

**DAUPHIN COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS' LEGISLATIVE MEETING
WEDNESDAY, DECEMBER 14, 2022
10:00 A.M.**

**Final
Tuesday, December 13, 2022
9:40 a.m.**

- I. CALL TO ORDER
- II. MOMENT OF SILENCE
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES
 - November 23, 2022 Workshop Meeting
 - November 30, 2022 Legislative Meeting
 - November 30, 2022 Salary Board Meeting
 - November 23, 2022 Election Board Meeting
- V. EXECUTIVE SESSIONS HELD BETWEEN MEETINGS
- VI. DIRECTORS/GUESTS
- VII. PUBLIC PARTICIPATION
- VIII. SALARY BOARD – KATIE HORNBERGER
 - A. Children & Youth
 - 1. Create a Full-Time CYS Program Specialist 1 (Substance Use Programs) position, Pay Level 00115, Step 01, Grade 01, Salary \$24.56 p/h, effective December 14, 2022.
- IX. HUMAN RESOURCES – KATIE HORNBERGER
 - A. Personnel Packet
- X. BUDGET & FINANCE – CHRIS DAVIS
 - A. Investment Report
 - B. Purchase Order Packet
 - C. Bid Award for MDJ & APO Cleaning Services – DSC Solutions in the amount of \$342.50 per day
 - D. Bid Award for County Office Supplies – Office Basics in the amount of \$92,958.75
 - E. Adoption of the 2023 Dauphin County Calendar Year Budget
- XI. CHIEF CLERK'S REPORT – J. SCOTT BURFORD
- XII. SOLICITOR'S REPORT – JOSEPH A. CURCILLO, III, ESQ.

XIII. MATTERS REQUIRING BOARD ACTION

A. Acceptance of the 2023 Operating and Capital Budgets for the Parking System.

B. Dauphin County Deferred Compensation Plan Changes:

1. Add the American Funds Target Date Retirement Series R6 funds to the Plan and list them as qualified default investment alternatives (QDIA). Their ticker symbols are currently RFTTX, RFJTX, RFCTX, RFDTX, RFETX, RFFTX, RFGTX, RFHTX, RFITX, RFKTX, RFUTX, RFVTX; but as time progresses, additional target dates could automatically be added.
2. Update the Plan's Investment Policy Statement (IPS) for the inclusion of a QDIA and target date funds and add specific monitoring criteria for the target date fund category.

3. In the Plan's allocation models (DC Conservative Model, DC Conservative Growth Model, DC Moderate Growth Model, DC Growth Model, and DC Aggressive Growth Model) make the following changes:

- a. Instead of Dauphin County (via the VEBC) approving model allocation changes, allow Retirement Collaborative LLC to make model allocation changes on a discretionary basis similar to the service they provide to the Plan's tactical models.
- b. Update the Investment Policy guidelines for the following broad asset class target constraints and allow for a less diversified approach within their sub-asset classes:

<u>Model</u>	<u>Stocks, Real Estate, and Materials</u>	<u>Fixed Income & Cash Instruments</u>
DC Conservation Model	20%	80%
DC Conservation Growth Model	40%	60%
DC Moderate Growth Model	60%	40%
DC Growth Model	80%	20%
DC Aggressive Growth Model	95-100%	0-5%

4. Add the following funds to the Plan lineup:
 - a. Vanguard Mid Cap Index Adm (VIMAX)
 - b. Fidelity Small Cap Index (FSSNX)
 - c. Vanguard Real Estate Index Adm (VGSLX)
 - d. Fidelity Advisor Global Commodity Stock Fund Z (FIQRX)
 - e. Dodge & Cox Income Fund X (DOXIX)
5. Update the Plan's IPS with new monitoring criteria specifically designed for index funds.
6. Change the share class of the Dodge & Cox Global Income Fund I (DODLX) to the X share class (DOXLX).

