

**COMMISSIONERS' MEETING
MINUTES**

10/31/12

1. CALL TO ORDER

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

A. Opening Ceremony

Commissioner Hoke led the Pledge of Allegiance.

Commissioner Chronister called for a moment of silence in observance of the recent passing of York County employee Lisa B. Duncker from the York County Assessment office.

2. APPROVAL OF MINUTES

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the minutes from the October 24, 2012 Commissioners' Meeting as submitted.

3. PERIOD OF PUBLIC COMMENT

Eric Bistline, Executive Director of the York County Emergency Services department, gave a report on the preparedness of York County emergency service departments in anticipation of the arrival of Hurricane Sandy this week. He also gave a report on the current assessment of damages and power outages in York County municipalities caused by the storm, along with the number of related rescues and injuries reported.

Nikki Suchanic, Director of the York County Elections & Voter Registration department, announced that the deadline for obtaining absentee ballot applications has been extended to 4:30 p.m. today, October 31, 2012. She also stated that the deadline to return the applications has remained unchanged for November 2, 2012 by 5:00 p.m.

4. PRESENTATION

A. Steam Into History Project

Chief Operating Officer Robert Gotwols and Sales and Marketing Representative Debbie Beshore of Steam into History, Inc. gave the board an update on the progress of the Steam into History project to include the locomotive York #17. Steam into History, Inc. is a nonprofit organization that plans to build and operate a steam train to chronicle the role York County, PA, played in Civil War history and to promote the area as a tourist destination. The Steam into History train is scheduled to begin operating in 2013.

5. APPOINTMENTS

A. York County Rail Trail Authority

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to appoint Robert Gotwols, Hellam Township, to the York County Rail Trail Authority for a five-year term, effective October 31, 2012 through October 30, 2017.

B. York County Agricultural Land Preservation Board

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to appoint Kristina L. Wilt, Hopewell Township, to the York County Agricultural Land Preservation Board as Representing Farmer for a three-year term, effective November 1, 2012 through October 31, 2015.

6. REAPPOINTMENTS

A. York County Industrial Development Authority

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to reappoint the following individuals to the York County Industrial Development Authority for three-year terms, effective January 1, 2013 through December 31, 2015:

David Brinton, Fairview Township
Chief of Staff, State Rep. Scott Perry

Al Hayes, Warrington Township
Retired – Founder of Mercury Electronics

Michael March, West Manchester Township
Treasurer, Industrial Development Authority

John Krout, Springettsbury Township
Chairman, Industrial Development Authority

7. RESOLUTIONS

A. Housing and Community Development Loan Committee

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a resolution authorizing the appointment and reappointments of the following individuals to the Housing and Community Development Loan Committee for two-year terms, effective December 1, 2012 through November 30, 2014:

Appointment
William Koons, Carroll Township

Reappointments
David Cross, York City
Bruce Rebert, Seven Valleys Borough
Jerry Austin, York City

B. U.S. Department of Housing and Urban Development (HUD), Harrisburg, PA

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a resolution authorizing the Housing and Community Development Department of the York County Planning Commission to submit the 2013 York County Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD), Harrisburg, PA, for the Community Development Block Grant (CDBG), HOME Investment Partnership and Emergency Solutions Grant (ESG) federal programs.

8. CONTRACT AWARD

A. Wacor Electronics, Lancaster, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a contract award to Wacor Electronics, Lancaster, PA, for the York County Prison Female Work Release Modification Project in the amount of \$22,031.56 under a State security contract.

9. PURCHASES

A. CDW Government, Vernon Hills, IL

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 Information Services Department, and CDW Government, Vernon Hills, IL, for a Kodak 4600 scanner for the York County Clerk of Courts office in the amount of \$13,218.20 with 50% funded through a PCCD (Pennsylvania Commission on Crime and Delinquency) grant and 50% through the Clerk of Courts Automation Fund (01-23037).

B. Walton & Company, York, 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 John A. Klinedinst, County Engineer, and Walton & Company, York, PA, for security bars for the York County Prison Female Work Release Modification Project in the amount of \$4,080.00.

C. United Prison Equipment, Green Lane, 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 John A. Klinedinst, County Engineer, and United Prison Equipment, Green Lane, PA, for tables and sally port doors for the York County Prison Female Work Release Modification Project in the amount of \$30,500.00 under a State contract.

