

**COMMISSIONERS' MEETING  
MINUTES**

**09/25/13**

**1. CALL TO ORDER**

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

**A. Opening Ceremony**

Controller Robb Green led the Pledge of Allegiance.

Reverend Guy Dunham of Chanceford Presbyterian 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 September 18, 2013 Commissioners' Meeting as submitted.

**3. PERIOD OF PUBLIC COMMENT**

No public comments were received.

**4. APPOINTMENT**

**A. York County Parks and Recreation Advisory Board**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to appoint Robert Weikert, Springettsbury Township, to the York County Parks and Recreation Advisory Board to fulfill the unexpired term of William Hengst, effective October 1, 2013 through December 31, 2014.

## 5. RESOLUTIONS

### A. 2008, 2011, 2012 and 2013 Action Plans - Community Development Division of the York County Planning Commission

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 changes to the 2008, 2011, 2012 and 2013 Action Plans under the U.S. Department of Housing and Urban Development (HUD), Washington, DC, funded through the Community Development Block Grant program:

| <u>Activity</u>               | <u>Amount</u> | <u>From</u>         | <u>To</u>           |
|-------------------------------|---------------|---------------------|---------------------|
| Windsor Borough               | \$ 431.82     | Unprogrammed funds  | 45521919 (increase) |
| West York Borough             | \$ 700.00     | 45351891 (close)    | Unprogrammed funds  |
| Hanover Borough/Penn Township | \$10,353.90   | 45351889 (decrease) | Unprogrammed funds  |
| Home Improvement Program      | \$29,785.80   | 45661801 (close)    | Unprogrammed funds  |
| Lower Chanceford Township     | \$10,000.00   | Unprogrammed funds  | 45551828 (increase) |
| Railroad Borough              | \$ 896.92     | Unprogrammed funds  | 45551830 (increase) |
| Yorkana Borough               | \$ 59.91      | Unprogrammed funds  | 45551832 (increase) |
| Red Lion Borough              | \$ 423.90     | Unprogrammed funds  | 45551921 (increase) |
| Newberry Township             | \$ 16.95      | Unprogrammed funds  | 45561871 (increase) |
| Dillsburg Borough             | \$17,818.00   | 45571939 (decrease) | Unprogrammed funds  |
| Felton Borough                | \$ 292.41     | Unprogrammed funds  | 45571940 (increase) |
| Wrightsville Borough          | \$ 391.69     | Unprogrammed funds  | 45571946 (increase) |

### B. City of York - Programs Management and Compliance Division of the York County Planning Commission

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a resolution authorizing a contract agreement amendment between the County of York, on behalf of the Programs Management and Compliance Division of the York County Planning Commission, and the City of York, extending the agreement to December 31, 2013 for the provision of Housing Quality Standards (HQS) inspection services for properties purchased in the City of York by first-time homebuyers under the York Housing Assistance Program (YHAP).

### C. York Area Development Corporation (YADC) - Programs Management and Compliance Division of the York County Planning Commission

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution authorizing a contract agreement amendment between the County of York, on behalf of the Programs Management and Compliance Division of the York County Planning Commission, and York Area Development Corporation (YADC), extending the agreement to December 31, 2013 for the provision of Community Housing Development Organization (CHDO) "pre-development" funds through the HOME Investment Partnerships Program.

**D. York Area Development Corporation (YADC) - Programs Management and Compliance Division of the York County Planning Commission**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a resolution authorizing a contract agreement amendment between the County of York, on behalf of the Programs Management and Compliance Division of the York County Planning Commission, and York Area Development Corporation (YADC), extending the agreement to December 31, 2013 for the provision of Community Housing Development Organization (CHDO) “operating” funds through the HOME Investment Partnerships Program.

**E. Commonwealth of Pennsylvania Department of Community and Economic Development, Harrisburg, PA - Programs Management and Compliance Division of the York County Planning Commission**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution authorizing a contract agreement amendment between the County of York, on behalf of the Programs Management and Compliance Division of the York County Planning Commission, and the Commonwealth of Pennsylvania Department of Community and Economic Development, Harrisburg, PA, extending the agreement to December 31, 2013 for the provision of 2012-2013 LIHEAP and DOE Weatherization funding for the York County Weatherization Assistance Program (WAP).

**F. EIC/ComfortHome, Inc., Lancaster, PA - Programs Management and Compliance Division of the York County Planning Commission**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a resolution authorizing a contract agreement amendment between the County of York, on behalf of the Programs Management and Compliance Division of the York County Planning Commission, and EIC/ComfortHome, Inc., Lancaster, PA, extending the agreement to December 31, 2013 for the provision of weatherization services to York County residents at a cost not to exceed \$300,000.00.

