

**COMMISSIONERS' MEETING  
MINUTES**

**04/27/16**

The April 27, 2016 York County Board of Commissioners Meeting was held at the York County Administrative Center, 28 E. Market Street, York, PA, 17401.

**1. CALL TO ORDER**

President Commissioner Susan Byrnes called the meeting to order at 10:00 a.m., with Vice President Commissioner Doug Hoke, Commissioner Christopher Reilly, Administrator Mark Derr, Chief Clerk Sherry Baer, Solicitor Glenn Smith, Controller Robb Green and Treasurer Barbara Bair present.

**A. Opening Ceremony**

Veteran Bob Angelo 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 April 20, 2016 Commissioners' Meeting as submitted.

**3. PROCLAMATION**

**A. National Small Business Week – York County Economic Alliance and Hanover Area Chamber of Commerce**

The Board of Commissioners presented a proclamation to members of the York County Economic Alliance and the Hanover Area Chamber of Commerce recognizing May 1-7, 2016 as “National Small Business Week” in York County.

**4. PRESENTATION**

**A. York County Self Help & Law Resource Center**

Megan Dietz of the York County Self Help & Law Resource Center provided an overview of the legal services the center provides to members of the community who cannot afford to retain legal counsel to represent them in legal matters.

**5. PERIOD OF PUBLIC COMMENT**

No public comments were received.

## **6. ORDINANCE ADVERTISEMENTS**

### **A. Ordinance 2016-02**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve the advertisement of proposed Ordinance 2016-02 to enact a \$5.00 Vehicle Registration fee for the purpose of creating revenue to assist with the shortfall of funding necessary for continued maintenance of County bridges.

### **B. Ordinance 2016-03**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the advertisement of proposed Ordinance 2016-03 amending County Code Chapter 107, section 4, as to increase the Hotel Excise Tax rate from 3% to 5%.

## **7. REQUEST FOR PROPOSALS**

### **A. Sprinkler Systems**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to authorize the Facilities Management department to advertise a Request for Proposals (RFP) for the conversion of a wet line sprinkler system to pre-action and addition of Ansul Inergen fire suppression in the York County Human Services Center server room; and the removal of wet sprinkler lines and addition of Ansul Inergen fire suppression in four (4) rooms in the York County Archives facility.

## **8. PURCHASES**

### **A. Penske GMC, Shillington, PA**

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 Fleet department, and Penske GMC, Shillington, PA, for a 2016 GMC (Savana RWD 2500) passenger van for the York County Sheriff's Office, at a cost of \$28,411.76 under a PA COSTARS contract.

### **B. Dell, Inc., Round Rock, TX**

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 Dell, Inc., Round Rock, TX, for (EqualLogic High Performance) storage software and a 3-year support agreement, for a total cost of \$21,465.19, to provide back-up to the current computer-based network applications in the event of failure of the primary computer system.

## **9. EASEMENT APPLICATION**

### **A. Horn Farm Center for Agricultural Education, York, PA**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the submission of an Easement Application by the Horn Farm Center for Agricultural Education, York, PA, a non-profit organization, for a conservation easement on property located in Hellam Township owned by the County of York and leased by the organization, to provide security for potential donations from supporters of the organization.

## **10. RECESS**

Commissioner Byrnes recessed the meeting at 10:40 a.m. for the purpose of holding a hearing to receive public comments on the adoption of proposed Resolution 2016-11.

## **11. RECONVENE**

Commissioner Byrnes reconvened the meeting at 10:44 a.m.

## **12. RESOLUTIONS**

### **A. Resolution 2016-11**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to adopt Resolution 2016-11 approving a County of York LERTA program application for property located at 2151 S. Queen Street, York Township, submitted and owned by Queen Pauline, LP.

### **B. Resolution 2016-15**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to adopt Resolution 2016-15 approving the following revised County of York Administrative Policy, as recommended by the Policy Advisory Committee, effective April 27, 2016:

AW – 2.3(a) Family Medical Leave Act

### **C. Designation of Agent Resolution – Robert T. Stafford Disaster Relief and Emergency Assistance Act**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a Designation of Agent Resolution, on behalf of the York County Facilities Management department, authorizing Mark E. Derr, County Administrator, to execute all required forms and documents, on behalf of the County of York, for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended by Public Law 100-70).

### **13. ADMINISTRATIVE SETTLEMENT**

#### **A. Stantec, Edmonton, Canada**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve an Administrative Settlement between the County of York, on behalf of C.S. Davidson, County Engineer, and Stantec, Edmonton, Canada, in the amount of \$2,000.00 to obtain right-of-way and temporary construction easements necessary for the replacement of Bridge No. 114 (Valley Street over the South Branch of Codorus Creek in Glen Rock Borough) on property owned by Brandon L. Ogden, Glen Rock, PA.

