

**COMMISSIONERS' MEETING  
MINUTES**

**09/26/12**

**1. CALL TO ORDER**

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

**A. Opening Ceremony**

President Judge Linebaugh led the Pledge of Allegiance.

Ann Booth of York Baha'i Community 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 19, 2012 Commissioners' Meeting as submitted.

**3. PERIOD OF PUBLIC COMMENT**

No public comments were received.

**4. PRESENTATION**

**A. Build-Out of the 5<sup>th</sup> Floor Judicial Center Facility – President Judge Linebaugh**

President Judge Linebaugh presented the board a detailed overview explaining the critical need to complete the 5<sup>th</sup> floor of the York County Judicial Center expediently for court-related purposes. The estimated cost for this project is targeted at approximately \$5,000,000.00 to be paid over a period of 20 years at \$335,000.00 per year. He also stated that they are not requesting additional judges or support staff should the build-out be approved. Judge Linebaugh reiterated from his previous brief presentation in August the much-needed timeline for the completion to take place in 2015. He stated that based on an NCSC study done in July of 1997, the County is already ahead of the study's projection by 5 years. Judge Linebaugh offered suggestions for some utilization of the 5<sup>th</sup> floor to possibly include transferring MDJ Haskell's office to the Judicial Center, saving the County the cost of \$53,000.00 per year for the lease of his current location and approximately \$14,000.00 per year for overhead costs; integrating the Law Library into the court system and no longer be independent, which Judge Linebaugh stated he would cut its operation costs greatly; and implementing a Juvenile Conflict Panel.

## 5. RESOLUTION

### A. Changes to the 2009 Action Plan - Community Development Department of the York County Planning Commission

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a resolution, on behalf of the Community Development Department of the York County Planning Commission, authorizing the following changes to the 2009 Action Plan under the U.S. Department of Housing and Urban Development (HUD) Homeless Prevention and Rapid Re-Housing Program (HPRP) and the Pennsylvania Department of Community and Economic Development (DCED) Homelessness Prevention and Rapid Re-Housing Program (HPRP):

| <u>Activity</u>                        | <u>Amount</u> | <u>From</u> | <u>To</u> |
|--|---------------|-------------|-----------|
| <u>HUD</u>                             |               |             |           |
| HP CPC Rental Assistance               | \$ 287.00     | HPRP1699    | HPRP1703  |
| Salvation Army Grant Administration    | \$1,313.34    | HPRP1764    | HPRP1703  |
| Salvation Army Grant Administration    | \$2,070.02    | HPRP1764    | HPRP1704  |
| <u>DCED</u>                            |               |             |           |
| HP CPC Relocation & Stabilization Srvc | \$ 625.00     | HPR38256    | HPR38257  |
| HA CPC Relocation & Stabilization Srvc | \$8,627.00    | HPR38256    | HPR40313  |

## 6. BID AWARD

### A. Intertech Security, LLC, Frederick, MD

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a bid award to Intertech Security, LLC, Frederick, MD, the sole bidder, for the installation and upgrade of prison door controls for the York County Prison Detention Control System Upgrade Project in the amount of \$718,943.33.

## 7. PUBLIC UTILITY WORK

### A. Verizon, New York, NY

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve public utility work by Verizon, New York, NY, on behalf of the York County Prison, to relocate the demarcation point within the IT room for phone service for the York County Prison Work Release Center at a cost of \$5,268.71.

## 8. CONTRACT CHANGE ORDERS

### A. United Prison Equipment, Green Lane, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve contract change order No. 1 between the County of York and United Prison Equipment, Green Lane, PA, in the amount of \$6,270.00 for additional stainless steel required for tabletops for the York County Prison Work Release Center Project increasing the total contract price to \$114,590.00 under a state contract.

## **B. MCA, Lancaster, PA**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve contract change order No. 5 between the County of York and MCA, Lancaster, PA, in the amount of \$66,865.25 for additional bollards and fencing, and for the boring of a fire suppression line, domestic water line and a conduit under Concord Road to connect the York County Prison Work Release Center to the main prison, increasing the total contract price to \$2,568,429.61.

## **9. GRANT APPLICATIONS**

### **A. Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA**

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the submission of a grant application, on behalf of the York County District Attorney's Office, to the Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA, in the amount of \$124,338.00, with no County match, for the STOP Violence Against Women Grant to provide funding for the salary and benefits for a dedicated Victim/Witness Coordinator and the salary for a dedicated County Detective, membership dues and training for the STOP team, and also provides pass-through funds for the YWCA of York to aid two (2) staff members and the YWCA Hanover Safe Home for mileage reimbursement, for the period of January 1, 2013 through December 31, 2013.

