

**COMMISSIONERS' MEETING
MINUTES**

02/27/13

1. CALL TO ORDER

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

A. Opening Ceremony

Robb Green led the Pledge of Allegiance.

Pastor Bob Brown of the Upper Room Missionary 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 February 20, 2013 Commissioners' Meeting as submitted.

3. PERIOD OF PUBLIC COMMENT

No public comments were received.

4. APPOINTMENT

A. Redevelopment Authority of the County of York

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to appoint Heidi Hormel, Hanover Borough, to the Redevelopment Authority of the County of York for a five-year term, effective January 1, 2013 through December 31, 2017.

5. ORDINANCE ADVERTISEMENT

A. Ordinance 2013-02

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to authorize the advertising of Ordinance 2013-02 to adopt an Exclusion Screening Policy to comply with federal and state requirements for federal healthcare programs and amending Part I, § 204 of the County Code of York County according to law so that the Ordinance may be considered for adoption on March 13, 2013.

6. 2013 YORK COUNTY REAL ESTATE TAX EXONERATIONS

A. Parcel 31-000-KK-0134-A0

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve the exoneration of 2013 York County Real Estate taxes on Parcel 31-000-KK-0134-A0 located in Hellam Township in the Face amount of \$225.77, for property owned by the County of York and leased to the Horn Farm Center for Agricultural Education, a not-for-profit entity.

B. Parcel 47-000-EJ-0050-00

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to amend the February 20, 2013 board action to exonerate the 2013 York County real estate taxes for Parcel 47-000-EJ-0050-00, located in Springfield Township for property owned by the County of York, from \$77.00 to \$696.08.

7. BID AWARD

A. Metro Flag Co., Dover, NJ

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a bid award to Metro Flag Co., Dover, NJ, the lowest responsible bidder, for 31,824 Memorial Day flags to be placed on gravesites, on behalf of the York County Veterans' Affairs Department, in the amount of \$17,662.32.

8. PURCHASES

A. CrafcO, Inc., Chandler, AZ

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 Parks Department, and CrafcO, Inc., Chandler, AZ, for a Pavement Crack Sealer (SS125 Diesel Compressor) at a cost of \$45,700.00 under a PA COSTARS contract, funded through the Liquid Fuels account.

B. City Floors of York, Inc., York, 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 Facilities Management Department, and City Floors of York, Inc., York, PA, for the purchase and installation of carpet tile in the hallways of the Annex facility in an amount not to exceed \$17,020.00.

C. Dell Marketing, LP, Round Rock, TX

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 Dell Marketing, LP, Round Rock, TX, for two (2) switches (10Gb 24port) for the installation and upgrade of the CAD.Net system, for a total cost of \$14,889.68, with \$6,746.00 reimbursed to the County from eligible funding sources.

9. PRIVATE PAY RATE FOR ROOM AND BOARD

A. York County Pleasant Acres Nursing & Rehabilitation Center (PAN&RC)

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve an increase in the private pay rate for room and board at the York County Pleasant Acres Nursing & Rehabilitation Center (PAN&RC) to an all-inclusive room and board rate of \$250.00 per day, effective April 1, 2013.

10. CONTRACT AGREEMENT RENEWAL

A. Pelican Insurance, Burlington, VT

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a contract agreement renewal between the County of York, on behalf of the York County Pleasant Acres Nursing & Rehabilitation Center, and Pelican Insurance, Burlington, VT, to provide general, healthcare professional and employee benefits liability insurance coverage through the Pennsylvania Association of County Affiliated Homes (PACAH), a program of the County Commissioners Association of Pennsylvania (CCAP), Harrisburg, PA, for a total cost of \$161,403.00, for the period March 1, 2013 through February 28, 2014.

11. LEASE AGREEMENT

A. Quality Digital Office Technology, 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 Information Services Department, and Quality Digital Office Technology, York, PA, for two (2) copiers including all parts, labor and supplies, except paper, for the Recorder of Deeds office at a rate of \$304.00 per quarter, for a total cost of \$2,432.00, for the period of April 1, 2013 through March 31, 2015.

12. GRANT APPLICATIONS

A. Insurance Fraud Prevention Authority, Mechanicsburg, PA

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the submission of a grant application, on behalf of the York County District Attorney's Office, to the Insurance Fraud Prevention Authority, Mechanicsburg, PA, in the amount of \$111,200.00, with no County match, to provide wages, benefits and miscellaneous expenditures for an Insurance Fraud Detective with the York County Insurance Fraud Prosecution Unit, for the period of July 1, 2013 through June 30, 2014.

B. U.S. National Park Service, Washington, DC

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve the submission of a grant application, on behalf of the York County Parks Department, to the U.S. National Park Service, Washington, DC, in the amount of \$125,000.00 with a County match of \$100,000.00, for a total grant amount of \$225,000.00, to provide archaeological surveys and design for the Native Lands County Park Public Access Phase I Design Project through the Chesapeake Bay 2013 Financial Assistance Awards.

