



DAUPHIN COUNTY BOARD OF COMMISSIONERS

LEGISLATIVE MEETING

FEBRUARY 6, 2008

10:00 A.M.

MEMBERS PRESENT

Jeff Haste, Chairman
Dominic D. DiFrancesco, II, Vice Chairman
George P. Hartwick, III, Secretary

STAFF PRESENT

Chad Saylor, Chief Clerk; Marie E. Rebeck, Controller; Janis Creason, Treasurer; William Tully, Esq., Solicitor; Fred Lighty, Esq., Human Services Director's Office; Leila McAdoo, Solicitor's Office; Mike Yohe, Director of Budget & Finance; Kay Lengle, Personnel; Dave Schreiber, Personnel; Jack Wright, Human Services Director's Office; Mitch Baylarian, Solicitor's Office; Jena Wolgemuth, Commissioners' Office; Josiah Frederick, Commissioners' Office; Randy Baratucci, Director of Purchasing; Amy Richards, Commissioners' Office; Brenda Hoffer, Commissioners' Office; Carolyn Thompson, Court Administrator; Diane McNaughton, Commissioners' Office; Gary Serhan, Deputy Controller; J. Scott Burford, Deputy Chief Clerk; Faye Fisher, Director of Personnel; Greg Schneider, Budget & Finance; Dan Robinson, Director of Community & Economic Development; Edgar Cohen, Director of Facilities Maintenance and Richie-Ann Martz, Assistant Chief Clerk

GUESTS PRESENT

Garry Lenton, Evelyn Hunt and Steve Conaghan

MINUTES

CALL TO ORDER

Mr. Haste, Chairman of the Board, called the meeting to order at 10:00 a.m.

MOMENT OF SILENCE

Everyone observed a moment of silence.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

APPROVAL OF MINUTES

It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve the January 9, 2008 Legislative Meeting Minutes, the January 16, 2008 Workshop Meeting Minutes and the January 23, 2008 Legislative Meeting Minutes; motion carried.

It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco that the Board approve the January 9, 2008 Salary Board Meeting Minutes, the January 16, 2008 Salary Board Meeting Minutes and the January 23, 2008 Salary Board Meeting Minutes; motion carried.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

Mr. Saylor: As you know we met once in Executive Session on January 28, 2008 to discuss matters of litigation.

PUBLIC PARTICIPATION

Mr. Haste: We are at the point in time in the meeting for public participation. Is there anyone in the audience that would like to address the Board at this time? (There was none.)

DEPARTMENT DIRECTORS/GUESTS

(There was none.)

SALARY BOARD

A complete set of Salary Board Meeting Minutes is on file in the Commissioners' Office.

PERSONNEL

Ms. Lengle: I have an Addendum for one part-time hire. Are there any questions on that?

Mr. Haste: The Sheriff called me yesterday.

Ms. Lengle: Are there any questions on the Personnel Packet? I have no changes from what I presented last week. (There was none.)

It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco that the Board approve the Personnel Packet and Addendum; motion carried.

PURCHASE ORDERS

Mr. Baratucci: There are no changes to the Packet other than the budget adjustments that were necessary. Unless you have any questions it is there for your approval.

It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve the Purchase Order Packet; motion carried.

REPORT FROM BUDGET & FINANCE – MIKE YOHE, BUDGET DIRECTOR

Mr. Yohe provided the following Investment Report.

Report from the Office of Budget & Finance February 6, 2008

- **January 25, 2008** transferred **\$1,122,112.68** to the **Payables** account from the County's Concentration account for checks issued that week. (\$906,000 RE Transfer Taxes)
- **February 1, 2008** transferred **\$9,571,145.15** to the **Payables** account and **\$1,796,234.13** to the **Payroll** account from the County's Concentration account for checks issued that week.
- **Total Term Investments – N/A**
- **Balance today in INVEST account \$139,763.69 rate 3.300%**
- **Balance today in Susquehanna Bank investment account \$72,800,885.57 rate 3.630%**
(This rate is fixed for the month)
- **Balance today in Sovereign Bank investment account \$5,000,245.20 rate 3.150%** (This equals today's 1-month LIBOR rate of 3.270% minus 12 basis points)

Mr. Yohe: I talked with them this morning. Our benchmark is Invest. Whenever one of the two falls below the Invest Account we make a decision. I called Sovereign and they were not able to bump their rate up. He said that most of his rates are LIBOR minus 20 and they are giving us LIBOR minus 12. I dropped them down to \$5 million today. We can drop them further. I thought I would leave that up to you as to what we want to do. I don't think we want to drop them down to the thousand levels like we had. Invest may go down. It has been a week since the last Fed change and Invest is still up there pretty high. I have a feeling that Invest is going to be higher than Sovereign for the rest of this month.

