

**COMMISSIONERS' MEETING
MINUTES**

07/24/13

1. CALL TO ORDER

Stephen Braswell, member of the Northeastern Boys' Volleyball team, called the meeting to order at 10:00 a.m. with all board members present.

A. Opening Ceremony

Stephen Braswell 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 July 17, 2013 Commissioners' Meeting as submitted.

3. PERIOD OF PUBLIC COMMENT

No public comments were received.

4. PROCLAMATION

A. Northeastern Boys' Volleyball Team - PIAA Class AA Championship

Commissioners Chronister, Hoke and Reilly presented a proclamation to the Northeastern Boys' Volleyball Team recognizing them for defeating Ambridge High School to win the PIAA Class AA State Championship.

5. APPOINTMENT

A. York County Area Agency on Aging Advisory Council

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to appoint William K. Gordon, Fairview Township, to the York County Area Agency on Aging Advisory Council for a three-year term, effective August 1, 2013 through July 31, 2016.

6. RESOLUTIONS

A. Resolution 2013-09

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to adopt Resolution 2013-09 authorizing the issuance by the General Authority of Southcentral Pennsylvania of up to \$15,000,000.00 of tax-exempt financing to (1) acquire an approximately 45,422 square-foot site, and improvements thereon, to be used as a charter school for grades 5-12, and an approximately 128-space parking lot; (2) fund other miscellaneous capital improvements to the school facilities and/or parking facilities; (3) fund the debt service reserve fund, if required; and (4) pay the costs of issuing the bonds.

B. Resolution 2013-10

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to adopt Resolution 2013-10 approving the following County of York administrative policy, as recommended by the Policy Advisory Committee, effective August 1, 2013:

GI-18.0 – Exclusion Screening

C. Bowman Systems LLC, Shreveport, LA - York County Planning Commission

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution authorizing a contract agreement renewal between the County of York, on behalf of the York County Planning Commission, and Bowman Systems LLC, Shreveport, LA, to provide York County with a Homeless Management Information System (HMIS) to be utilized by York County providers and social service agencies, for the period of April 13, 2013 through April 12, 2014.

7. BID AWARD

A. Real Services, York, PA

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a bid award to Real Services, York, PA, the lowest responsible bidder, to perform modifications to the first floor of the York County Judicial Center to accommodate the Self-Represented Litigant (SRL) Center and Protection from Abuse (PFA) Office at a cost not to exceed \$7,220.25.

8. CONTRACT AGREEMENTS

A. George Margetas, Esquire

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a contract agreement between the County of York, on behalf of the York County Court Administration Department, and George Margetas, Esquire, to serve on the Criminal Conflict Panel filling a vacancy on the panel previously filled by Farley Holt, Esquire, at a rate of \$3,500.00 per month, for the period of April 1, 2013 through December 31, 2013.

B. Streamline HR Management LLC, Howell, NJ

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a contract agreement between the County of York, on behalf of the York County Human Resources Department, and Streamline HR Management LLC, Howell, NJ, to provide access to and use of on-line Exclusion Screening databases, at a rate of \$1,500.00 annually.

9. PROFESSIONAL SERVICES AGREEMENT

A. Yost Strodoski Mears, York, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a professional services agreement between the County of York, on behalf of the York County Parks Department, and Yost Strodoski Mears, York, PA, for the completion of a master site plan for the Richard M. Nixon County Park in the amount of \$54,125.00, with \$23,000.00 funded through the Department of Conservation and Natural Resources (DCNR), \$23,000.00 from general funds, and \$8,125.00 funded through the York County Parks Foundation Charitable Trust.

10. HUMAN SERVICES

A. Subsidized Permanent Legal Custodianship Agreements - York County Office of Children, Youth & Families

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve subsidized permanent legal custodianship agreements between the County of York, on behalf of the York County Office of Children, Youth & Families, and TN, York, PA, as custodian of the following minor children, authorizing custodianship subsidy payments as indicated, until the children reach the age of 18 years:

<u>Minor Child</u>	<u>Subsidy</u>
AMG	\$26.50 per day
MNG	\$26.50 per day
RNN	\$30.50 per day

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

Commissioner Hoke made a motion, seconded by Commissioner Reilly 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:

Arnette M. Greene
Danielle N. Segar
Richard and Trulaine Kreider

Red Lion, PA
York PA
Thomasville, PA

C. Purchase of Service Agreement Addendum - York County Office of Children, Youth & Families

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a purchase of service agreement addendum between the County of York, on behalf of the York County Office of Children, Youth & Families, and Common Sense Adoption Services, Camp Hill, PA, extending the term of the original agreement from June 30, 2013 until such time that rates for 2013-2014 are agreed upon, with no other changes being made to the original agreement.

D. Letter of Agreement - York County Office of Children, Youth & Families

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a letter of agreement between the County of York, on behalf of the York County Office of Children, Youth & Families, and the Adams County Office of Children & Youth Services, Gettysburg, PA, to provide foster care by the Few family at a rate of \$26.50 per diem, and mileage reimbursement at a rate of \$.565 cents per mile for contract-related transportation services provided to the foster child.