13. LAND DEVELOPMENT PLANS

A. York County Prison Admissions Area Project

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve and authorize the President Commissioner to sign the Land Development plans for the York County Prison Admissions Area Project in Springettsbury Township to be recorded and remain valid for the period of five (5) years.

14. HUMAN SERVICES

A. Foster Parent Contract Agreements - York County Office of Children, Youth & Families

Motion was made by Commissioner Reilly seconded by Commissioner Hoke and unanimously carried to approve foster parent contract agreements between the County of York, on behalf of the York County Office of Children, Youth & Families, and the following foster parents at standard per diem rates of reimbursement for care of foster children, for the period of January 1, 2013 through December 31, 2013:

Jayne Harman, Thomasville, PA
Shakiera Breeland, Red Lion, PA

Carl and Dawn Overby, Spring Grove, PA
Dena L. & Steven L. Poff, Red Lion, PA

B. Subsidized Adoption Agreement - York County Office of Children, Youth & Families

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a subsidized adoption agreement between the County of York, on behalf of the York County Office of Children, Youth & Families, and EM, York, PA, for the adoption of AKS aka AKS-K, a minor child, authorizing payment of adoption assistance in the amount of \$26.50 per day until the child reaches the age of 18 years, and a one-time payment for costs incidental to the adoption of the child not to exceed \$780.00, according to the schedule attached to the agreement.

C. Subsidized Permanent Legal Custodian Agreement - York County Office of Children, Youth and Families

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to terminate a subsidized permanent legal custodian agreement between the County of York, on behalf of the York County Office of Children, Youth and Families, and DS and LS, York, PA, the permanent legal custodians of KW, a minor child, as they are no longer providing any form of financial support for the child, who is being given into the sole full-time care and guardianship of her sister, LC, York, PA, with assistance from her biological mother for all financial, educational, physical and medical needs, effective January 12, 2013.

D. Service Provider Contract Agreements - York County Office of Children, Youth & Families

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve service provider contract agreements between the County of York, on behalf of the York County Office of Children, Youth & Families, and the following service providers at the rates indicated, for the period of July 1, 2012 through June 30, 2013:

<u>Provider</u>	<u>Location</u>	<u>Program Name</u>	<u>Cost</u>	<u>Option</u>
Impact Project, Inc.	407 Chestnut Street Emmaus, PA 18049	Specialized Foster Care Level II Foster Care	\$81.94/diem	01
Impact Project, Inc.	407 Chestnut Street Emmaus, PA 18049	Project LIFE (Supervised Independent Living)	\$91.58/diem	02
Impact Project, Inc.	407 Chestnut Street Emmaus, PA 18049	Foster Care Level I Foster Care	\$64.15/diem	04
Impact Project, Inc.	407 Chestnut Street Emmaus, PA 18049	Sex Offenders Step Down Level I Foster Care	\$132.74/diem	07
Impact Project, Inc.	407 Chestnut Street Emmaus, PA 18049	Sex Offenders Step Down Level II Foster Care	\$125.89/diem	08
Impact Project, Inc.	407 Chestnut Street Emmaus, PA 18049	Foster Care MO and Infant Foster Care	\$116.28/diem	15
Chaddock	205 S. 24 th Street Quincy, IL 62301	Developmental Trauma and Attachment Program Residential Services	\$358.95/diem	01
Bethany Christian Services, USA, LLC	10521 Perry Hwy, Ste. 20 Wexford, PA 15090	Foster Care Level 1 Foster Care	\$26.68/diem	01

Bethany Christian Services, USA, LLC	10521 Perry Hwy, Ste. 20 Wexford, PA 15090	Foster Care Level II Foster Care	\$37.51/diem	02
Bethany Christian Services, USA, LLC	10521 Perry Hwy, Ste. 20 Wexford, PA 15090	Foster Care Level III Foster Care	\$63.98/diem	03
Hoffman Homes, Inc.	815 Orphanage Road Littlestown, PA 17340	Community Residential Treatment Facility (non-MA approved) Residential Services	\$256.26/diem	30
Hoffman Homes, Inc.	815 Orphanage Road Littlestown, PA 17340	Community Residential Treatment Facility (MA approved) Residential Services	\$0.00/diem	60
Manito, Inc.	7564 Brown's Mill Road Chambersburg, PA 17202	JUMP (Individual) Counseling	\$64.08/hour	07
Manito, Inc.	7564 Brown's Mill Road Chambersburg, PA 17202	JUMP (Group) Counseling	\$15.68/hour	08

15. BUDGET LINE ITEM ADJUSTMENTS

A. 2012 and 2013 Budget Line Item Adjustments

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve 2012 and 2013 Budget Line Item Adjustments, as submitted by the Controller's Office, for the week of February 27, 2013.

