



DAUPHIN COUNTY BOARD OF COMMISSIONERS

LEGISLATIVE MEETING

SEPTEMBER 12, 2012
10:00 A.M.

MEMBERS PRESENT

Jeff Haste, Chairman
Mike Pries, Vice Chairman
George P. Hartwick, III, Secretary

STAFF PRESENT

Laura E. Evans, Esq., Chief Clerk; Marie E. Rebeck, Controller; Janis Creason, Treasurer; Chris Davis, Treasurer's Office; Bruce D. Foreman, Esq., Solicitor's Office; Randy Baratucci, Director of Purchasing; Mike Yohe, Director of Budget & Finance; Greg Schneider, Budget & Finance; Fred Lighty, Esq., Human Services Director's Office; Leila Brown, Solicitor's Office; Faye Fisher, Director of Human Resources; Dave Schreiber, Human Resources; Kay Lengle, Human Resources; August Memmi, Director of Community & Economic Development; Tom Guenther, Director of Information Technology; Randy Thoman, Information Technology; Amy Richards Harinath, Press Secretary; Brenda Hoffer, Commissioners' Office; Julie Mackey, Commissioners' Office; and Ruby Doub, Commissioners' Office

GUESTS PRESENT

Mark Stewart, James Roxbury, Matt Miller

MINUTES

CALL TO ORDER

Mr. Haste, Chairman of the Board, called the meeting to order at 10:10 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. Hartwick and seconded by Mr. Pries that the Board approve the August 22, 2012 Workshop Meeting Minutes and the August 29, 2012 Legislative Meeting Minutes; motion carried.

It was moved by Ms. Rebeck and seconded by Mr. Pries that the Board approve the August 29, 2012 Salary Board Meeting Minutes; motion carried.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

Ms. Evans reported that Executive Sessions were held on September 10, 2012 and September 12, 2012 to discuss personnel matters.

PUBLIC PARTICIPATION

James Roxbury, 232 State Street, Harrisburg, PA asked if the unrestricted gaming grants listed on today's agenda were for final approval; and requested a copy of the applications. Mr. Roxbury also asked if Item HH \$1,000,000 is for the Solar Farm; and if the CREDC Item P is for the ABC Brewery. The members of the Board responded that they are and the items listed on the agenda are for final approval today. Mr. Stewart clarified that item P is a local share municipal grant and not an unrestricted gaming grant.

DEPARTMENT DIRECTORS/GUESTS

A. Janis Creason, Treasurer

1. Update on Devnet

Janis Creason and Chris Davis presented a PowerPoint slideshow with a status update on the Devnet process. Ms. Creason stated the project has worked out well; and a lot of changes have been made to the previous system. The project goal was: a) to design and implement a turn-key database solution that would enable local tax collectors to utilize a standardized, real-time program to collect county, municipal and school district real estate taxes, as well as per capita and business taxes; b) to provide real-time monitoring capabilities to the taxing districts; and c) to streamline the end-of-year settlement process.

Tax Collectors in the following municipalities are now using the Devnet Collection Software: Conewago Township, Middle Paxton Township, Elizabethville Borough,

Paxtang Borough, Gratz Borough, Steelton Borough, Highspire Borough, Swatara Township, Lower Paxton Township, Upper Paxton Township, Lykens Borough, West Hanover Township, and Lykens Township.

The Treasurer's Office collects for the following municipalities: City of Harrisburg, Lower Swatara Township, Millersburg Borough, Penbrook Borough, Pillow Borough, and Susquehanna Township.

Tax collectors in the following municipalities will begin using the program in 2013: Derry Township, Halifax Borough, Halifax Township, Hummelstown Borough, Londonderry Township, Middletown Borough, Royalton Borough, and South Hanover Township.

