

**COMMISSIONERS' MEETING  
MINUTES**

**12/23/15**

**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 Reilly 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 December 16, 2015 Commissioners' Meeting as submitted.

**3. PERIOD OF PUBLIC COMMENT**

No public comments were received.

**4. APPOINTMENTS**

**A. Deputy Tax Collector**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to appoint the following individuals as Deputy Tax Collector to fulfill the duties of the Tax Collector for the indicated municipality as may be necessary, effective January 1, 2016 through December 31, 2017:

Deputy Tax Collector

Lee Hoffheins, Glen Rock Borough  
Catherine Bilger, Peach Bottom Township

Municipality

Codorus Township  
Hopewell Township

**5. REAPPOINTMENTS**

**A. York County Planning Commission**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to reappoint the following individuals to the York County Planning Commission for a four-year term, effective January 1, 2016 through December 31, 2019:

Walter Kuhl, West Manchester Twp  
Region 3 – Greater York West

Eric Bortner, Manheim Twp  
Region 5 – South Western

Sean Kenny, York City  
At-Large

**B. York County Planning Commission**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to reappoint Brian Brenneman, Dallastown Borough, to the York County Planning Commission to fulfill the remainder of a four-year term as Region 2 representative, effective December 23, 2015 through December 31, 2018.

**6. BUDGET ADOPTION**

**A. 2016 York County Budget**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to adopt the 2016 York County Budget, which represents 5.16 mills of real estate tax and includes .10 mills of dedicated library tax:

General Fund Budget	\$212,631,958.00
Proprietary Funds Budget	\$ 62,628,135.00
Special Revenue Funds Budget	\$205,695,808.00
Fiduciary Funds Budget	\$ 48,472,100.00
Liquid Fuels Tax Fund Budget	<u>\$ 4,445,000.00</u>
	\$533,873,001.00

**7. RESOLUTIONS**

**A. Resolution 2015-30**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to adopt Resolution 2015-30 authorizing the issuance of a Tax Revenue Anticipation Note (TRAN), Series 2016, with the maximum principal amount of \$25,000,000 and having a maturity date of April 29, 2016, to provide gap financing for 2016 general fund operating expenses.

**B. U.S. Department of Housing and Urban Development (HUD), Washington, D.C.**

Commissioner Hoke made a motion, 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 change to the 2015 Action Plans under the U.S. Department of Housing and Urban Development (HUD), Washington, D.C., and funded through the Emergency Solutions GRANT (ESG) program:

<u>Activity</u>	<u>Amount</u>	<u>From</u>	<u>To</u>
Emergency Solutions Program	\$ 48,613.00	45792099	45792100

**C. U.S. Department of Housing and Urban Development (HUD), Washington, D.C.**

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 2013, 2014 and 2015 Action Plans under the U.S. Department of Housing and Urban Development (HUD), Washington, D.C., and funded through the Community Development Block Grant program:

<u>Activity</u>	<u>Amount</u>	<u>From</u>	<u>To</u>
Glen Rock Borough	\$ 3,278.85	45571941 (close)	45270013 (UP)
York Haven Borough	\$ 40,000.00	45270013 (UP)	new
North York Borough	\$ 1,828.66	45582009(close)	45270014 (UP)
Penn-Mar Organization	\$ 20,000.00	45290015 (UP)	new
Home Improvement Grants	\$ 60,000.00	45692082	new
CDBG Grant Administration	\$294,580.88	45492071	45290015 (UP)

**D. Bureau of Housing Services, City of York, York, PA**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution authorizing the execution of a contract agreement between the County of York, on behalf of the Housing Division of the York County Planning Commission, and the Bureau of Housing Services, City of York, York, PA, to provide administrative and delivery services for the City’s Owner-Occupied Rehabilitation Program, at a reimbursement rate to the County not to exceed \$80.00 per hour, for a total amount not to exceed \$30,000.00, for the period of January 1, 2016 through December 31, 2016.

**8. RIGHT-OF-WAY ACQUISITION PLANS**

**A. York County Bridge No. 221 Replacement Project**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve and execute revised right-of-way acquisition plans, on behalf of C.S. Davidson, Inc., County Engineer, related to the York County Bridge No. 221 Replacement Project (Bermudian Church Road over the Bermudian Creek in Washington Township) to indicate the right-of-way for parcels #1 and #5 will be acquired as highway easements.

**9. BID AWARD/CONTRACT AGREEMENTS**

**A. Gilbert’s Mortuary Transport, Wrightsville, PA**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a bid award and contract agreement between the County of York, on behalf of the York County Coroner’s Office, and Gilbert’s Mortuary Transport, Wrightsville, PA, to provide transportation services of decedents to Lehigh Valley Hospital at a rate of \$685.00 for one decedent per transport, and \$975.00 for two decedents per transport, for the period of January 1, 2016 through December 31, 2016, with the option to renew.

**B. Melanie G. Snyder, Lancaster, 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 Department of Probation Services, and Melanie G. Snyder, Lancaster, PA, to provide Consulting services for strategic planning around prison reentry and establishment of a Reentry Coalition, at a cost not to exceed \$9,567.00 of grant funding, for the period of December 1, 2015 through September 30, 2016.