7. Remove the Vanguard Mid Cap Value Index Adm (VMVAX) from the plan lineup and models and replace it with the American Century Mid Cap Value Y (AMVYX) mapping funds held in VMVAX to AMVYX.
 8. Remove the Blackrock Mid-Cap Growth Equity Svc (CMGSX) from the plan lineup and models and replace it with the Baron Focused Growth Inst (BFGIX) mapping funds held in CMGSX to BFGIX.
 9. Remove the AB Small Cap Growth Advisor (QUAYX) and the Morgan Stanley Inst Inception (MFLX) from the plan lineup and models and replace them with the Congress Small Cap Growth Fund INST (CSMCX) mapping funds held in QUAYX and MFLX to CSMCX.
- C. Agreement between Dauphin County (Treasurer) and Rush Township for the collection of real estate taxes for the Township.
 - D. Memorandum of Understanding between Dauphin County (Drug & Alcohol) and Bishop McDevitt High School of Harrisburg, Inc. for the coordination of a Student Assistance Program.
 - E. Partial Refund of 2022 Real Estate Taxes - Parcel #35-068-165 (4460 Union Deposit Road) - Catherine Forrester - \$66.70.
 - F. Agreement for Legal Services between Dauphin County (Courts) and Law Offices of Marianne Rudebusch (Marianne Rudebusch) - Guardian Ad Litem (Dependency and TPR).
 - G. Agreement for Legal Services between Dauphin County (Courts) and Law Offices of Thomas Gacki (Thomas Gacki) - Arbitrator.
 - H. Agreement for Legal Services between Dauphin County (Courts) and Chavis Law Firm, LLC (Jenni H. Chavis) - Hearing Officer (Delinquency and Dependency).
 - I. Resolution #23-2022 - Application to Encumber Liquid Fuels Tax Funds - Replacement of East Hanover Township Bridge #3 on South Meadow Lane (Engineering only at this time) - \$135,000.00.
 - J. Resolution #24-2022 - Application to Encumber Liquid Fuels Tax Funds - Replacement of Lower Paxton Township Bridge #1 on Crums Mill Road (Engineering only at this time) - \$135,000.00.
 - K. Partial Refund of 2021 & 2022 Real Estate Taxes - Parcel #35-037-005 (4600 Jonestown Rd.) - TF Harrisburg PA, Inc. c/o ESL Investments inc. - \$58,790.02.
 - L. Presenter Agreement between Dauphin County (Parks & Recreation) and Raymond Curanzy III - Rocks & Blocks Workshop (January 28, 2023) - minimum \$120 - maximum \$675.00.
 - M. Presenter Agreement between Dauphin County (Parks & Recreation) and Trout Unlimited - 108 Doc Fritchey - Intermediate Fly-Tying Course (Mondays: February 20 - March 20, 2023) - minimum \$140 - maximum \$262.50.
 - N. Presenter Agreement between Dauphin County (Parks & Recreation) and Sally Zaino - Winter Lecture Series Planting Trees for Tomorrow: How do I Preserve my Land for the Future (February 21, 2023).