Mr. Davis showed examples of some of the Devnet features including data entry screens and receipts. Collectors open payment "batches" and enter payments as they are received. The Treasurer's staff can view all open and closed batches in real time. The Treasurer's staff can remotely assist the tax collector when problems arise. Each tax bill is barcoded for speed and accuracy during the data entry process. A barcode scanner reads the bill into the Devnet database. The distribution process itemizes the amount due to each taxing district. Mailing costs are reduced because the collector is no longer required to deliver or mail bills to the taxing districts. Detailed reports itemize each payment collected and remitted. Receipts can be printed when the payment is entered. This reduces receipt turn-around time and improves accuracy over hand-written receipts.

Tax Certifications are printed directly from the software, which eliminates errors. All tax bills are displayed along with status and the system has the capability to print multiple years. This has been approved by Dept. of Revenue for Tax Rebate purposes.

Some additional features of the Devnet Collection Software include: Tax collectors in participating districts can collect school bills, per capita and business taxes through Devnet. Collectors can now reprint county and school real estate tax bills for property owners. Collectors can access all tax assessment data through the Assessment Module. Collectors who are authorized to do so can collect for multiple taxing districts. Unpaid parcels are no longer manually entered by Tax Claim.

The Devnet system prevents fraud. The Treasurer's Office now monitors all payment entries in real time and can view all tax bills charged to the tax collector. The Treasurer's Office can export lists of unpaid bills and verify the accuracy of all entries through audit letters to property owners. Distributions to municipalities and school districts can be verified.

Ms. Creason stated with the passage of HB 715 and the implementation of the Devnet Collection Software, the threat of a costly disruption of collection services has been eliminated. Collection responsibility can quickly be transferred to the county with cooperation of the local taxing district. Historical collection records are archived in the Devnet Collection Software. In the past, an unexpected resignation or illness of a tax

collector created havoc. Municipalities will no longer have to face that. The Treasurer's Office can pick up the collections within 24 hours.

Ms. Creason commended the staff involved with the implementation of this project and specifically thanked the Commissioners for their support and the following individuals: Scott Burford, Deputy Chief Clerk; Randy Thoman, IT; Chris Davis, Treasurer's Office; Doug Boswell, Tax Assessment; Tom Guenther, Director, IT; Steve Howe, Director, Tax Assessment; and Fred Lighty, County Assistant Solicitor.

Commissioner Haste asked why some municipalities are yet not on Devnet. Ms. Creason responded that some do not have internet services and due to the size of some municipalities, they are in discussion as to whether or not it makes sense to add the computer hardware for a municipality that has a low number of tax parcels. Commissioner Hartwick directed Mr. Guenther to work with those municipalities that have IT needs. Commissioner Haste asked if there is a possibility to combine municipalities for tax collection purposes; and Ms. Creason responded that could only be done through voters creating a joint taxing district. Commissioner Haste then suggested that perhaps existing tax collectors could identify a physical location that they could utilize to share the computer equipment.

Ms. Creason stated that ideally, due to attrition, the smaller municipalities could be served by the Treasurer's Office as opposed to having their own Tax Collector.

SALARY BOARD

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

HUMAN RESOURCES

Ms. Fisher stated New Hire #3 is being pulled from today's Personnel Listing.

It was moved by Mr. Pries and seconded by Mr. Hartwick that the Board approve the Personnel Packet as presented.

Question: Mr. Haste – Aye; Mr. Pries – Aye and Mr. Hartwick – Aye; motion carried.

PURCHASE ORDERS

Mr. Baratucci stated there is one addition to the packet on page 5. The Prison has an emergency need to replace a UPS; and the Prison oversight Commissioner has agreed to this being added to today's packet.

It was moved by Mr. Hartwick and seconded by Mr. Pries that the Board approve the Purchase Order Packet as presented.

Question: Mr. Haste – Aye; Mr. Pries – Aye and Mr. Hartwick – Aye; motion carried.