11. BUDGET LINE ITEM ADJUSTMENTS

A. 2013 Budget Line Item Adjustments

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve 2013 Budget Line Item Adjustments, as submitted by the Controller's Office, for the week of July 24, 2013.

Budget Adjustments

Department Name	Department Number	2013		Account Number	Amount Change
		Account Description			
Commissioners	010101	Association Dues & Expenses		5200214	346
Commissioners	010101	Advertising		5200201	(346)
Adult Probation	012308	ARRA Megan's Law		5210349	928
Adult Probation	01	ARRA Megan's Law		4400113	(928)
Coroner	011252	Vehicle Maintenance		5200233	1,500
Coroner	011252	Physicians & Post Mortem		5200249	(1,500)
Maintenance - Annex	010103	Janitorial Supplies		5600551	2,000
Maintenance - Annex	010103	Electricity		5200206	(2,000)
Human Resources	010124	Shift Differential - OT		5000106	3
Human Resources	010124	Telephone		5200203	(3)
Radiation Protection Act	012604	Tools & Equipment		5600513	338
Radiation Protection Act	012604	Mileage Reimbursement		5200221	(111)
Radiation Protection Act	012604	Travel, Food & Lodging		5200231	(50)
Radiation Protection Act	012604	Special Official Function		5200333	(115)
Radiation Protection Act	012604	Office Equipment		5600500	(62)
Magisterial District Courts	011261	Office Equipment		5600500	687
Commissioners	016924	Miscellaneous Contingency		5200330	(687)
Solicitor	010102	Advertising		5200201	300
Solicitor	010102	Professional Services		5200240	(300)
Solicitor	010102	Printing		5200215	1,736
Solicitor	010102	Professional Services		5200240	(1,736)
Maintenance-Youth Develop Ctr	012304	Office Equipment		5600500	2,196
Maintenance-Youth Develop Ctr	012304	Maintenance & Repairs		5200241	(2,196)
Radiation Protection Act	012604	Professional Services		5200240	339
Radiation Protection Act	012604	Office Equipment		5600500	(339)

Prothonotary	011253	Office Equipment	5600500	897
Prothonotary	011253	Microfilming Fiche Photo	5200212	(897)
Prothonotary	011253	Petty Cash Over/Short	5200234	40
Prothonotary	011253	Microfilming Fiche Photo	5200212	(40)
Purchasing	010120	Shift Differential - OT	5000106	5
Purchasing	010120	Office Supplies	5600550	(5)
Penn State Cooperative Extension	018613	Gas & Oil	5200232	2,350
Penn State Cooperative Extension	018613	Vehicle Maintenance	5200233	(2,350)
Veterans Affairs	010603	Mileage Reimbursement	5200221	1,000
Veterans Affairs	010603	Payments to Vets Organizations	5200343	(1,000)
Veterans Affairs	010603	Flag Marker	5200289	2,000
Veterans Affairs	010603	Burial Expense	5200288	(2,000)
Controller	010112	Travel, Food & Lodging	5200231	500
Controller	010112	Professional Services	5200240	(500)
Maintenance-Judicial Center	010104	Maintenance & Repairs	5200241	2,930
Commissioners	016924	Contingency Fund	5200420	(2,930)
Fleet Management	013605	Training & Staff Development	5200211	545
Fleet Management	013605	Contracted Services	5200236	(545)
Fleet Management	013605	Office Equipment	5600500	876
Fleet Management	013605	Contracted Services	5200236	(876)
Public Defender	011257	Shift Differential - OT	5000106	6
Public Defender	011257	Professional Services	5200240	(6)
Solicitor	010102	Testimony - Transcripts	5200332	150
Solicitor	010102	Professional Services	5200240	(150)
Adult Probation	012302	Wages - Per Diem	5000105	10,400
Adult Probation	012302	Directors Salary	5000101	(10,400)
Juvenile Probation	012301	Shift Differential - OT	5000106	15
Juvenile Probation	012301	Wages	5000104	(15)
Assessment	010107	Shift Differential - OT	5000106	5
Assessment	010107	Subscriptions/Publications	5600502	(5)
Public Information Office	010132	Contracted Services	5200236	170
Public Information Office	010132	Mileage Reimbursement	5200221	(170)
District Attorney	011258	Association Dues & Expenses	5200214	1,100
District Attorney	011258	Professional Services	5200240	(1,100)