- O. Presenter Agreement between Dauphin County (Parks & Recreation) and Forgotten Friend, Inc. - "Reptile Explorers" Family Reptile Show (April 1, 2023) - \$500.00.
- P. Amendment No. 1 to the July 27, 2022 Payment Processing Services Statement of Work between Dauphin County (Fines & Costs) and nCourt, LLC - rate change from \$4.95 to \$1.95 per InComm cash transaction.
- Q. Dauphin County Home-ARP Allocation Plan.
- R. Coroner's Office NMS Labs 2023 & 2024 Fee Schedule.
- S. State and Local Government Single Schedule Lease Purchase Agreement No. 10312000060TEIS between Dauphin County (Information Technology) and Hewlett-Packard Financial Services Company for a 48-month lease for HP Elitebook 650 G9, HP Elitebook 830 G8, Monitors, Docks, Keyboard/Mouse Combos, and backpacks for Children & Youth.
- T. State and Local Government Master Operating Lease Agreement Schedule No. 103108000078FMVPASS between Dauphin County (Information Technology) and Hewlett-Packard Financial Services Company for a 48-month lease for HP Prodesk Mini G6, HP E24i G4 Monitors, and Wireless Keyboard/Mouse Combos for MDJ.
- U. Resolution #25-2022 Hiring Freeze promulgated by the Dauphin County Board of Commissioners for all employment positions in the County of Dauphin.
- V. Resolution #26-2022 - Tax Levy and Appropriation Resolution.
- W. Cleaning Services Contract between Dauphin County (Parks & Recreation) and Professional Cleaning Group for the Olewine Center.
- X. Presenter Agreement between Dauphin County (Parks & Recreation) and Keystone Trails Association - Backpacking 101 Workshop (March 18, 2023) - \$15 per participant.
- Y. Presenter Agreement between Dauphin County (Parks & Recreation) and Chinese Cultural & Arts Institute - Chinese New Year Program (January 21, 2022) - \$550.
- Z. Amendment to Lease with Higher Information Group - Schedule K with JGF Funding LLC - Toshiba e-studio with hole punch added for Conservation District.
- AA. Linkage Agreement between Dauphin County (Prison) and Community Services Group for treatment services.
- BB. Satisfaction Piece for Katherine M. Tomica and Nebojsa Lukic on property located at 695 S. 82nd Street, Harrisburg, PA - \$3,000.00.
- CC. Satisfaction Piece for Angela J. Enders on property located at 159 Steves Lane, Elizabethville, PA - \$3,500.00.
- DD. Satisfaction Piece for David P. Khan and Leslie A. Gonzalez on property located at 604 2nd Street, Enhaut, PA - \$2,016.80.
- EE. Partial Refund of 2022 Real Estate Taxes - Parcel 04-020-014 (231 N. 2nd St.) - Santander Bank N.A. - \$1,664.14.

- FF. Presenter Agreement between Dauphin County (Parks & Recreation) and Michael McGraw - Winter Lecture Series Planting Trees for Tomorrow: What Species Should I Plant? (January 10, 2023) - \$150.00.
- GG. Agreement for Legal Services between Dauphin County (Courts) and Law Offices of Emily Long Hoffman (Emily Hoffman) - Arbitration Member.
- HH. Agreement for Legal Services between Dauphin County (Courts) and Tucker Arensberg, PC (Brian Murren) - Arbitration Member.
- II. Agreements for Legal Services between Dauphin County (Courts) and Watson Legal Services PLLC (Lisa M. Watson) for:
1. Attorney for Alleged Incapacitated Person in Guardianship Cases
 2. Parent Attorney (Dependency and TPR)
 3. Guardian Ad Litem (Delinquency)
 4. Guardian Ad Litem (Private Termination)
- JJ. Agreement for Legal Services between Dauphin County (Courts) and Statt Law PLLC (Kelli Brownnewell Statt) - Juvenile Conflict Counsel.
- KK. Agreement for Legal Services between Dauphin County (Courts) and Rentschler Law Offices (Michael Rentschler) - Juvenile Conflict Counsel.
- LL. Agreements for Legal Services between Dauphin County (Courts) and Joy Waters Fleming for:
1. Dependency and TPR and Private TPR
 2. Guardian Ad Litem (Dependency and TPR)
- MM. Agreement for Legal Services between Dauphin County (Courts) and Kaunas & Associates LLC (Amy Beth Kaunas) - Guardian Ad Litem (Dependency and TPR).
- NN. Stipulation of Settlement - Colonial Park Mall Realty Holding LLC v. Dauphin County Board of Assessment Appeals - Parcel #35-037-004 - Docket No. 2021 (4300 Jonestown Rd.) -CV-9699-TX.
- OO. Stipulation of Settlement - Appeal of Columbia Properties HBG LLC, now CH Associates VII LLC v. Dauphin County Board of Assessment Appeals - Parcels #63-027-059 and 63-027-304 (725 Eisenhower Blvd.) - Docket No. 2021-CV-9531-TX.
- PP. Right-to-Know Policy Revision.
- QQ. Resolution #27-2022 authorizing fees for the Tax Claim Bureau.
- RR. Amendment to Memorandum of Agreement extending Attendance Bonus to non-probationary, bargaining unit maintenance and records officers of the Prison.
- SS. Purchase of Service Agreements between Dauphin County (Children & Youth) and:
1. Adoption S.T.A.R., Inc.
 2. The Summit School, Inc.
- TT. Custodianship Subsidy Agreement #2022-20.