### **B. Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA**

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve the submission of a 2<sup>nd</sup> year continuation grant application, on behalf of the York County Court Administration Department, to the Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA, in the amount of \$97,403.50 with a County match of \$97,403.50, for a total amount of \$194,807.00 for the DUI Court Enhancement Grant that supports DUI Court personnel and SCRAM (Secure Continuous Remote Alcohol Monitor) bracelets.

### **C. Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA**

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the submission of a 3<sup>rd</sup> year continuation grant application, on behalf of the York County Court Administrative Department, to the Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA, in the amount of \$29,170.00 with a County match of \$87,509.00, for a total amount of \$116,679.00 for the CJAB (Criminal Justice Advisory Board) Priority Project Planning Grant that supports the Criminal Justice Planner position and technology upgrades for the Clerk of Courts Office.

## 10. HUMAN SERVICES

### A. Residential Accommodations Agreement - York/Adams HealthChoices Management Unit

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a Residential Accommodations Agreement between the County of York, on behalf of the York/Adams HealthChoices Management Unit serving as agreement administrator, and Homes at Thackston Park, L.P., York, PA, for set-aside access to one (1) residential apartment unit for a term of twenty (20) years at a one-time cost of \$55,000.00 funded through state and federal Medical Assistance funds, at no cost to the County.

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

Commissioner Reilly made a motion, 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 the standard per diem rates of reimbursement for the care of foster children, for the period January 1, 2012 through December 31, 2012:

|                                 |               |
|---------------------------------|---------------|
| Sharon Spencer                  | Parkville, MD |
| Candace Watson and Barbara Bahn | York, PA      |
| Marcella Kinard                 | York, PA      |

### C. Service Provider Contract Agreements - 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 agreements between the County of York, on behalf of the York County Office of Children, Youth & Families, and the following service provider at the rates indicated, for the period of July 1, 2011 through June 30, 2012:

| Provider                                  | Location                              | Program Name                            | Cost          | Opt |
|---|---------------------------------------|---|---------------|-----|
| Children's Aid Society of Franklin County | 255 Miller Street<br>Chambersburg, PA | Emergency Shelter<br>Shelter Care       | \$169.00/diem | 03  |
| Children's Aid Society of Franklin County | 255 Miller Street<br>Chambersburg, PA | Myers Residence<br>Residential Services | \$149.00/diem | 04  |
| Children's Aid Society of Franklin County | 255 Miller Street<br>Chambersburg, PA | Diagnostic<br>Community Residential     | \$169.00/diem | 09  |
| Children's Aid Society of Franklin County | 255 Miller Street<br>Chambersburg, PA | Diagnostic Services<br>Counseling       | \$40.00/diem  | 11  |

**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 provider at the rates indicated, for the period of July 1, 2012 through June 30, 2013:

| Provider             | Location                            | Program Name                     | Cost         | Opt |
|----------------------|-------------------------------------|----------------------------------|--------------|-----|
| PA Child Corporation | 4160 West Market Street<br>York, PA | Foster Care 0-11<br>Foster Care  | \$67.67/diem | 01  |
| PA Child Corporation | 4160 West Market Street<br>York, PA | Foster Care 12-18<br>Foster Care | \$82.55/diem | 02  |
| PA Child Corporation | 4160 West Market Street<br>York, PA | Foster Care 0-5<br>Foster Care   | \$40.42/diem | 03  |

**11. BUDGET LINE ITEM ADJUSTMENTS**

**A. 2012 Budget Line Item Adjustments**

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve 2012 Budget Line Item Adjustments, as submitted by the Controller's Office, for the week of September 26, 2012.

**Budget Adjustments**

**2012**

| Department Name | Department Number | Account Description          | Account Number | Amount Change |
|-----------------|-------------------|------------------------------|----------------|---------------|
| PAN & RC        | 020451            | Training & Staff Development | 5200211        | 1,895         |
| PAN & RC        | 020451            | Printing                     | 5200215        | (1,895)       |
| PAN & RC        | 020421            | Training & Staff Development | 5200211        | 2,500         |
| PAN & RC        | 020421            | Maintenance & Repairs        | 5200241        | (2,500)       |
| 911             | 080601            | Tools & Equipment            | 5600513        | 3,500         |
| 911             | 080601            | Maintenance & Repairs        | 5200241        | (3,500)       |
| Sheriff         | 011259            | Training & Staff Development | 5200211        | 500           |
| Sheriff         | 011259            | Uniform Allowance            | 5200218        | (500)         |
| PAN & RC        | 020442            | Professional Services        | 5200240        | 5,000         |
| PAN & RC        | 020442            | Physical Therapy Supplies    | 5600522        | (5,000)       |
| PAN & RC        | 020442            | Training & Staff Development | 5200211        | 500           |
| PAN & RC        | 020442            | Purchase of Major Equipment  | 5900702        | (500)         |