Budget Adjustments

2012

Department Name	Department Number	Account Description	Account Number	Amount Change
Drug & Alcohol	9011100	Training & Staff Development	5200211	4,000
Drug & Alcohol	9011100	Communications	5200277	(4,000)
Adult Probation	012302	Training & Staff Development	5200211	50
Adult Probation	012302	Gas & Oil	5200232	(50)
Adult Probation	012302	Tools & Equipment	5600513	230
Adult Probation	012302	Professional Services	5200240	(230)
Adult Probation	012302	Travel, Food & Lodging	5200231	655
Adult Probation	012302	Gas & Oil	5200232	(655)
Adult Probation	012302	Electronic Monitoring	5600527	598
Adult Probation	012302	Purchase of Major Equipment	5900702	(598)
Adult Probation	012302	Tools & Equipment	5600513	1,438
Adult Probation	012302	Special Treatment Service	5210416	(1,438)
Adult Probation	012302	Drug Testing Supplies	5200246	1,600
Adult Probation	012302	Equipment Rental	5200315	(1,600)

Adult Probation	012302	Electronic Monitoring	5600527	2,800
Adult Probation	012302	Office Supplies	5600550	(2,800)
Adult Probation	012302	Drug Testing Supplies	5200246	5,400
Adult Probation	012302	Office Equipment	5600500	(5,400)
PAN & RC	020411	Dishes Glass & Silverware	5600557	53,153
PAN & RC	020411	Grocery Meat & Provisions	5600559	(53,153)
PAN & RC	020413	Contracted Services	5200236	38
PAN & RC	020413	Professional Services	5200240	(38)
PAN & RC	020413	Bedding & Linen	5600556	647
PAN & RC	020413	Maintenance & Repairs	5200241	(647)
PAN & RC	020414	Non-Emergency Transport	5200251	1,395
PAN & RC	020414	Grounds Maintenance	5200265	(1,395)
PAN & RC	020414	Vehicle Maintenance	5200233	3,418
PAN & RC	020414	Elevator Inspections	5200237	(3,418)
PAN & RC	020414	Maintenance & Repairs	5200241	2,415
PAN & RC	020414	Elevator Inspections	5200237	(2,415)
PAN & RC	020414	Professional Services	5200240	11,738
PAN & RC	020414	Fuel	5200205	(11,738)
PAN & RC	020414	Electricity	5200206	72,210
PAN & RC	020421	Professional Services	5200240	(72,210)
PAN & RC	020414	Tools & Equipment	5600513	12,390
PAN & RC	020414	Trash Removal	5200209	(12,390)
PAN & RC	020414	Purchase of Major Equipment	5900702	4,617
PAN & RC	020414	Fuel	5200205	(4,617)
PAN & RC	020435	Contracted Services	5200236	561
PAN & RC	020435	Maintenance & Repairs	5200241	(561)
PAN & RC	020442	Maintenance & Repairs	5200241	275
PAN & RC	020442	Physical Therapy Supplies	5600522	(275)
PAN & RC	020443	Uniform Allowance	5200218	16
PAN & RC	020442	Physical Therapy Supplies	5600522	(16)
PAN & RC	020443	Purchase of Major Equipment	5900702	5,385
PAN & RC	020442	Professional Services	5200240	(5,385)
PAN & RC	020446	Tools & Equipment	5600513	6,908
PAN & RC	020442	Professional Services	5200240	(6,908)

PAN & RC	020446	Respiratory Therapy Supplies	5600521	6,218
PAN & RC	020442	Professional Services	5200240	(6,218)
PAN & RC	020451	Association Dues	5200214	10
PAN & RC	020451	Professional Services	5200240	(10)
PAN & RC	020451	Printing	5200215	1,667
PAN & RC	020451	Professional Services	5200240	(1,667)
PAN & RC	020451	Equipment Rental	5200315	1,703
PAN & RC	020451	Professional Services	5200240	(1,703)
PAN & RC	020451	Office Supplies	5600550	3,468
PAN & RC	020451	Postage	5200202	(3,468)
PAN & RC	020455	Professional Services	5200240	367
PAN & RC	020455	Advertising	5200201	(367)
PAN & RC	020609	Social Security	5200355	50,020
PAN & RC	020609	Annual Required Contribution	5200354	(50,020)
PAN & RC	020609	Employees Life Insurance	5200359	12,047
PAN & RC	020609	Annual Required Contribution	5200354	(12,047)
PAN & RC	020609	Short Term Disability	5200379	88,592
PAN & RC	020446	Outside Services	5200248	(88,592)
PAN & RC	020411	Shift Differential - OT	5000106	7,300
PAN & RC	020411	Professional Staff Salaries	5000102	(7,300)
PAN & RC	020412	Shift Differential - OT	5000106	11,192
PAN & RC	020421	Maintenance & Repairs	5200241	(11,192)
PAN & RC	020413	Wages	5000104	11,555
PAN & RC	020421	X-Rays	5200270	(11,555)
PAN & RC	020413	Shift Differential - OT	5000106	18,122
PAN & RC	020421	Labs	5200264	(18,122)
PAN & RC	020421	Wages	5000104	308,161
PAN & RC	020421	Professional Staff Salaries	5000102	(308,161)
PAN & RC	020434	Directors Salary	5000101	4,900
PAN & RC	020421	Office Supplies	5600550	(4,900)
PAN & RC	020435	Wages	5000104	791
PAN & RC	020435	Shift Differential - OT	5000106	(791)
PAN & RC	020451	Shift Differential - OT	5000106	74
PAN & RC	020451	Postage	5200202	(74)