10. LEASE AGREEMENTS

A. Block Business Systems, York, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly 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 refurbished copiers, including maintenance and supplies, except paper, for the following York County departments at the rates and contract periods indicated:

Commissioners
(1) Refurbished Gestetner 4532SP copier
12 quarters at \$237.50 per quarter/\$2,850.00 total cost
October 19, 2012 through January 18, 2016

Court Administration
(1) Refurbished Gestetner 622SP copier
12 quarters at \$177.50 per quarter/\$2,130.00 total cost
September 28, 2012 through December 27, 2015

Children, Youth & Families
(1) Refurbished Lanier LD050SP copier
12 quarters at \$337.50 per quarter/\$4,050.00 total cost
September 26, 2012 through December 25, 2015

Solicitor
(1) Refurbished Lanier SD425C copier
12 quarters at \$225.00 per quarter/\$2,700.00 total cost
October 12, 2012 through January 11, 2016

B. Higher Information Group dba JGF Funding, Harrisburg, 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 Higher Information Group dba JGF Funding, Harrisburg, PA, for copiers, including maintenance and supplies, except paper, for the following York County departments at the rates indicated, for the period of October 26, 2012 through January 25, 2016:

County Control 9-1-1
(1) Toshiba e-studio 506 copier
12 quarters at \$610.07 per quarter/\$7,320.84 total cost

Treasurer
(1) Toshiba e-studio 256 copier
12 quarters at \$308.11 per quarter/\$3,697.32 total cost

11. CONTRACT AGREEMENT

A. StAndrew Development, 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 Emergency Services Department, and StAndrew Development, Inc., York, PA, for the conversion and update enhancements of the current warrant database software for the York County 9-1-1 Magisterial Information System Supporting Law Enforcement (MISSILE) system in the amount of \$65,350.00 funded through the following County 2012 department budget accounts in the amounts indicated:

Records Improvement Committee	\$54,350.00
9-1-1 Center	\$ 5,000.00
Court Administration	\$ 1,000.00
Magisterial District Justices	\$ 2,000.00
District Attorney	<u>\$ 3,000.00</u>
	\$65,350.00

12. CONTRACT CHANGE ORDER

A. MCA, Lancaster, PA

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve contract change order No. 6 between the County of York and MCA, Lancaster, PA, in the amount of \$62,599.00 for modifications to the existing female work release area for the York County Prison Work Release Center Project increasing the total contract price to \$2,631,028.61.

13. GRANT APPLICATION

A. Pennsylvania Department of Environmental Protection, Harrisburg, 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 Penn State Cooperative Extension, to the Pennsylvania Department of Environmental Protection, Harrisburg, PA, in the amount of \$112,000.00 (100% State funds) for the York County West Nile Virus Program, for the period of January 1, 2013 through December 31, 2013.

14. HUMAN SERVICES

A. 2012-2013 York County Human Services Plan - York County Human Services Department

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve the submission of the 2012-2013 York County Human Services Plan, as required by the Department of Public Welfare, on behalf of the York County Human Services Department, to include the planning process and allocations for the following funding streams:

- | | |
|--|----------------------------------|
| Mental Health Service-Community Programs | Homeless Assistance Program |
| Intellectual Disabilities-Community Base Program | Human Services Development Fund |
| County Child Welfare Special Grants | Act 152 Drug and Alcohol Program |
| Behavioral Health Services | |

B. Contract Agreement Renewals - York County Area Agency on Aging

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve contract agreement renewals between the County of York, on behalf of the York County Area Agency on Aging serving as contract administrator, and the following agency-funded guardianship agencies to provide support services, with Jewish Family and Neighborhood Services also providing representative payee services, at a total cost not to exceed \$59,043.00, for the period of July 1, 2012 through June 30, 2013:

Good News Consulting, Inc., York, PA	\$ 7,700.00
Jewish Family Services (guardianship and representative payee), York, PA	\$24,657.00
Neighborhood Services (guardianship and representative payee), Lancaster, PA	<u>\$26,686.00</u>
	\$59,043.00

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

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a service contract agreement between the County of York, on behalf of the York County Office of Children, Youth & Families, and Preventative Aftercare, Inc., Grove City, PA, to provide services at a rate of \$78.12 per hour, for the period of July 1, 2012 through June 30, 2013.

D. 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 York County Office of Children, Youth & Families, and the following adoptive parents, for the adoption of the following minor children, authorizing payment of adoption assistance at a rate of \$26.50 per day for each child until each child reaches the age of 18 years, and a one-time payment for costs incidental to the adoption of each child not to exceed \$780.00, according to the schedule attached to the agreement:

<u>Adoptive Parents</u>	<u>Minor Child</u>	<u>Rate Per Day</u>
AAR, York, PA	BAS aka BLS	\$26.50 per day
LEV and PAV, Mechanicsburg, PA	MAV aka MAW	\$26.50 per day
LEV and PAV, Mechanicsburg, PA	MMV aka MMW	\$26.50 per day

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

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke 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 the following custodial parents, as custodians of the following minor children, authorizing payments at the rates indicated until each child reaches the age of 18 years:

<u>Custodial Parents</u>	<u>Minor Child</u>	<u>Rate Per Day</u>
RLR and LGR, York, PA	CMH	\$26.50 per day
RLR and LGR, York, PA	MFH	\$30.00 per day
RC and AJC, Manchester, PA	TRL	\$23.00 per day
RC and AJC, Manchester, PA	AEL	\$23.00 per day

15. BUDGET LINE ITEM ADJUSTMENTS

A. 2012 Budget Line Item Adjustments

Commissioner Reilly made a motion, 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 October 31, 2012.