|                           |         |                                |         |         |
|---------------------------|---------|--------------------------------|---------|---------|
| PAN & RC                  | 020411  | Office Equipment               | 5600500 | 250     |
| PAN & RC                  | 020411  | Dishes, Glass & Silverware     | 5600557 | (250)   |
| PAN & RC                  | 020421  | Purchase of Major Equipment    | 5900702 | 2,000   |
| PAN & RC                  | 020421  | Tools & Equipment              | 5600513 | (2,000) |
| PAN & RC                  | 020433  | Mileage Reimbursement          | 5200221 | 200     |
| PAN & RC                  | 020433  | Patients Recreation Expense    | 5600507 | (200)   |
| PAN & RC                  | 020434  | Shift Differential - OT        | 5000106 | 250     |
| PAN & RC                  | 020434  | Maintenance & Repairs          | 5200241 | (250)   |
| PAN & RC                  | 020443  | Purchase of Major Equipment    | 5900702 | 1,000   |
| PAN & RC                  | 020443  | Maintenance & Repairs          | 5200241 | (1,000) |
| Maintenance - Annex       | 010103  | Trash Removal                  | 5200209 | 385     |
| Maintenance - Annex       | 010103  | Electricity                    | 5200206 | (385)   |
| MH/MR                     | 287025  | Training & Staff Development   | 5200211 | 2,500   |
| MH/MR                     | 288020  | Training & Staff Development   | 5200211 | (2,500) |
| Drug & Alcohol            | 9011100 | Training & Staff Development   | 5200211 | 2,000   |
| Drug & Alcohol            | 9011100 | Staff Travel                   | 5200366 | (2,000) |
| 911                       | 080602  | Advertising                    | 5200201 | 290     |
| 911                       | 080602  | Postage                        | 5200202 | (290)   |
| Veteran Affairs           | 010603  | Payments to Vets Organizations | 5200343 | 8,000   |
| Veteran Affairs           | 010603  | Burial Expense                 | 5200288 | (8,000) |
| PAN & RC                  | 020455  | Shift Differential - OT        | 5000106 | 500     |
| PAN & RC                  | 020455  | Advertising                    | 5200201 | (500)   |
| 911                       | 080602  | Equipment Rental               | 5200315 | 311     |
| 911                       | 080602  | Training & Staff Development   | 5200211 | (311)   |
| Maintenance - MDJ offices | 011262  | Maintenance & Repairs          | 5200241 | 5,000   |
| Maintenance - MDJ offices | 011262  | Fuel                           | 5200205 | (5,000) |
| Emergency Management      | 012602  | Vehicle Maintenance            | 5200233 | 400     |
| Emergency Management      | 012602  | Telephone                      | 5200203 | (400)   |
| Prison                    | 012309  | Training & Staff Development   | 5200211 | 5,000   |
| Prison                    | 012309  | Telephone                      | 5200203 | (5,000) |
| Public Defender           | 011257  | Office Equipment               | 5600500 | 565     |
| Public Defender           | 011257  | Professional Services          | 5200240 | (565)   |

|                               |        |                              |         |          |
|-------------------------------|--------|------------------------------|---------|----------|
| Adult Probation               | 012302 | Advertising                  | 5200201 | 562      |
| Adult Probation               | 012302 | Special Treatment Service    | 5210416 | (562)    |
| 911                           | 080601 | Purchase of Major Equipment  | 5900702 | 62,261   |
| 911                           | 08     | Wireless E911 Plan           | 4800320 | (62,261) |
| Sheriff                       | 011251 | Office Supplies              | 5600550 | 4,000    |
| Sheriff                       | 011251 | Contracted Services          | 5200236 | (4,000)  |
| Maintenance-Youth Development | 012304 | Shift Differential - OT      | 5000106 | 20       |
| Maintenance-Youth Development | 012304 | Fuel                         | 5200205 | (20)     |
| Coroner                       | 011252 | Travel, Food & Lodging       | 5200231 | 1,000    |
| Coroner                       | 011252 | Training & Staff Development | 5200211 | (1,000)  |
| Coroner                       | 011252 | Office Supplies              | 5600550 | 200      |
| Coroner                       | 011252 | Physicians & Post Mortem     | 5200249 | (200)    |
| District Attorney             | 011258 | Office Supplies              | 5600550 | 3,000    |
| District Attorney             | 011258 | Professional Services        | 5200240 | (3,000)  |
| Criminal Response Unit        | 011259 | Professional Services        | 5200240 | 3,000    |
| Criminal Response Unit        | 011259 | Uniform Allowance            | 5200218 | (3,000)  |
| Human Resources               | 010124 | Cell Phone                   | 5000181 | 600      |
| Human Resources               | 010124 | Telephone                    | 5200203 | (600)    |
| Youth Development Center      | 012303 | Professional Services        | 5200240 | 300      |
| Youth Development Center      | 012303 | Educational Supplies         | 5600530 | (300)    |
| Prison                        | 012309 | Gas & Oil                    | 5200232 | 4,000    |
| Prison                        | 012309 | Printing                     | 5200215 | (4,000)  |
| Tax Claim                     | 010111 | Sales Costs                  | 5200281 | 27,953   |
| Tax Claim                     | 010111 | Postage                      | 5200202 | (17,000) |
| Tax Claim                     | 010111 | Advertising                  | 5200201 | (8,000)  |
| Tax Claim                     | 010111 | Printing                     | 5200215 | (2,953)  |
| Parks                         | 013607 | Vehicle Maintenance          | 5200233 | 6,000    |
| Parks                         | 013607 | Maintenance & Repairs        | 5200241 | (6,000)  |
| Fleet Management              | 013605 | Water                        | 5200207 | 115      |
| Fleet Management              | 013605 | Phone                        | 5200203 | (115)    |
| Information Services          | 010117 | Shift Differential - OT      | 5000106 | 3        |
| Information Services          | 010117 | Contracted Services          | 5200236 | (3)      |
| Divorce Masters               | 011264 | Office Equipment             | 5600500 | 3,448    |
| Commissioners                 | 016924 | Contingency Fund             | 5200420 | (3,448)  |