- UU. Amendment #1 to Purchase of Service Agreement between Dauphin County (Drug & Alcohol) and All You Can, Inc.
- VV. Human Services Development Fund (HSDF) Agreement between Dauphin County and The Neighborhood Dispute Settlement, Inc.
- WW. Amendments to the following Purchase of Service Agreements between Dauphin County and:
 - 1. Contact Helpline, Inc. - Amendment #2
 - 2. The Salvation Army, Inc. - Amendment #4
 - 3. Christian Churches United of the Tri-County Area, Inc. - Amendment #3
- XX. Amendments to the following Purchase of Service Agreements between Dauphin County (MH/A/DP) and:
 - 1. Melmark, Inc. - Amendment #1
 - 2. Behavior By Design LLC - Amendment #2
 - 3. CMU, Inc. - Amendment #2
- YY. Ratification of new account opening at PLGIT for deposit of proceeds from the 2022A Note and authorization for Christopher Davis, Director of Budget & Finance, to sign the necessary documents to open the account, facilitate the necessary transfers, and payment of fees.
- ZZ. Agreements for Legal Services between Dauphin County (Courts) and Caldwell & Kearns (Elizabeth Close) for:
 - 1. Parent Attorney (Dependency & TPR)
 - 2. Adult Criminal Conflict Counsel (Part-Caseload)
- AAA. Agreement for Legal Services between Dauphin County (Courts) and Purdy Law Office, LLC (Pamela Purdy) - Paternity Counsel.
- BBB. Agreement for Legal Services between Dauphin County (Courts) and Law Offices of David Hoover, Esquire (David Hoover) - Adult Criminal Conflict Counsel (Full-Caseload).
- CCC. Agreement for Legal Services between Dauphin County (Courts) and Deanna Muller, Esquire - Adult Criminal Conflict Counsel (Full-Caseload).
- DDD. Agreement for Legal Services between Dauphin County (Courts) and Wix, Wenger & Weidner (Jeffrey Clark) - Guardian Ad Litem (Dependency & TPR).
- EEE. Agreements for Legal Services between Dauphin County (Courts) and Ream, Carr, Markey, Woloshin & Hunter, LLP (Brandy Grace Hoke) for:
 - 1. Guardian Ad Litem (Dependency & TPR)
 - 2. PCRA
- FFF. Agreements for Legal Services between Dauphin County (Courts) and Archer Law (Jennifer Archer) for:
 - 1. Child Counsel (Dependency and TPR and Private TPR)
 - 2. Guardian Ad Litem (Private Termination)