REPORT FROM BUDGET & FINANCE – MIKE YOHE, BUDGET DIRECTOR

Mr. Yohe provided the following Report:

**Report from the Office of Budget & Finance
September 12, 2012**

- **August 31, 2012** transferred **\$1,513,428.51** to the **Payables** account from the County's Concentration account for checks issued that week.
- **September 7, 2012** transferred **\$2,727,335.92** to the **Payables** account and **\$1,907,538.02** to the **Payroll** account from the County's Concentration account for checks issued that week.
- **Wire Payments since last report: \$504,463.38**
- **Debt Service Payments since last report: \$425,496.25**
- **Total Term Investments**
 - 3/29/12 - **\$10,017,077.58** 6-mo. CD - Susquehanna Bank – **0.400%** - matures 9/27/12
 - 4/19/12 - **\$10,095,255.55** 12-mo. CD - Susquehanna Bank – **0.550%** - matures 4/18/13
 - 4/19/12 - **\$10,012,931.63** 6-mo. CD - Susquehanna Bank – **0.350%** - matures 10/18/12
- **Balance today in PA INVEST account #2100017144860: \$1,378.93 rate 0.077%**
- **Balance today in Susquehanna Bank investment account #119002023: \$23,469,252.57 rate 0.250%**
- **Balance today in First National Bank investment account #97014743: \$7,524,317.05 rate 0.450%**
- **Balance today in Integrity Bank Money Market Checking account - #2206001209 - \$26,728,303.80 rate 0.260%**
- **Balance today in PNC Bank investment account #5004319839: \$1,236.72 rate 0.100%**
- **Balance today in Metro Bank investment account #0536557523: \$101.53 rate 0.110%**

No T.R.A.N. Line of Credit required for 2012.

REPORT FROM CHIEF CLERK/CHIEF OF STAFF – LAURA E. EVANS, ESQ.

Ms. Evans reported the following:

- More than 3,500 people enjoyed live jazz music at Fort Hunter Park on Sept. 8th and 9th as part of Dauphin County's 6th Annual Jazz Festival, despite the weather.
- Dauphin County and MidPenn Legal Services will host the first of three Older and Wiser seminars on retirement benefits at 9 a.m. on Thursday, September 13th, at the Rutherford Senior Center. The seminar is free to attend and open to the public.

SOLICITOR'S REPORT – BRUCE D. FOREMAN, ASSISTANT SOLICITOR

Mr. Foreman reported that the items on the Solicitor's Report and corresponding items on the Agenda have been reviewed and are submitted for approval unless there are any questions. There were no questions.

MATTERS REQUIRING BOARD ACTION

Mr. Hartwick stated he will be abstaining from Item S.

- A. Training Packet.
- B. Satisfaction Pieces for:
 - 1. Lauren M. Jeranka on the property located at 3020 N. 5th Street, Harrisburg, PA 17110 - \$2,500.00.
 - 2. Hao M. Le and Ngoc H. Nguyen on the property located at 4013 Green Street, Harrisburg, PA 17110 - \$5,000.00.
 - 3. Ashley M. Confair on the property located at 970 Lenker Drive, Millersburg, PA 17061 - \$2,049.00.
 - 4. Chin Thi Truong on the property located at 2616 Derry Street, Harrisburg, PA - \$3,285.00.
 - 5. Linda D. Copley on the property located at 210 Pine Street, Harrisburg, PA. (This is an original mortgage from 1996 which has a 10-year forgiveness clause.)
- C. Partial Refund of 2011 & 2012 Real Estate Taxes – Parcel #62-040-057 (3904 Corey Rd.) – Patton Recreational Properties - \$2,504.73.
- D. Partial Refund of 2010-2012 Real Estate Taxes – Parcel #63-027-305 (High Pointe Blvd. UT 1) – Target Corporation - \$16,800.45.
- E. Partial Refund of 2012 Real Estate Taxes – Parcel #65-029-058 (108 Maple Street) – Matthew Wertz & Tracy Lower Wertz - \$170.53.
- F. Partial Refund of 2007-2012 Real Estate Taxes – Parcel #63-084-086 (7222 Clearfield Street) – Brian & Amy Koliscak - \$730.80.
- G. Partial Refund of 2011 & 2012 Real Estate Taxes – Parcel #34-002-016 (1940 Landvater Road) – Bryan Rhinesmith - \$1,351.14.