## 12. REFUND REGISTER

### A. Tax Refund Register 2012-35

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2012-35 authorizing payment of York County real estate tax refunds totaling \$2,926.41.

## 13. 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 26, 2012 totaling \$5,097,356.36.

### Weekly Disbursement Totals for September 26, 2012

| <u>Fund</u> | <u>Name</u>                              | <u>Amount</u> |
|-------------|--|---------------|
| 01          | General Fund                             | 1,615,047.35  |
| 01          | Payroll                                  | 7,511.24      |
| 01          | Ag Land Preservation                     |               |
| 01          | Escrow                                   |               |
| 01          | York Co Agriculture Society Sinking Fund |               |
| 02          | York County Nursing Home                 | 111,365.93    |
| 03          | Unclaimed Money                          | 217.00        |
| 04          | Donations                                | 49.15         |
| 05          | Controlled Substance                     | 10,234.96     |
| 06          | Human Services                           | 88,151.75     |
| 07          | Children & Youth                         | 844,489.31    |
| 08          | 911                                      | 33,694.31     |
| 08          | 911 Act 78                               |               |
| 08          | E-911 Wireless                           |               |
| 10          | Liquid Fuels                             | 924.71        |
| 11          | Prison Telephone                         | 174.95        |
| 25          | Aging                                    | 70,812.98     |
| 28          | MH/MR                                    | 109,769.37    |
| 30/31       | York/Adams HealthChoices                 | 8,271.03      |
| 30          | York Reinvestment                        | 53,385.38     |
| 31          | Adams Reinvestment                       | 2,584.80      |
| 35          | Domestic Relations                       | 136,103.76    |
| 36          | Earn-It                                  | 19.50         |
| 40          | Weatherization                           | 22,203.65     |
| 45          | Block Grant                              | 105,479.93    |
| 46          | Affordable Housing                       | 6,579.75      |
| 47          | Revolving Fund                           |               |
| 48          | Downtown Hanover                         |               |
| 49          | ARRA Weatherization                      | 38,472.09     |
| 50          | Continuum of Care                        | 11,901.00     |
| 72          | Tax Claim                                | 5,530.88      |

|    |                            |                     |
|----|----------------------------|---------------------|
| 75 | Retirement                 | 1,005,970.79        |
| 82 | 2011 PNC GON Fund          | 292,991.27          |
| 83 | 2000 Capital Projects Fund |                     |
| 84 | 911 Capital Projects Fund  |                     |
| 85 | P/A Capital Projects Fund  | 447,337.50          |
| 90 | Drug & Alcohol             | 68,082.02           |
|    | Total                      | <u>5,097,356.36</u> |

**14. REPORT OF EXECUTIVE SESSIONS**

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

09/24 – Three Commissioners, Chuck Noll, Robb Green, Kristy Bixler and Tiffany Trout – General Personnel; Jennifer Reider – Court Administration Personnel; Mary Sabol – Prison Personnel; Phil Palandro – Veteran’s Affairs Personnel; and Eric Bistline – County Control 911 Personnel.

**15. SOLICITOR’S REPORT**

Donald Reihart, Solicitor, 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 11:07 a.m.

Respectfully submitted,

Charles R. Noll  
Administrator/Chief Clerk