- GGG. Consultant Agreement between Dauphin County and Terry R. Haines for administration of the Affordable Housing Fund Program.
- HHH. Intergovernmental Cooperation Agreement for the Creation and Implementation of the Dauphin County Regional Water Resource Enhancement Program (WREP) with East Hanover Township, Halifax Township, Hummelstown Borough, Londonderry Township, Lower Paxton Township, Lower Swatara Township, Middletown Borough, Steelton Borough, West Hanover Township, Royalton Borough, Penbrook Borough, Millersburg Borough, and Swatara Township.
- III. Adoption Assistance Agreements #2022-09 and #2022-10.
- JJJ. Amendment #1 to Adoption Assistance Agreement #2022-45.
- KKK. Agreement for Legal Services between Dauphin County (Courts) and M. Pamela Fleck, Esquire - Arbitrator.
- LLL. Agreement for Legal Services between Dauphin County (Courts) and Law Offices of Mindy S. Goodman (Mindy Goodman) - Dependency and Delinquency Hearing Officer.
- MMM. Agreement for Legal Services between Dauphin County (Courts) and Law Offices of Yvonne M. Husic (Yvonne Husic) - Guardian Ad Litem (Dependency and TPR).
- NNN. Agreements for Legal Services between Dauphin County (Courts) and Law Offices of Amy Backenstose (Amy Backenstose) for:
1. Parent Attorney (Dependency and TPR)
 2. Counsel for Alleged Incapacitated Person (Guardianship Proceedings)
 3. Guardian Ad Litem (Custody)
- OOO. Planned Maintenance Agreement between Dauphin County (Probation Services) and Cummins, Inc.
- PPP. 2023 Dauphin County Emergency Operations Plan.
- QQQ. Purchase of PLGIT Term Investment and authorization for Christopher Davis to make the investment.
- RRR. Purchase of Service Agreement between Dauphin County (MH/A/DP) and Tuscarora Intermediate Unit.
- SSS. Approval of Proposal from EHD for the renewal of the County's Excess Workers Compensation Insurance with Midweset Employers Casualty from January 1, 2023 through January 1, 2024.
- TTT. Approval of Proposal from EHD for the renewal of the Drone Package Policy with American Alternative Insurance Corporation from January 1, 2023 through January 1, 2024.
- UUU. Managed Services Agreement between Dauphin County (Public Safety) and M3T Corporation for the Dauphin County Administration.
- VVV. Managed Services Agreement between Dauphin County (Public Safety) and M3T Corporation for the Dauphin County Prison.

- WWW. Appointment of Terry Haines, Louis Motley, Ciera Dent, and Susan Jacobs to the Affordable Housing Board - terms expire December 31, 2024.
- XXX. Appointment of Randy Greider and Rennie Phillips to the Ag Land Preservation Board – terms expire December 31, 2025.
- YYY. Appointment of Crystal Altland, Christine Brussock, Janet Smith, and Andrea Addison to the Council on Aging – terms expire December 31, 2025.
- ZZZ. Appointment of Josh First, Eric Naguski, and Jennifer Fetter to the Capital Resource Conservation & Development Board. Mr. First and Mr. Naguski’s terms expire November 2025. Ms. Fetter’s term expires November 2023.
- AAAA. Appointment of Gayla Molinelli to the Children & Youth Advisory Board – term expires December 31, 2025.
- BBBB. Appointment of Mike Pries and Anthea Stebbins to the Community Board – term expires December 31, 2025.
- CCCC. Appointment of David Coble to the Dauphin County Conservation District – term expires December 31, 2026.
- DDDD. Appointment of Diane Mulcahy and Karen Lutz to the Fort Hunter Board of Trustees. Terms expire December 31, 2025.
- EEEE. Appointment of Todd Pagliarulo and Bill Kohl to the Dauphin County General Authority. Mr. Pagliarulo’s term expires the 1st Monday in January 2025. Mr. Kohl’s term expires the 1st Monday in January 2028.
- FFFF. Appointment of James Zugay to the Dauphin County Hospital Authority – term expires December 31, 2027.
- GGGG. Appointment of Matthew Steck to the Dauphin County Industrial Development Authority/Economic Development Corporation. Mr. Steck’s term expires the 1st Monday in January 2027.
- HHHH. Appointment of Kenneth Mengel, Mark Hunter Smith, and Ruby Doub to the Dauphin County Library Board. Mr. Mengel and Mr. Smith’s terms will expire December 31, 2025. Ms. Doub’s term will expire December 31, 2024 (filling an unexpired term).
- IIII. Appointment of Kelly Miller to the Merit-Based Hiring System Alternative Dispute Resolution Panel. Ms. Miller’s term expires November 2025.
- JJJJ. Appointment of Josh First, Robert Spandler, and Dominic D. DiFrancesco, II to the Dauphin County Planning – Terms expire December 31, 2026.
- KKKK. Appointment of Jeff Haste to the Dauphin County Redevelopment Authority – term expires December 31, 2027.
- LLLL. Appointment of Stephen Libhart to the Susquehanna Area Regional Airport Authority – term expires the 1st Monday in January 2027.
- MMMM. Appointment of Clint Cullison to the Hershey/Harrisburg Regional Visitors’ Bureau Board – term expires December 31, 2025.

