OF EXECUTIVE SESSIONS

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

22. SOLICITOR'S REPORT

Acting Solicitor Donald Reihart submitted his written report for the Board's Review.

23. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS

A. Agreement For Collection of Township Taxes

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve an Agreement For Collection of Township Taxes between Franklin Township, York County, and Barbara L. Bair, York County Treasurer, authorizing the County Treasurer to receive tax duplicates and to collect and pay over all taxes authorized to be collected by the Township Tax Collector for calendar year 2013 at a rate of five percent (5%) of all taxes collected.

B. Next Board of Commissioners' Meeting

Chuck Noll announced that the next Board of Commissioners' meeting will be held on Wednesday, January 8, 2014.

C. Chuck Noll Retirement

The Board of Commissioners' expressed their individual gratitude to Charles "Chuck" Noll for his sixteen years of service to the County.

D. Administrator/Chief Clerk Announcement

Commissioner Chronister announced that following Chuck Noll's official retirement on January 2, 2014, he will be retained on a part-time basis, pending formal Salary Board approval, to handle financial and budgetary management until the Board of Commissioners determines how to fill the Administrator position. Additionally, Commissioners' Office Manager Sherry Baer will assume the role of Chief Clerk, also pending formal Salary Board approval.

24. 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 11:35 a.m.

Respectfully submitted,

Charles R. Noll
Administrator/Chief Clerk