Mr. Haste: I would think that we would want to make the move then.

Mr. Hartwick: I definitely want to make the move.

Mr. Yohe: Do you want to move them down to a \$1,000,000 or \$100,000 or what are you looking at?

Mr. DiFrancesco: How often do these rates change, daily?

Mr. Yohe: On which one?

Mr. DiFrancesco: Like on the Sovereign account.

Mr. Yohe: On the Sovereign account LIBOR is a weekly rate.

Mr. Hartwick: Invest is a daily rate.

Mr. Yohe: Correct.

Mr. Haste: That is one of those things that if you see it on your own move it back.

Mr. Yohe: I talked to both Susquehanna and Sovereign this morning. Susquehanna is fine. That is what we will do. Whatever else we take out of Sovereign we will move into Susquehanna. Do you want me to move it down to \$1,000,000?

Mr. Haste: The whole idea is to make maximum money.

Mr. DiFrancesco: I think it is going to be very cumbersome if we start moving money daily. Not that we can't. We certainly can.

Mr. Hartwick: Can I make a suggestion? I would move it down to \$100,000 and put it in Susquehanna, in particular since it is fixed for a month. We are not going to have any variance and the other rates are good for a week and we expect them to go down. I don't see why we wouldn't keep the majority of our money in Susquehanna Bank.

Mr. Haste: I agree.

Mr. Yohe: He is aware of that. I thought I would get the feel from the three of you before we did anything. We will move them down to \$100,000 tomorrow.

- **Balance today in PNC Bank investment account \$1,000.00 rate 2.850%** (This equals today's Fed Funds rate of 3.000% minus 15 basis points)
- **Balance today in Graystone Bank investment account \$1,000.00 rate 2.900%** (This equals today's Fed Funds rate of 3.000% minus 10 basis points)

- **Balance today in Commerce Bank investment account \$1,000.00** rate **1.585%** (This equals today's 90-day T-Bill rate of 2.335% minus 75 basis points)

No T.R.A.N. Line of Credit required for 2008.

Mr. Yohe: The RFP is done this month. We will probably close the Commerce Accounts out. I talked to Doug Byers at Graystone and he told me to expect them to be right there for the next one. They may jump back in.

Mr. Haste: They will be right there meaning that they will be competitive?

Mr. Yohe: He feels that way.

Mr. Haste: What is prime right now?

Mr. Yohe: I know the Fed Fund rate is 3%. I'm not sure what prime is.

REPORT FROM CHIEF CLERK/CHIEF OF STAFF – CHAD SAYLOR

Mr. Saylor: A couple of you approached me this morning about an item for the Agenda, which is always a fun experience on a Wednesday morning. It was Item L regarding our Volunteer Benefits Committee. If there is no objection I would like to have Scott come forward. He was working with Steve Hetrick on this. A number of staffers have been working on this. I thought maybe to have a little explanation as to why it is on the Agenda and then you guys can make the call on what you want to do with it.

Mr. Burford: As part of the County Code of 1955, voluntary benefits are to be made available to employees and before you on the Agenda is a request to formalize a committee. In the past we have had a committee. We experienced some difficulty with maintaining attendance and with this process of formalizing the committee it will enable us to provide oversight of the decision-making or not necessarily the decision-making but the framing of the voluntary employee benefits. It will protect the integrity of the process, because from time-to-time we are approached by vendors to reach our employees and the formalizing of the process would enable them to defend the framework of the committee. The proposal that would be in front of you basically outlines the members of the committee and so forth and what the strategy going forward would be. I'm open to any questions that you may have.