**G. Gohn & Stambaugh, Inc., York, PA - Programs Management and Compliance Division of the York County Planning Commission**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution authorizing a contract agreement amendment between the County of York, on behalf of the Programs Management and Compliance Division of the York County Planning Commission, and Gohn & Stambaugh, Inc., York, PA, extending the agreement to September 30, 2014 for the provision of Residential Heating Unit and Domestic Water Heating Unit Efficiency Modification and Repair services to York County residents at a cost not to exceed \$300,000.00.

**H. Ken Adams Mechanical, Inc., New Oxford, PA - Programs Management and Compliance Division of the York County Planning Commission**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a resolution authorizing a contract agreement amendment between the County of York, on behalf of the Programs Management and Compliance Division of the York County Planning Commission, and Ken Adams Mechanical, Inc., New Oxford, PA, extending the agreement to September 30, 2014 for the provision of Residential Heating Unit and Domestic Water Heating Unit Efficiency Modification and Repair services to York County residents at a cost not to exceed \$300,000.00.

**6. CONTRACT AGREEMENTS**

**A. Orbit Technologies, East Berlin, PA**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a service contract agreement between the County of York, on behalf of the York County Facilities Management Department, and Orbit Technologies, East Berlin, PA, for preventative maintenance of the UPS (Uninterruptable Power Supply) units at the York County Emergency Services Center and the Long Term Back Up facility at the costs indicated, for the period of January 1, 2014 through December 31, 2016:

Emergency Services Center/\$7,811.00  
Long Term Back Up/\$3,601.00

**B. BFPE International, York, PA**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a service contract agreement renewal between the County of York, on behalf of the York County Facilities Management Department, and BFPE International, York, PA, for service and inspection of fire alarm and sprinkler systems for the following County facilities at the costs indicated, for the period of January 1, 2014 through December 31, 2016:

|                           |            |                          |            |
|---------------------------|------------|--------------------------|------------|
| Administrative Center     | \$2,129.00 | Judicial Center          | \$3,469.00 |
| Archives                  | \$1,976.00 | Annex                    | \$3,008.00 |
| Emergency Services Center | \$9,959.00 | Substance Abuse Center   | \$1,542.00 |
| Human Services Center     | \$1,452.00 | Youth Development Center | \$1,427.00 |

## **7. LEASE AGREEMENTS**

### **A. 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 copiers, including maintenance and supplies, except paper, for the following York County departments at the rates and contract periods indicated:

Juvenile Probation

(1) Sharp MX-B402 copier  
12 quarters at \$333.63 per quarter/\$4,003.56 total cost  
June 27, 2013 through September 27, 2016

Prison Education Department

(1) refurbished Sharp MX-M363N copier  
12 quarters at \$181.77 per quarter/\$2,181.24 total cost  
July 2, 2013 through October 2, 2016

Youth Development Center

(2) Sharp MX-M264N copiers  
12 quarters at \$506.55 per quarter/\$6,078.60 total cost  
June 28, 2013 through September 28, 2016

### **B. Block Business Systems, 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 Block Business Systems, York, PA, for copiers, including maintenance and supplies, except paper, for the following York County departments at the rates indicated, for the period of September 23, 2013 through December 23, 2016:

Children, Youth & Families

(1) Samsung SCX-6555N copier  
12 quarters at \$789.00 per quarter/\$9,468.00 total cost

MH-IDD

(1) Samsung SCX-6555N copier  
12 quarters at \$617.00 per quarter/\$7,404.00 total cost

### **C. Ronal Tool Company, Inc., York, PA**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a sub-lease agreement amendment between the County of York, on behalf of the York County Elections/Voter Registration Department, and Ronal Tool Company, Inc., York, PA, through Rock Commercial Real Estate, York, PA, extending the contract period for an additional two (2) years to provide warehouse storage space for voting machines, with no change to the rate of \$2,230.00/month, for the period October 1, 2013 through September 30, 2015.

## **8. HUMAN SERVICES**

### **A. Program Agreement Revision - York County Area Agency on Aging**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a program agreement revision between the County of York, on behalf of the York County Area Agency on Aging serving as program participant, and the Centers for Medicare and Medicaid Services, Baltimore, MD, to reflect changes to the structure and formatting of the original agreement for the provision of Care Transitions Services to eligible Medicare fee-for-service beneficiaries and participation in the Community-based Care Transitions Program, at no cost to the County, for the period of March 1, 2013 through February 28, 2015.