Budget Adjustments

2012

Department Name	Department Number	Account Description	Account Number	Amount Change
Register of Wills	011250	Mileage Reimbursement	5200221	287
Register of Wills	011250	Advertising	5200201	(287)
Register of Wills	011250	Travel, Food & Lodging	5200231	137
Register of Wills	011250	Advertising	5200201	(137)
Court Administration	011260	Viewers Fees	5200334	14,000
Court Administration	011260	Special Counsel	5200210	(14,000)
Court Administration	011260	Juvenile Act Master Account	5200339	12,000
Court Administration	011260	Special Counsel	5200210	(12,000)
Court Administration	011260	Professional Services Interpreters	5210243	10,000
Court Administration	011260	Special Counsel	5200210	(10,000)
Court Administration	011260	Office Supplies	5600550	12,000
Court Administration	011260	Special Counsel	5200210	(12,000)
Facilities Management	010129	Tools & Equipment	5600513	300
Facilities Management	010129	Telephone	5200203	(300)
PAN&RC	020414	Tools & Equipment	5600513	10,000
PAN&RC	020414	Fuel	5200205	(10,000)
PAN&RC	020414	Non-Emergency Transport	5200251	20,000
PAN&RC	020414	Sewer	5200208	(20,000)
PAN&RC	020442	Professional Services	5200240	30,000
PAN&RC	020441	Prescription Drugs	5600574	(30,000)
PAN&RC	020421	Purchase of Major Equipment	5900702	1,000
PAN&RC	020421	Labs	5200264	(1,000)
Mental Health/Mental Retardation	287020	Training & Staff Development	5200211	1,500
Mental Health/Mental Retardation	288020	Training & Staff Development	5200211	(1,500)
Emergency Management	012606	Advertising	5200201	70
Emergency Management	012606	Tools & Equipment	5600513	(70)
PAN&RC	020451	Bad Debt Medicare A	5200278	60,000
PAN&RC	020446	Equipment Rental	5200315	(60,000)

PAN&RC	020414	Purchase of Major Equipment	5900702	600
PAN&RC	020414	Sewer	5200208	(600)
Parks	013607	Sales Tax	5200282	80
Parks	013607	Travel, Food & Lodging	5200231	(80)
Fleet Management	013605	Tools & Equipment	5600513	2,000
Fleet Management	013605	Maintenance Supplies	5600552	(2,000)
911	017400	911 Operating Transfer	5200467	8,100
Magisterial District Justice	011262	Fuel	5200205	(2,100)
Magisterial District Justice	011262	Contracted Services	5200236	(6,000)
Maintenance - 911	080603	Water	5200207	800
Maintenance - 911	080603	Maintenance & Repairs	5200241	6,000
Maintenance - 911	080603	Sewer	5200208	1,300
911	08	General Fund Subsidy	4800992	(8,100)
Divorce Masters	011264	Office Equipment	5600500	91
Commissioners	016924	Contingency Fund	5200420	(91)
911	080602	Equipment Rental	5200315	689
911	080602	Training & Staff Development	5200211	(689)
911	080602	Equipment Rental	5200315	377
911	080602	Telephone	5200203	(377)
District Attorney	011258	Travel, Food & Lodging	5200231	7,226
District Attorney	011258	Training & Staff Development	5200211	3,405
District Attorney	011258	Associatin Dues & Expenses	5200214	675
District Attorney	011258	Detective Services	5210600	(11,306)
Human Resources	010124	Association Dues & Expenses	5200214	125
Human Resources	010124	Training & Staff Development	5200211	(125)
Treasurer	010109	Maintenance & Repairs	5200241	115
Treasurer	010109	Telephone	5200203	(115)
Public Defender	011257	Office Supplies	5600550	1,500
Public Defender	011257	Professional Services	5200240	(1,500)
911	080602	Mileage Reimbursement	5200221	179
911	080602	MDC Project Training	5210474	(179)
Treasurer	010109	Maintenance & Repairs	5200241	25
Treasurer	010109	Telephone	5200203	(25)
Prison	012309	Sewer	5200208	4,696
Prison	012309	Vehicle Maintenance	5200233	440
Prison	012309	Fuel	5200205	(5,136)