Mr. Haste: I just don't understand the value or benefit of the resolution. We have it and it works. I don't know that by doing this will make the attendance any different. I don't know what it does.

Mr. Burford: That is true, it does not address or provide incentives to employees. The attempt here and it was recommended by our advisor to formalize this process just

simply so we can have something to fall back on so that we can encourage members of the bargaining units to come forward and participate in the committee.

Mr. Hartwick: Because you formalize the structure what if there are more individuals who want to participate let's say on a certain sector that you have defined there would that prohibit some people who want to play an active role, because there may not be a spot for them?

Mr. Burford: We talked about that when we were developing the by-laws. We have identified 13 members to sit on the committee. Formalized minutes will be taken and those will be distributed at the request of any employee that would come forth wanting to know what is going on with the committee, what types of actions and activities are being discussed. Those minutes will be made available. That is pretty much the crux of why we want to formalize it. So we can control the flow of information to allow folks to understand what the committee is about and better explain it.

Mr. Haste: All County employees are on the committee now, right?

Mr. Burford: Yes, we can control County employees. We can direct County employees.

Mr. Haste: Again it is no real big deal. It just seemed like another form of bureaucracy that I didn't understand. Have we done this with the diversity committee, the wellness committee or whatever else committee?

Mr. Burford: I can't speak to the diversity committee, but I do not believe that there is one for the wellness committee.

Mr. Saylor: Part of the issue too is we are dealing with making recommendations regarding money and people's deferred compensation and insurance and that kind of thing.

Mr. Hartwick: The final decision comes to the Board of Commissioners so what formalized structure is supposed to be here. We authorize any expenditures or moving of any kind of voluntary benefits before our employees prior to us getting here so formalizing the structure of an advisory committee I don't know how it makes it any more of a process if you formalize a committee.

Mr. Saylor: By establishing rules it helps us to...

Mr. Hartwick: You have a lot of rules today.

Mr. Saylor: I know. Do the Teamsters at the Prison get to pick somebody? If the person that has been on the board is showing up for meetings and all of sudden stops showing up do they pick someone else or is he on there forever?

Mr. Haste: If the attendance is the issue it is not addressed.

Mr. Hartwick: So, if they miss so many meetings you are going to reappoint somebody?

Mr. Haste: It is not addressed.

Mr. Hartwick: What is the...

Mr. Haste: I didn't see how that added anything other than what we have now other than paperwork.

Mr. Saylor: Am I hearing that you do not wish to have this or do you want us to go back and make some changes to it?

Mr. Haste: I just didn't see the value of it.

Mr. DiFrancesco: I certainly don't want to address it today.

Mr. Saylor: Do you want to address it at all? Should we go back and work on it or should we just let it go?

Mr. Hartwick: From what has been said either there is going to be some teeth and some purpose behind having something like this that will have a requirement for attendance or some sort of incentive or repercussions for individuals who don't attend. It is not a formalized structure without any kind of ability to get people to the meetings. If your concern is in attendance I think we can address that in other ways.

Mr. Burford: The other concern is just protecting the integrity of the process too and defending. If we were ever challenged by a vendor that they didn't have access to the staff of Dauphin County we would be able to defend our process. That was another point in formalizing the committee.

Mr. Haste: The way it is now we couldn't defend it?

Mr. Burford: Well, we would have to fall back on the committee and the institutional knowledge of the members of the committee to say that we actually have policies established and framework of who participates in the committee. No, we cannot defend that. In addition to take this a step further, one of the ways to offset the cost associated with staff related labor... let me back up a minute. When we are approached by vendors from time-to-time to reach out to our employees there is a fair amount of administrative legwork involved in that. This committee, by formalizing this it would also give us the opportunity to recover some of those expenses by charging the vendor some flat stipend fee for placing their company or service on our website, things of that nature. By formalizing this committee, it would allow us to do that going forward. Currently we do not charge vendors and we do that free of charge. That is another component of formalizing the process. It was just a creative way to try to recover some of the administrative fees associated with paper stuffers, what have you.

Mr. Hartwick: Then you run into who do you charge, who you don't charge, what is a public service versus what is something someone is trying to get for business. Are you going to set up guidelines by which you need to have reimbursement if in fact we are going to do it?