Physical Therapy	020442	Maintenance Supplies	5600552	100
Physical Therapy	020442	Tools & Equipment	5600513	(100)
Therapeutic Recreation	020433	Mileage Reimbursement	5200221	100
Therapeutic Recreation	020433	Uniform Allowance	5200218	(100)
Respiratory Therapy	020446	Professional Services	5200240	16,000
Respiratory Therapy	020446	Outside Services	5200248	(16,000)
Respiratory Therapy	020446	Tools & Equipment	5600513	20,000
Respiratory Therapy	020446	Outside Services	5200248	(20,000)
Administration & General	020451	Professional Services	5200240	10,000
Administration & General	020451	Printing	5200215	(10,000)
Administration & General	020451	Contracted Services	5200236	10,000
Administration & General	020451	Training & Staff Development	5200211	(10,000)
Plant Operations	020414	Purchase of Major Equipment	5900702	15,000
Plant Operations	020414	Maintenance Supplies	5600552	(15,000)
Dietary	020411	Office Equipment	5600500	300
Dietary	020411	Outside Services	5200248	(300)
Dietary	020411	Office Supplies	5600550	500
Dietary	020411	Outside Services	5200248	(500)
Laundry	020412	Purchase of Major Equipment	5900702	3,500
Laundry	020412	Laundry Supplies	5600553	(3,500)
Laundry	020412	Postage	5200202	25
Laundry	020412	Telephone	5200203	(25)
Nursing Administration	020421	Travel, Food & Lodging	5200231	250
Nursing Administration	020421	Uniform Allowance	5200218	(250)
Nursing Administration	020421	Office Equipment	5600500	200
Nursing Administration	020421	Uniform Allowance	5200218	(200)
Controllers	010112	Office Equipment	5600500	250
Controllers	010112	Office Supplies	5600550	(250)
Clerk of Courts	011254	Wages - Per Diem	5000105	2,307
Clerk of Courts	011254	Shift Differential - OT	5000106	2,423
Clerk of Courts	011254	Wages	5000104	(4,730)
Maintenance - Human Services	010106	Maintenance Supplies	5600552	3,000
Maintenance - Human Services	010106	Electricity	5200206	(3,000)

Court Administration	011260	SR Litigant Center	5210296	20,000
Court Administration	01	SR Litigant Center	4400509	(20,000)
Court Administration	011260	Training & Staff Development	5200211	1,500
Court Administration	011260	SR Litigant Center	5210296	(1,500)
Commissioners	016924	Contingency Fund	5200420	23,500
Court Administration	011260	Guardianship Grant	5210962	(23,500)
Court Administration	01	Guardianship Grant	4400964	20,000
Court Administration	011260	Guardianship Grant	5210962	(20,000)
Human Resources	010124	Advertising	5200201	4,200
Human Resources	010124	Arbitration Fees	5200336	(4,200)
Maintenance - Human Services Ctr	010106	Professional Staff Salaries	5000102	30,000
Commissioners	016924	Contingency Fund	5200420	(30,000)
Elections/Voters Registration	010105	Postage	5200202	2,000
Elections/Voters Registration	010105	Election Supplies	5600571	(2,000)
Elections/Voters Registration	010105	Professional Services	5200240	505
Elections/Voters Registration	010105	Election Supplies	5600571	(505)
911	080601	Mileage Reimbursement	5200221	500
911	080601	Travel, Food & Lodging	5200231	(500)

12. TAX REFUND REGISTER

A. Tax Refund Register 2013-27

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve Tax Refund Register 2013-27 authorizing payment of York County real estate tax refunds totaling \$5,404.02.

13. APPROVAL OF CHECK REGISTER

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve the Check Register for the week of July 24, 2013 totaling \$4,670,174.79.

Weekly Disbursement Totals for July 24, 2013

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	413,250.91
01	Payroll	555.63
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	327,676.24
03	Unclaimed Money	100.00
04	Donations	75.00
05	Controlled Substance	
06	Human Services	99,631.44
07	Children & Youth	375,233.49
08	911	6,728.49
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	52,581.34
11	Prison Telephone	9,307.49
25	Aging	62,559.12
28	MH-IDD	327,844.54
30/31	York/Adams HealthChoices	216.67
30	York Reinvestment	
31	Adams Reinvestment	
35	Domestic Relations	2,070.00
36	Earn-It	321.05
40	Weatherization Liheap	8,804.25
45	Block Grant	7,700.69
46	Affordable Housing	16,665.63
47	Revolving Fund	27,034.24
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	
51	Weatherization Doe	
72	Tax Claim	2,923,221.93
75	Retirement	6,339.04
82	2013 PLGIT GOB Fund	
85	P/A Capital Projects Fund	
90	Drug & Alcohol	2,257.60
	Total	<u>4,670,174.79</u>

14. REPORT OF EXECUTIVE SESSIONS

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

15. SOLICITOR'S REPORT

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

16. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS

A. Subway Real Estate, Milford, CT

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a Fifth Amendment To Lease agreement between the County of York and Subway Real Estate, Milford, CT, to extend the existing term of the Subway restaurant located at One Marketway West, York, an additional five (5) years from September 15, 2014 to September 14, 2019 at the base rent of \$1,300.00 per month; and to provide for an additional two (2) renewal options of five (5) years each with a rate escalation of fifteen percent (15%) for each five-year period.

B. Board of Commissioners' Meeting Cancellation

Chuck Noll announced that the July 31, 2013 Board of Commissioners' Meeting has been cancelled. Regularly scheduled meetings will resume on August 7, 2013.

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 10:29 a.m.

Respectfully submitted,

Charles R. Noll
Administrator/Chief Clerk