NNNN. Appointment of Tammy Relken, Todd Singer, Beth McAlister, Rocco Cambria, Nicole Tate, Florence Paige, and Michael Alexander to the Human Services Block Grant Planning & Advisory Committee – terms expire December 31, 2024.

OOOO. Appointment of TSgt. Seth Daubert to the Local Emergency Planning Committee (LEPC).

PPPP. Training Packet.

XIV. FORMER BUSINESS

XV. NEW BUSINESS

XVI. COMMISSIONERS' DISCUSSION & ACTIONS

XVII. CORRESPONDENCE

A. Notification from Gwin, Dobson & Foreman advising that Pennsylvania-American Water Company is applying to DEP for a Public Water Supply Permit, Swatara Township Stormwater Management Permit, Building Construction and Zoning Permit, Act 537 Sewage Planning, NPDES Permit, Swatara Township Special Exception Use Hearing, and a Swatara Township Minor Land Development Plan for the Kelker Street Booster Pump Station Replacement Project in Swatara Township.

B. Notification from PA Department of Agriculture (PA Vet Lab) advising that they have applied for a renewal of its Air Quality Operating Permit for an incinerator at its facility located at 2305 N. Cameron St., Harrisburg.

C. Receipt of a letter from UPS advising that they will be removing the drop box located at 10 S. Market Square, Harrisburg, PA on or after December 2, 2022.

D. Receipt of a letter from Pepsi Beverages Company advising that Bottling Group, LLC has filed a renewal Notice of Intent with the Susquehanna River Basin Commission for the consumptive use of water.

E. Notification from York Haven Power Company, LLC regarding a York Haven Hydroelectric Project (FERC No. 1888) Draft Exhibit E of Application for Non-Capacity Amendment of FERC License for Inland NLF at the York Haven Hydroelectric Project on the Susquehanna River.

F. Receipt of a letter from Herbert, Rowland & Grubic, Inc. advising that the Municipal Authority of Lower Swatara Township is preparing a Commonwealth Financing Authority COVID-19 ARPA H2O PA Water Supply, Sanitary Sewer, and Storm Water Projects grant application for the Lumber Street Interceptor Improvements Project.

G. Notification from Veolia Water Pennsylvania, Inc. advising that they are applying to DEP for the renewal of their NPDES Permit for the water treatment facility located at 211 Wall St., Hummelstown, PA.

XVIII. PUBLIC PARTICIPATION

XIX. ADJOURNMENT

******THE NEXT SCHEDULED MEETING WILL BE WEDNESDAY, JANUARY 4, 2023 AT 10:00 A.M. – A COMMISSIONERS' WORKSHOP MEETING. ******

“THE BOARD RESERVES THE RIGHT, PURSUANT TO ACT 84 OF 1986 AS AMENDED, TO HOLD EXECUTIVE SESSIONS BETWEEN THE TIMES OF THE BOARD’S OPEN MEETINGS FOR ANY PURPOSE AUTHORIZED BY STATUTE.”