- H. Revised Payment Schedule – PNC Equipment Finance for Microsoft Software Enterprise Agreement.
- I. Morgan Lewis Proposal for July 1, 2012 – June 30, 2013 Affirmative Action Plan.
- J. Repository Bids received from:
 - 1. Victor M. Rivas:
Parcel #09-068-001, 1401 Vernon Street, Harrisburg - \$500.00
Parcel #09-068-002, 1403 Vernon Street, Harrisburg - \$500.00
 - 2. Christopher M. McGraw – Parcel #09-041-013, 116 Sylvan Terrace, Harrisburg - \$500.00.
 - 3. David P. Ney – Parcel #38-005-013, 210 N. 2nd Street, Lykens - \$500.00.
 - 4. Mark Steven Baker – Parcel #09-044-027, 1220 Chestnut Street, Harrisburg - \$500.00.
 - 5. Family Rehabilitation Ministries:
Parcel No. 10-031-053, 2309 N. 5th Street, Harrisburg - \$700.00
Parcel No. 10-040-087, 2127 N. 4th Street, Harrisburg - \$550.00
 - 6. Mohammed Waseem Khan – Parcel #09-016-030, 1549 Walnut Street, Harrisburg - \$500.00.
 - 7. Madeline Woodward – Parcel #09-023-012, 1507 Regina Street, Harrisburg - \$1,500.00.
 - 8. Francis DeVizia:
Parcel No. 01-035-020, 1305 S. 12th Street, Harrisburg - \$500.00
Parcel No. 02-027-026, 420 Hummel Street, Harrisburg - \$500.00
Parcel No. 09-024-052, 1606 Regina Street, Harrisburg - \$500.00
Parcel No. 09-024-019, 82 Disbrow Street, Harrisburg - \$500.00
Parcel No. 09-030-002, 53 N. 18th Street, Harrisburg - \$500.00
Parcel No. 02-040-003, 504 S. 13th Street, Harrisburg - \$500.00
Parcel No. 02-029-020, 442 S. 14th Street, Harrisburg - \$500.00
Parcel No. 02-029-016, 434 S. 14th Street, Harrisburg - \$500.00
Parcel No. 02-029-021, 444 S. 14th Street, Harrisburg - \$500.00
Parcel No. 02-030-054, 420 S. 15th Street, Harrisburg - \$500.00
- K. Ratification of Purchase of Service Agreement for consulting services of Dr. John Shaffer, Ph.D. – Harrisburg Surveillance Camera Project for the period 8/1/12 to 7/31/13.
- L. Purchase of Service Agreement between Dauphin County and Thromo Eberline, LLC for the purchase of a service warranty for a RadEye G20-ER 10 radiation instrument.
- M. Approval of County Sponsorship, for eligibility purposes only, of Local Share Municipal Gaming Grant Applications per those listed on the Solicitor’s Report.
- N. Maintenance Agreement between Dauphin County and Cummins Power System, LLC for an Emergency Power Generator System at the Work Release Center.
- O. Maintenance Agreement between Dauphin County and Latshaw, Inc. for HVAC and plumbing services (Lochinvar Boiler) for the Work Release Center.