Mr. Burford: That is the intent. This is the first...

Mr. Haste: None of that was mentioned in the Resolution.

Mr. DiFrancesco: I guess I'm at a loss too as to why all of those things that you just mentioned can't happen through this formalized Board of Commissioners at our direction like so many other things that happen throughout County government without a department forming its own organization. That is really what I'm losing here. If we are charging somebody for advertising fees on our website we have every right to do that through an agreement.

Mr. Saylor: I think you are clear on this.

Mr. Burford: Commissioner regarding the registration and participation fee we did try to address that in Section 4 of the document.

Mr. Haste: I must have missed that.

Mr. Burford: This was the first step to attempt to formalize the process. We can definitely revisit.

Mr. Saylor: That is all I have.

SOLICITOR'S REPORT – BILL TULLY, ESQ., SOLICITOR

Mr. Tully: Everything on the report is ready for action today. I would be happy to answer any questions. (There was none.)

MATTERS REQUIRING BOARD ACTION

- A. Training Packet.
- B. Approval to exonerate/strike the following properties (Mobile Homes):
 - 1. 29-007-077-023-0084 – Preston & Lynnette Conley
 - 2. 34-026-005-042-0179 – Richard & Edna Still
 - 3. 34-026-005-050-0050 – Robert Kinney
 - 4. 34-026-005-053-0053 – Candy Dunn & Edward Stoppard
 - 5. 34-026-005-068-0452 – Eric Rouch
 - 6. 34-026-005-127-0092 – Larry Bell & Ann Redey

Total tax to exonerate/strike - \$2,862.79

- C. Refund of 2002, 2003, 2004, 2005, 2006 and 2007 Real Estate Taxes – Parcel #35-120-149 – Gregory & Sharon Hommes - \$1,118.04.
- D. Partial Refund of 2007 Real Estate Taxes – Parcel #62-037-093 – Reginald & Patsy Handy - \$734.10.
- E. Satisfaction Agreements for:
 - 1. Erica A. Roberts for the property located at 2987 Rumson Dr., Harrisburg, PA 17104 (\$5,000.00)
 - 2. Willie Barbara Wheeler and Christal Williams for the property located at 205 Muench St., Harrisburg, PA (\$2,070.00)
 - 3. Stacey A. Benton for the property located at 2228 Ionoff Road, Harrisburg, PA 17110 (\$2,041.00)
- F. Subordination Agreement for Ijada Wormsley on the property located at 7254 Huntingdon St., Harrisburg, PA 17111.
- G. Adopt Resolution #2-2008 for a one-time contribution of \$5,000.00 to Habitat for Humanity.
- H. Continuation of the Rental Agreement between Dauphin County and Enterprise Rent-A-Car on a month-to-month basis.
- I. Agreement for Subscription between Dauphin County Solid Waste Management and Recycling and Eco Partners, Inc.
- J. Adopt Resolution #3-2008 to undertake the Wildwood Park Development project.
- K. Wildwood Development Grant Application and Grant Agreement for PA Department of Conservation and Natural Resources Growing Greener Funds in the amount of \$349,740.00.
- L. Adopt Resolution #4-2008 establishing the Volunteer Employee Benefit Committee to provide input and oversight for the voluntary employee benefits provided as a service to paid County employees.
- M. Maintenance Renewal Agreements between Dauphin County (Emergency Management Agency) and G. R. Sponaugle Services:
 - 1. Agreement No. E6221 for Berry, Blue, Ellendale, Fairview and Lykens Tower Cell Site Generators; and adding: Chambers Hill, Conewago, New Fairview and Lower Swatara sites. Term: 1/1/08 – 12/31/08 (renewed annually unless notified in writing).
 - 1. Agreement No. E6282 for Berry, Blue & Ellendale Site UPS; and adding: Chambers Hill, Conewago, New Fairview and Lower Swatara Sites. Term: 1/1/08 – 12/31/08 (renewed annually unless notified in writing).
 - 2. Agreement No. E6163 – Same Contract Renewal. Term: 1/1/08 – 12/31/08 (renewed annually unless notified in writing).
 - 3. Agreement No. E6283 for Special Operations Center, Steelton, PA (Remove Onan & Honda; retain Uljanik; add Generac & Stadco) Term: 1/1/08 – 12/31/08 (renewed annually unless notified in writing).