**C. SAGE Technology Solutions, Inc., Mount Joy, PA**

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 Information Services department, and SAGE Technology Solutions, Inc., Mount Joy, PA, for the installation and software licensing of the following equipment to upgrade the York County Judicial Center courtroom audio visual system, for a total cost of \$33,592.00:

Wi-Fi/Bluetooth Connections for (16) Apple TVs	\$8,230.00
Duct Connections for Cooling (6) Rack Closets	\$3,900.00
Retrofit (5) Occupancy and Rack Temperature Sensors 5 <sup>th</sup> Floor & Courtroom #3	\$4,500.00
Fan Kits for (9) Rack Closets	\$8,473.00
(11) Occupancy and Temperature Sensors for 6 <sup>th</sup> & 7 <sup>th</sup> Floor Courtrooms	\$8,489.00

**D. Shipley Choice, LLC, York, PA**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to ratify a contract agreement between the County of York, on behalf of the York County Facilities Management department, and Shipley Choice, LLC, York, PA, to secure both the Basis and NYMEX cost for County natural gas purchases at a rate of \$3.68 per Decatherm, for the period of January 1, 2019 through December 31, 2020.

**E. SotirIS Information Strategies, Mechanicsburg, PA**

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 Information Services department, and SotirIS Information Strategies, Mechanicsburg, PA, for IT Support services at a cost of \$7,500.00, for the period of January 1, 2016 through December 31, 2016.

## 10. LEASE AGREEMENTS

### A. The York County Heritage Trust, 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 District Attorney's Office, and The York County Heritage Trust, York, PA, for 5,500 square feet of office space for the York County Drug Task Force at the rates and for the terms indicated:

<u>Monthly Rate</u>	<u>Contract Term</u>
\$3,325.70	April 1, 2015 through March 31, 2016
\$3,416.48	April 1, 2016 through March 31, 2017
\$3,509.97	April 1, 2017 through March 31, 2018
\$3,606.27	April 1, 2018 through March 31, 2019
\$3,705.46	April 1, 2019 through March 31, 2020

### B. Fraser Advanced Information Systems, West Reading, 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 Fraser Advanced Information Systems, West Reading, PA, for forty-eight (48) multi-function printers at a cost of \$276,034.87, for the period of March 1, 2016 through December 31, 2019.

## 11. HUMAN SERVICES

### A. Service Provider Contract Agreement Renewals – York County Office of Children, Youth & Families

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve service provider contract agreement renewals between the County of York, on behalf of the York County Office of Children, Youth & Families, and the following services providers at the rates indicated, for the period of July 1, 2015 through June 30, 2016:

<u>Provider</u>	<u>Location</u>	<u>Program Name</u>	<u>Cost</u>	<u>Opt</u>
Common Sense Adoption Services, Inc.	3001 Market Street Camp Hill, PA 17011	Foster Care Level DD Foster Care	\$68.72/diem	04
Common Sense Adoption Services, Inc.	3001 Market Street Camp Hill, PA 17011	Foster Care Level EE Foster Care	\$70.78/diem	05
Common Sense Adoption Services, Inc.	3001 Market Street Camp Hill, PA 17011	Foster Care Level FF Diagnostic	\$87.82/diem	06
Common Sense Adoption Services, Inc.	3001 Market Street Camp Hill, PA 17011	Foster Care Level GG Foster Care	\$89.88/diem	07
Common Sense Adoption Services, Inc.	3001 Market Street Camp Hill, PA 17011	Foster Care Level HH Foster Care	\$113.88/diem	08
Common Sense Adoption Services, Inc.	3001 Market Street Camp Hill, PA 17011	Foster Care Level II	\$81.08/diem	09
Philhaven	283 S. Butler Rd Mt. Gretna, PA 17064	Girls' Campus Residential MA Full Pay	\$00.00/diem	60
Philhaven	283 S. Butler Rd Mt. Gretna, PA 17064	Boys Campus West MA Full Pay	\$00.00/diem	61

## 12. TAX REFUND REGISTER

### A. Tax Refund Register 2015-44

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2015-44 authorizing payment of York County real estate tax refunds totaling \$2,613.00.

## 13. CHECK REGISTER

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve the Check Register for the week of December 23, 2015 totaling \$6,201,272.16.

### Weekly Disbursement Totals for December 23, 2015

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	927,177.30
01	Payroll	
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	544,613.73
03	Unclaimed Money	
04	Donations	
05	Controlled Substance	21,065.74
06	Human Services	
07	Children & Youth	818,473.07
08	911	28,111.86
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	6,024.12
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	98,826.12
25	Aging	261,763.90
28	MH-IDD	1,733,430.96
30/31	York/Adams HealthChoices	389.35
30	York Reinvestment	1,800.22
31	Adams Reinvestment	
35	Domestic Relations	28,167.68
36	Earn-It	
40	Weatherization Liheap	8,922.17
45	Block Grant	37,571.87
46	Affordable Housing	

47	Revolving Fund	100.00
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	2,153.00
51	Weatherization Doe	3,220.31
72	Tax Claim	10,420.37
75	Retirement	1,430,285.30
82	2013 PLGIT GOB Fund	
84	911 Capital Projects Fund	227,112.80
85	P/A Capital Projects Fund	
90	Drug & Alcohol	11,642.29
	Total	<u><u>6,201,272.16</u></u>

#### **14. REPORT OF EXECUTIVE SESSIONS**

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

#### **15. SOLICITOR'S REPORT**

In lieu of Solicitor Michael Flannelly's absence, Assistant Solicitor Donald Reihart submitted his written report for the Board's review.

#### **16. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS**

No other business or public comments were received.

#### **17. 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 10:26 a.m.

Respectfully submitted,

Sherry L. Baer  
Chief Clerk/Office Manager