### **14. CONTRACT AGREEMENTS**

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

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a Supplemental Engineering Agreement between the County of York and C. S. Davidson, Inc., York, PA, County Engineer, for Final Design and Preliminary Engineering services for the rehabilitation of Bridge No. 226 (Hull Drive over the Bermudian Creek in Washington Township) in the amount of \$259,629.91, increasing the total amount from \$345,238.76 to \$601,868.67, with 80% funding through the Transportation Improvement Program (TIP), 15% state funds and 5% state Act 26 funds.

#### **B. PREA Auditors of America, LLC, Cypress, TX**

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 Youth Development Center, and PREA Auditors of America, LLC, Cypress, TX, to provide Auditing services to secure certification as part of the Prison Rape Elimination Act (PREA) requirements for juvenile facilities, at a cost not to exceed \$5,100.00.

#### **C. Wacor Electronic Systems, Inc., East Petersburg, 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 Wacor Electronic Systems, Inc., East Petersburg, PA, to provide maintenance of video equipment, computers, servers and encoders at a cost of \$720.00 per month, for a total cost of \$8,640.00, for the period of April 1, 2016 through March 31, 2017.

**D. Winter Engine-Generator Service, Inc., York, 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 Prison, and Winter Engine-Generator Service, Inc., York, PA, for preventative maintenance of emergency generators and associated equipment at a cost of \$3,743.00 per year, for the period of March 1, 2016 through February 28, 2019.

**E. Winter Engine-Generator Service, Inc., York, 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 Winter Engine-Generator Service, Inc., York, PA, for load bank testing of the emergency generators at a cost of \$4,050.00 per quarter, for a total cost of \$16,200.00 per year, for the period of March 1, 2016 through February 28, 2019.

**F. Pennsylvania District Attorneys Institute (PDAI), Harrisburg, 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 Prison, and the Pennsylvania District Attorneys Institute (PDAI), Harrisburg, PA, to provide maintenance and service on a statewide automated victim information and notification (SAVIN) system at a cost of \$19,553.26, for the period of January 1, 2016 through December 31, 2016.

**G. ThyssenKrupp Elevator, Corp., York, PA**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a Contract Agreement First Amendment between the County of York, on behalf of the York County Facilities Management department, and ThyssenKrupp Elevator, Corp., York, PA, to reflect the addition of Car (elevator) No. 2, located at the York County Judicial Center, to the current annual service agreement at an additional cost of \$373.17 per month, effective July 9, 2016, with no other changes being made to the original agreement.

**15. LEASE AGREEMENT**

**A. Horn Farm Center for Agricultural Education, York, PA**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a Lease Agreement First Amendment between the County of York, on behalf of the York County Solicitor, and the Horn Farm Center for Agricultural Education, York, PA, removing the County's ability for early termination of the agreement under Article 2(A); and extending the current term of the lease to 99 years, effective April 27, 2016.

## 16. HAZARDOUS MATERIAL ASSESSMENT

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

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve the submission of a Hazardous Material Assessment, on behalf of the York County Emergency Management Agency, to the Pennsylvania Emergency Management Agency (PEMA), Harrisburg, PA, for the 2015 York County Hazardous Material Emergency Response Preparedness (HMERP) plan, conducted by the Local Emergency Planning Committee (LEPC), for the Pennsylvania Emergency Planning Committee to determine the status of the County's hazardous material safety program.

## 17. HUMAN SERVICES

### A. 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 of \$800.50 for costs incidental to the adoption of each child, according to the schedule attached to the agreement:

<u>Adoptive Parent</u>	<u>Minor Child</u>	<u>Rate per day</u>
CK and BK, York, PA	RAK fka RAP	\$35.00
CK and BK, York, PA	CGK fka CRP	\$40.00
SM, York, PA	JEMM fka JRM	\$27.00

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

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a Service Provider Contract Agreement Renewal between the County of York, on behalf of the York County Office of Children, Youth & Families, and Bair Foundation of Pennsylvania, New Wilmington, PA, to provide the following services at the rates indicated, for the period of July 1, 2015 through June 30, 2016:

<u>Program Name</u>	<u>Cost</u>	<u>Opt</u>
Supported Foster Care	\$69.00/diem	02
Mother/Non-Dependent Child Supported Foster Care	\$85.00/diem	03
Structured Intervention Foster Care	\$73.50/diem	04
Medically Needy Foster Care Level 1 & 2	\$57.00/diem	10
Supported Foster Care Level 3 & 4	\$62.00/diem	11
Supportive Foster Care for Teens	\$75.00/diem	12
Supported Kinship Foster Care	\$69.00/diem	14
Supported Kinship Foster Mother/Non-Dependent Child Care Mother and Baby	\$85.00/diem	19

## 18. BUDGET LINE ITEM ADJUSTMENTS

### A. 2016 Budget Line Item Adjustments

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve 2016 Budget Line Item Adjustments, as submitted by the Controller's Office, for the week of April 27, 2016.