### **B. Memorandum of Understanding - York County Area Agency on Aging**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a memorandum of understanding between the County of York, on behalf of the York County Area Agency on Aging serving as contract administrator, and Hanover Hospital, Hanover, PA, to establish roles and responsibilities in the implementation of the Community-based Care Transitions Program through the Centers for Medicare and Medicaid Services, for the period of April 1, 2013 through March 31, 2015.

### **C. Subsidized Adoption Agreement - York County Office of Children, Youth & Families**

Motion was made by Commissioner Reilly, 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 BKP, Berwick, PA, for the adoption of EMC, a minor child, authorizing adoption assistance in the amount of \$23.00 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.

**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, 2013 through June 30, 2014:

| <u>Provider</u>                          | <u>Location</u>                                 | <u>Program Name</u>  | <u>Cost</u>   | <u>Option</u> |
|--|---|--|---------------|---------------|
| Family Care for Children and Youth, Inc. | 25 Belford Blvd<br>Milton, PA 17847             | Family Based Services<br>Foster Care/Foster Care                           | \$65.77/diem  | 06            |
| Family Care for Children and Youth, Inc. | 25 Belford Blvd<br>Milton, PA 17847             | Kinship Care/Family Based Services - Foster Care                           | \$60.21/diem  | 09            |
| Alternative Rehab Communities            | 2743 North Front Street<br>Harrisburg, PA 17110 | Secure Care (Male)<br>Secure Care  | \$205.38/diem | 01            |
| Alternative Rehab Communities            | 2743 North Front Street<br>Harrisburg, PA 17110 | Community Residential Latino<br>Community Residential Services             | \$197.64/diem | 02            |
| Alternative Rehab Communities            | 2743 North Front Street<br>Harrisburg, PA 17110 | Specialized Residential for Sex Offenders - Community Residential Services | \$212.95/diem | 08            |
| Alternative Rehab Communities            | 2743 North Front Street<br>Harrisburg, PA 17110 | Specialized Residential for Mental Health - Community Residential Services | \$212.95/diem | 09            |

**9. BUDGET LINE ITEM ADJUSTMENTS**

**A. 2013 Budget Line Item Adjustments**

Motion was made by Commissioner Reilly, 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 September 25, 2013.

**Budget Adjustments**

| <b>Department Name</b> | <b>Department Number</b> | <b>Account Description</b> | <b>Account Number</b> | <b>Amount Change</b> |
|------------------------|--------------------------|----------------------------|-----------------------|----------------------|
| Juvenile Probation     | 012301                   | Printing                   | 5200215               | 300                  |
| Juvenile Probation     | 012301                   | Mileage Reimbursement      | 5200221               | (300)                |
| Juvenile Probation     | 012301                   | Travel, Food & Lodging     | 5200231               | 500                  |
| Juvenile Probation     | 012301                   | Mileage Reimbursement      | 5200221               | (500)                |
| Veterans Affairs       | 010603                   | Flag Marker                | 5200289               | 103                  |
| Veterans Affairs       | 010603                   | Burial Expense             | 5200288               | (103)                |
| District Attorney      | 011258                   | Witness Fees & Expenses    | 5200331               | 3,000                |
| District Attorney      | 011258                   | Professional Services      | 5200240               | (3,000)              |