Youth Development Center	012303	Medical Supplies	5600560	561
Youth Development Center	012303	Clothing, Shoes & Furnishings	5600558	388
Youth Development Center	012303	Telephone	5200203	(949)
Conservation District	014623	Gas & Oil	5200232	400
Conservation District	014623	Telephone	5200203	(400)
District Attorney	011258	Office Supplies	5600550	3,000
District Attorney	011258	Subscriptions & Publications	5600502	3,000
District Attorney	011258	Witness Fees & Expenses	5200331	5,000
District Attorney	011258	Professional Services	5200240	(11,000)
Elections/Voters	010105	Shift Differential - OT	5000106	5,000
Elections/Voters	010105	Advertising	5200201	(5,000)
Maintenance - Substance Abuse Ctr	010130	Sewer	5200208	35
Maintenance - Substance Abuse Ctr	010130	Fuel	5200205	(35)
Maintenance - Archives	010131	Elevator Inspection & Repairs	5200237	22
Maintenance - Archives	010131	Fuel	5200205	(22)
Maintenance - Youth Development Ctr	012304	Sewer	5200208	359
Maintenance - Youth Development Ctr	012304	Fuel	5200205	(359)
Coroner	011252	Travel, Food & Lodging	5200231	136
Coroner	011252	Vehicle Maintenance	5200233	500
Coroner	011252	Physicians & Post Mortem	5200249	(636)
Register of Wills	011250	Mileage Reimbursement	5200221	59
Register of Wills	011250	Travel, Food & Lodging	5200231	5
Register of Wills	011250	Advertising	5200201	(64)
Prothonotary	011253	Wages - Per Diem	5000105	330
Prothonotary	011253	Microfilming, Fiche & Photo	5200212	(330)
Prothonotary	011253	Subscriptions & Publications	5600502	22
Prothonotary	011253	Office Supplies	5600550	(22)
911	080602	Office Equipment	5600500	626
911	080602	Uniform Allowance	5200218	(626)
Elections/Voters	010105	Postage	5200202	500
Elections/Voters	010105	Election Supplies	5600571	(500)
Tax Collectors	010110	Payments to York City Treasurer	5200462	661
Tax Collectors	010110	Per Capita Allowance-Enumerator	5200463	(661)
Parks	013607	Rental Property Repairs	5200275	8,000
Parks	013607	Maintenance & Repairs	5200241	(8,000)

Traffic Safety	010127	Subscriptions & Publications	5600502	25
Traffic Safety	010127	DRE Officers	5600606	(25)
Criminal Response Unit	011259	Cell Phone	5000181	550
Criminal Response Unit	011259	Medical & Dental Services	5200245	(550)
Sheriff	011251	Cell Phone	5000181	3,750
Sheriff	011251	Vehicle Maintenance	5200233	(3,750)
Criminal Response Unit	011259	Office Equipment	5600550	6,000
Criminal Response Unit	011259	Uniform Allowance	5200218	(6,000)
Juvenile Probation	012301	Shift Differential - OT	5000106	24
Juvenile Probation	012301	Wages - Per Diem	5000105	(24)
Clerk of Courts	011254	Subscriptions & Publications	5600502	18
Clerk of Courts	011254	Printing	5200215	(18)
Clerk of Courts	011254	Mileage Reimbursement	5200221	179
Clerk of Courts	011254	Printing	5200215	(179)
PAN&RC	020421	Staff Salaries	5000103	400,000
PAN&RC	020421	Professional Staff Salaries	5000102	(400,000)
PAN&RC	020451	Office Supplies	5600550	15,000
PAN&RC	020446	Outside Services	5200248	(15,000)
PAN&RC	020421	Office Supplies	5600550	5,000
PAN&RC	020446	Outside Services	5200248	(5,000)
PAN&RC	020445	Purchase of Major Equipment	5900702	500
PAN&RC	020445	Professional Services	5200240	(500)
PAN&RC	020609	Short Term Disability	5200379	10,000
PAN&RC	020609	Workers Compensation Insurance	5200364	(10,000)
PAN&RC	020414	Contracted Services	5200236	20,000
PAN&RC	020414	Sewer	5200208	(20,000)
PAN&RC	020451	Purchase of Major Equipment	5900702	60,000
PAN&RC	020441	Prescription Drugs	5600574	(60,000)

16. REFUND REGISTER

A. Tax Refund Register 2012-40

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2012-40 authorizing payment of York County real estate tax refunds totaling \$30,022.91.

17. REPORT OF EXECUTIVE SESSIONS

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

10/28 – Three Commissioners, Robb Green, Kristy Bixler and Tiffany Trout – General Personnel.

18. SOLICITOR'S REPORT

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

19. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS

No other business or public comments were received.

20. 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 10:40 a.m.

Respectfully submitted,

Charles R. Noll
Administrator/Chief Clerk