		Budget Adjustments			
		2016			
Department Name	Department Number	Account Description	Account Number	Amount Change	
911	080601	Contract Service Agreements	5200236	3,462	
911	080602	Contract Service Agreements	5200236	(3,462)	
YDC	012303	Professional Services	5200240	4,500	
Contingency	016924	Miscellaneous	5200420	(4,500)	
Sheriff	011251	Capital Equipment	5900702	9,038	
Operating Reserve	018905	Vehicle Reserve	5210456	(9,038)	
Probation Services	012302	Association Dues	5200214	30	
Probation Services	012302	Training	5200211	(30)	
911	080601	Office Equipment	5600500	1,793	
911	080602	Contract Service Agreements	5200236	(1,793)	
Sheriff	011251	Major Equipment	5900702	37,999	
Operating Reserve	018905	Vehicle Reserve	5210456	(37,999)	
911	080601	Radio System	5200329	20,818	
911	08	Act 12 Revenue	4800320	(20,818)	
YDC Maintenance	012304	Overtime	5000106	250	
YDC Maintenance	012304	Fuel	5200205	(250)	
Annex Maintenance	010103	Office Supplies	5600550	200	
Annex Maintenance	010103	Fuel	5200205	(200)	
Admin Center Maintenance	010128	Office Supplies	5600550	100	
Admin Center Maintenance	010128	Fuel	5200205	(100)	
ESC Maintenance	080603	Social Security	5200355	10,000	
ESC Maintenance	080603	Fringe Benefits	5000175	(10,000)	

ESC Maintenance	080603	Health Insurance	5200361	64,000
ESC Maintenance	080603	Fringe Benefits	5000175	(64,000)
ESC Maintenance	080603	Unemployment Compensation	5200355	2,886
ESC Maintenance	080603	Fringe Benefits	5000175	(2,886)
ESC Maintenance	080603	Vision	5200369	440
ESC Maintenance	080603	Fringe Benefits	5000175	(440)
ESC Maintenance	080603	Dental	5200377	1,960
ESC Maintenance	080603	Fringe Benefits	5000175	(1,960)
ESC Maintenance	080603	STD	5200379	1,464
ESC Maintenance	080603	Fringe Benefits	5000175	(1,464)
ESC Maintenance	080603	Life Insurance	5200359	450
ESC Maintenance	080603	Fringe Benefits	5000175	(450)
ESC Maintenance	080603	Pension	5200354	11,000
ESC Maintenance	080603	Fringe Benefits	5000175	(11,000)
ESC Maintenance	080603	Workers Compensation	5200364	10,000
ESC Maintenance	080603	Fringe Benefits	5000175	(10,000)
911	080602	Major Equipment	5900702	1,652
911	080602	Contract Service Agreements	5200236	(1,652)
Admin Center Maintenance	010128	Major Building Repair	5900703	10,284
Operating Reserve	018905	Capital Reserve	5210465	(10,284)
Parks	013607	Capital Equipment	5900702	58,826
Operating Reserve	018905	Vehicle Reserve	5210456	(58,826)
911	080601	Contract Service Agreements	5200236	1,153
911	080602	Contract Service Agreements	5200236	(1,153)
Tax Collectors	010110	Office Equipment	5600500	360
Tax Collectors	010110	Postage	5200202	(360)

## 19. TAX REFUND REGISTER

### A. Tax Refund Register 2016-11

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2016-11 authorizing payment of York County real estate tax refunds totaling \$1,153.33.

## 20. CHECK REGISTER

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the Check Register for the week of April 27, 2016 totaling \$6,919,907.55.

<u>Weekly Disbursement Totals for April 27, 2016</u>		
<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	3,715,279.20
01	Payroll	785.94
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	117,782.83
03	Unclaimed Money	
04	Donations	
05	Controlled Substance	55,531.61
06	Human Services	285,674.06
07	Children & Youth	201,526.45
08	911	45,064.32
08	911 Act 12	
10	Liquid Fuels	50,361.03
10	Marcellus Shale Bridge Maintenance	5,948.95
11	Prison Telephone	
25	Aging	234,796.51
28	MH-IDD	550,953.03
30/31	York/Adams HealthChoices	18,479.74
30	York Reinvestment	54,467.85
31	Adams Reinvestment	
35	Domestic Relations	122,690.50
36	Earn-It	
40	Weatherization Liheap	33,311.88
45	Block Grant	52,429.80
46	Affordable Housing	5,816.42
47	Revolving Fund	
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	5,582.10
51	Weatherization Doe	1,837.46
72	Tax Claim	
75	Retirement	1,360,054.75
82	2015 PLGIT GOB Fund	
84	911 Capital Projects Fund	
85	P/A Capital Projects Fund	
90	Drug & Alcohol	1,533.12
	Total	<u>6,919,907.55</u>

## **21. REPORT OF EXECUTIVE SESSIONS**

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

## **22. SOLICITOR'S REPORT**

Solicitor Glenn Smith submitted his written report for the Board's review.

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

There was no other business to address, nor were any public comments received.

## **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 10:56 a.m.

Respectfully submitted,

Sherry L. Baer  
Chief Clerk/Office Manager