4. Agreement No. E6172 – Same Contract Renewal. Term: 1/1/08 – 12/31/08 (renewed annually unless notified in writing).
 5. Agreement No. E6220 – Same Contract Renewal. Term: 1/1/08 – 12/31/08 (renewed annually unless notified in writing).
- N. Service Agreement between Dauphin County and Controls, Service & Engineering Co., Inc. for:
1. 911 Gibson Boulevard for TSD Equipment Service. Term: 1/1/08 – 12/31/08.
 2. Berry, Blue Mt., Conewago, Lower Swatara, Chambers Hill & Fairview Tower Sites Mechanical Systems Service. Term: 1/1/08 – 12/31/08.
- O. Radio Systems Maintenance Contract between Dauphin County and Capital Area Communications. Term: 2/1/08 – 1/31/09.
- P. Memorandum of Understandings between Drug and Alcohol and:
1. Upper Dauphin School District
 2. Susquehanna Township School District
 3. Williams Valley School District
- Q. Purchase of Service Agreements between Drug and Alcohol and:
1. Middletown Borough
 2. Penn State Milton S. Hershey Medical Center
- R. Amendment #1 to Purchase of Service Agreement between Drug and Alcohol and Gaudenzia, Inc.
- S. Purchase of Service Agreement between Children & Youth and Devereux, Inc.
- T. Amendments to Purchase of Service Agreements between Children & Youth and:
1. Hempfield Behavioral Health, Inc. – Amendment #1
 2. Catholic Charities of the Diocese of Harrisburg, PA, Inc. – Amendment #1
 3. Diakon Lutheran Social Ministries – Amendment #1
 4. Hempfield Behavioral Health, Inc. – Amendment #2
 5. Jewish Family Service of Greater Harrisburg, Inc. – Amendment #1
- U. Adoption Assistance Agreements 2008-01, 2008-02, 2008-04, and 2008-07.
- V. MH Purchase of Service Agreements between MH/MR and:
1. Gaudenzia, Inc.
 2. Commonwealth of Pennsylvania, Department of Public Welfare t/d/b/a Work Advancement Center
 3. Masonic Village of Elizabethtown
- W. Board of Assessment Appeals Agreements between Dauphin County and:
1. Charles Henery, Chairman
 2. Michael G. Musser, II, Vice Chairman
 3. Daryl Z. LeHew, Secretary

Mr. Haste: We have Items A through W, minus L. Are there any other items that we need to pull out to discuss or vote separately? (There was none.)

It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco that the Board approve the Matters Requiring Board Action Items A through W, minus L.

Mr. DiFrancesco: I just have one question I want to be 100% certain I know there was some confusion over the numbers going into the contracts for EMA. I have been told that they have been resolved. Has everything been cleared up and is everybody satisfied with it?

Ms. Martz: I did talk to Steve and he said that everything was okay. We did correct one figure.

Mr. DiFrancesco: I just wanted to make sure that we don't sign something that has a wrong number on it.

Ms. Martz: They are fine.

Mr. Hartwick amended his motion that the Board approve Items A through W, minus L and pending the final okay and acceptance of the numbers associated with the EMA matters. Mr. DiFrancesco seconded the amendment; motion carried.

FORMER BUSINESS

(There was none.)

NEW BUSINESS

(There was none.)

COMMISSIONERS' DISCUSSION & ACTIONS

Mr. Haste: Just as an FYI the new razor blades at the jail will go into place Monday. They are breakaway razor blades meaning that the ribbon that now comes out is serrated so if they try to do something with it, it will fall into little pieces. We actually tested it yesterday. It will just cause them to get creative in some other way.

CORRESPONDENCE

Mr. Haste: The correspondence has been received by the Board. Items A through G will be handled by the staff appropriately.

PUBLIC PARTICIPATION

Mr. Haste: We are again at the point in time in the meeting for public participation. Is there anyone in the audience that would like to address the Board? (There was none.)

ADJOURNMENT

There being no further business, it was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board adjourn.

Respectfully submitted,

Chad Saylor, Chief Clerk

Transcribed by: Richie-Ann Martz