PAN & RC	020455	Professional Staff Salaries	5000102	2,728
PAN & RC	020455	Advertising	5200201	(2,728)
PAN & RC	020463	Wages	5000104	1,179
PAN & RC	020442	Professional Services	5200240	(1,179)
PAN & RC	020455	Maintenance & Repairs	5200241	200
PAN & RC	020455	Advertising	5200201	(200)
Juvenile Probation	012301	Travel, Food & Lodging	5200231	173
Juvenile Probation	012301	Mileage Reimbursement	5200221	(173)
Juvenile Probation	012301	Office Supplies	5600550	99
Juvenile Probation	012301	Mileage Reimbursement	5200221	(99)

Budget Adjustments

2013

Department Name	Department Number	Account Description	Account Number	Amount Change
Court Administration	011260	Counsel for Incapacitated Person	5210295	5,000
Court Administration	011260	Special Counsel	5200210	(5,000)
Court Administration	011260	Juvenile Ace Master Account	5200339	42,000
Court Administration	011260	Counsel for Incapacitated Person	5210295	(42,000)
Court Administration	011260	Office Equipment	5600500	1,182
Commissioners	016924	Contingency Fund	5200420	(1,182)
911	080602	Purchase of Major Equipment	5900702	5,299
911	080601	Purchase of Major Equipment	5900702	(5,299)
Maintenance - Annex	010103	Maintenance & Repairs	5200241	17,100
Maintenance - Archives	010131	Purchase of Major Equipment	5900702	(17,100)
Maintenance - Archives	010131	Maintenance & Repairs	5200241	2,000
Maintenance - Archives	010131	Purchase of Major Equipment	5900702	(2,000)
Juvenile Probation	012301	JJSES Grant	5210890	44,374
Juvenile Probation	01	JJSES Grant	4400890	(44,374)

16. TAX REFUND REGISTER

A. Tax Refund Register 2013-06

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2013-06 authorizing payment of York County real estate tax refunds totaling \$1,039.48.

17. 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 February 27, 2013 totaling \$4,430,473.35.

Weekly Disbursement Totals for February 27, 2013

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	1,108,576.92
01	Payroll	929.16
01	Ag Land Preservation	
01	Escrow	
01	FEMA Disaster Grant	
01	York Co Agriculture Society Sinking Fund	
02	York County Nursing Home	427,312.17
03	Unclaimed Money	15.91
04	Donations	
05	Controlled Substance	4,639.63
06	Human Services	
07	Children & Youth	932,728.69
08	911	25,794.77
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	84,753.65
11	Prison Telephone	
25	Aging	250,236.91
28	MH-IDD	196,860.40
30/31	York/Adams HealthChoices	16,349.30
30	York Reinvestment	36,436.00
31	Adams Reinvestment	
35	Domestic Relations	156,269.14
36	Earn-It	
40	Weatherization Liheap	
45	Block Grant	56,060.23
46	Affordable Housing	22.60
47	Revolving Fund	
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	5,777.00

51	Weatherization Doe	
72	Tax Claim	15.00
75	Retirement	1,127,333.68
82	2011 PNC GON Fund	
83	2000 Capital Projects Fund	
84	911 Capital Projects Fund	
85	P/A Capital Projects Fund	
90	Drug & Alcohol	362.19
	Total	<u>4,430,473.35</u>

18. REPORT OF EXECUTIVE SESSIONS

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

02/25 – Three Commissioners, Chuck Noll, Robb Green, Kristy Bixler and Tiffany Trout – General Personnel; and MDJ Fishel and Tom Roberts – Court Administration Personnel.

19. SOLICITOR'S REPORT

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

20. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS

No other business or public comments were received.

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 10:26 a.m.

Respectfully submitted,

Charles R. Noll
Administrator/Chief Clerk