|                                 |        |                              |         |         |
|---------------------------------|--------|------------------------------|---------|---------|
| Public Safety                   | 012601 | Office Supplies              | 5600550 | 77      |
| Public Safety                   | 012601 | Training & Staff Development | 5200211 | (77)    |
| Fleet Management                | 013605 | Contracted Services          | 5200236 | 2,500   |
| Fleet Management                | 013605 | Fuel                         | 5200205 | (300)   |
| Fleet Management                | 013605 | Electricity                  | 5200206 | (400)   |
| Fleet Management                | 013605 | Maintenance & Repairs        | 5200241 | (400)   |
| Fleet Management                | 013605 | Tools & Equipment            | 5600513 | (400)   |
| Fleet Management                | 013605 | Maintenance Supplies         | 5600552 | (1,000) |
| Emergency Management            | 012602 | Training & Staff Development | 5200211 | 125     |
| Emergency Management            | 012602 | Contracted Services          | 5200236 | (125)   |
| PAN&RC                          | 020443 | Travel, Food & Lodging       | 5200231 | 400     |
| PAN&RC                          | 020443 | Tools & Equipment            | 5600513 | (400)   |
| Veterans Affairs                | 010603 | Shift Differential - OT      | 5000106 | 1,300   |
| Commissioners                   | 016924 | Contingency Fund             | 5200420 | (1,300) |
| Fleet Management                | 013605 | Maintenance & Repairs        | 5200241 | 1,250   |
| Fleet Management                | 013605 | Fuel                         | 5200205 | (200)   |
| Fleet Management                | 013605 | Electricity                  | 5200206 | (150)   |
| Fleet Management                | 013605 | Association Dues & Expenses  | 5200214 | (100)   |
| Fleet Management                | 013605 | Gas & Oil                    | 5200232 | (500)   |
| Fleet Management                | 013605 | Office Supplies              | 5600550 | (300)   |
| Maintenance - Human Service Ctr | 010106 | Office Supplies              | 5600550 | 100     |
| Maintenance - Human Service Ctr | 010106 | Electricity                  | 5200206 | (100)   |
| Archives                        | 010122 | Training & Staff Development | 5200211 | 20      |
| Archives                        | 010122 | Restoration-Old Documents    | 5200244 | (20)    |
| Maintenance-Archives            | 010131 | Maintenance & Repairs        | 5200241 | 1,000   |
| Maintenance-Archives            | 010131 | Electricity                  | 5200206 | (1,000) |
| 911 Act 78 Ineligible           | 080602 | Travel, Food & Lodging       | 5200231 | 27      |
| 911 Act 78 Ineligible           | 080602 | MDC Project Training         | 5210474 | (27)    |
| 911 Act 78 Ineligible           | 080602 | Vehicle Maintenance          | 5200233 | 419     |
| 911 Act 78 Ineligible           | 080602 | MDC Project Training         | 5210474 | (419)   |
| Human Resources                 | 010124 | Office Supplies              | 5600550 | 55      |
| Human Resources                 | 010124 | Contracted Services          | 5200236 | (55)    |

## 10. TAX REFUND REGISTER

### A. Tax Refund Register 2013-36

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2013-36 authorizing payment of York County real estate tax refunds totaling \$390,707.84.

## 11. 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 September 25, 2013 totaling \$5,308,054.44.

### Weekly Disbursement Totals for September 25, 2013

| <u>Fund</u> | <u>Name</u>                              | <u>Amount</u> |
|-------------|--|---------------|
| 01          | General Fund                             | 2,950,956.46  |
| 01          | Payroll                                  | 7,784.36      |
| 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                 | 88,996.47     |
| 03          | Unclaimed Money                          |               |
| 04          | Donations                                | 0.00          |
| 05          | Controlled Substance                     | 7,266.21      |
| 06          | Human Services                           | 0.00          |
| 07          | Children & Youth                         | 611,645.58    |
| 08          | 911                                      | 27,980.10     |
| 08          | 911 Act 78                               |               |
| 08          | E-911 Wireless                           |               |
| 10          | Liquid Fuels                             | 0.00          |
| 11          | Prison Telephone                         | 6,743.92      |
| 25          | Aging                                    | 94,719.65     |
| 28          | MH-IDD                                   | 234,534.41    |
| 30/31       | York/Adams HealthChoices                 | 6,348.23      |
| 30          | York Reinvestment                        | 0.00          |
| 31          | Adams Reinvestment                       | 0.00          |
| 35          | Domestic Relations                       | 0.00          |
| 36          | Earn-It                                  | 19.50         |
| 40          | Weatherization Liheap                    | 16,141.87     |
| 45          | Block Grant                              | 65,957.30     |
| 46          | Affordable Housing                       | 340.00        |
| 47          | Revolving Fund                           | 535.99        |
| 48          | Downtown Hanover                         |               |
| 49          | ARRA Weatherization                      |               |

|    |                           |                            |
|----|---------------------------|----------------------------|
| 50 | Continuum of Care         | 3,098.00                   |
| 51 | Weatherization Doe        |                            |
| 72 | Tax Claim                 | 205.61                     |
| 75 | Retirement                | 1,140,250.99               |
| 82 | 2013 PLGIT GOB Fund       | 0.00                       |
| 85 | P/A Capital Projects Fund |                            |
| 90 | Drug & Alcohol            | 44,529.79                  |
|    | Total                     | <u><u>5,308,054.44</u></u> |

## **12. REPORT OF EXECUTIVE SESSIONS**

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

09/23 – Three Commissioners, Chuck Noll, Robb Green, Kristy Bixler and Tiffany Trout – General Personnel; and Eric Bistline – Emergency Services Personnel.

## **13. SOLICITOR'S REPORT**

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

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

No other business or public comments were received.

## **15. 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 10:16 a.m.

Respectfully submitted,

Charles R. Noll  
Administrator/Chief Clerk