- P. Local Share Municipal Grant Agreement No. 2012-41 – Capital Region Economic Development Corporation to demolish a structure and prepare the site for reuse and development - \$125,000.00.
- Q. Resolution #15-2012 establishing the rental rates for the Human Services Building.
- R. Letter of Transmittal and Resolution #16-2012 adopting the 911 Revised Plan for 2013-2015.
- S. Amendment #1 to Purchase of Service Agreement between the County of Dauphin (Children & Youth) and Catholic Charities of the Dioceses of Harrisburg, Inc.
- T. Lease (Refresh) Agreement between Dauphin County and HP Financial Services, Schedule No. 103108-49 for 19 PCs and 15 laptops to be distributed to various departments for a period of 36 months.
- U. Purchase of Service Agreements between Dauphin County (Children & Youth) and:
 - 1. Bethany Christian Services of Central PA, Inc.
 - 2. Diakon Lutheran Social Ministries, Inc.
 - 3. Pinnacle Health Hospitals, Inc.
 - 4. Harrisburg Area YMCA, Inc.
 - 5. Demagé, Inc.
 - 6. Comprehensive Psychological Services, Ltd.
- V. Adoption Assistance Agreements #2012-32, #2012-36, #2012-37, #2012-38 and #2012-39.
- W. FY 2013/2014 Needs Based Budget.
- X. Amendments to Purchase of Service Agreements between Dauphin County (MH/ID) and:
 - 1. The Advocacy Alliance – Amendment #1
 - 2. Rachel Bechtel, M.S. – Amendment #1
 - 3. Lynn Cummings, M.S., CCC-SLP – Amendment #1
 - 4. Pediatric Physical Therapy, Inc. – Amendment #1
 - 5. Karen K. Reale, OTR/L – Amendment #1
 - 6. Sovia Therapy – Amendment #1
 - 7. The Vista Foundation, Inc. – Amendment #1
 - 8. Volunteers of America of Pennsylvania, Inc. – Amendment #1
 - 9. Youth Advocate Programs, Inc. – Amendment #1
- Y. Approval of Updates to the Blueprint to End Homelessness.
- Z. Human Services Development Fund (HSDF) Agreement between Dauphin County and Central Pennsylvania Food Bank, Inc.
- AA. Unrestricted Gaming Grant Request - Interdenominational Ministers Conference of Greater Harrisburg - \$25,000.00.
- BB. Maintenance Agreement between Dauphin County and Cummins Power Systems, Inc. for maintenance of the Kohler power emergency generator for the Adult Probation Office.
- CC. TreeVitalize Metros Sub-grant Application between Dauphin County and the PA Department of Conservation and Natural Resources for tree planting at Wildwood Park.

- DD. Repository Bid received from Jovan Phillips – Parcel #09-015-002, 1433 Walnut Street, Harrisburg - \$500.00.
- EE. Emergency Management Performance Grant Agreement between Dauphin County and PEMA for Federal Fiscal Year 2012 - \$58,838.00.
- FF. Independent Contractor Agreement between Dauphin County and Lauren Bowers.
- GG. Unrestricted Gaming Grant Request – Pinnacle Health - \$100,000.
- HH. Unrestricted Gaming Grant Request – Dauphin County Industrial Development Authority - \$1,000,000.
- II. Resolution #17-2012 supporting House Bill 135 for the Justice Reinvestment Funding to counties.
- JJ. Subordination Agreement for Wayne E. Mongold on the property located at 191 Spring Street, Steelton, PA 17113.
- KK. Letter of Amendment to the Letter Indemnity Agreement, dated October 14, 2010, to TD Bank, National Association, Trustee, Re: The Harrisburg Authority Guaranteed Resource Recovery Facility Limited Obligation Notes.

It was moved by Mr. Pries and seconded by Mr. Hartwick (abstaining on Item S) that the Board approve Items A through KK listed above under Matters Requiring Board Action.

Question: Mr. Haste – Aye; Mr. Pries – Aye and Mr. Hartwick – Aye (abstaining on Item S); motion carried.

FORMER BUSINESS

There was no former business.

NEW BUSINESS

There was no new business.

COMMISSIONERS' DISCUSSION & ACTIONS

There was none.

CORRESPONDENCE

The following correspondence was received and will be handled by the staff accordingly.

- A. Notification from Snyder, Secary & Associates, LLC advising that Anchor Hershey, LLC is applying to DEP for a NPDES Permit for stormwater discharges associated with construction activities of a medical office building in Swatara Township.

- B. Notification from Mellorr Engineering, Inc. advising that Fishing Creek Valley Associates, L.P. is applying to DEP for a NPDES Permit for stormwater discharges associated with construction activities off of Blue Mountain Parkway in Middle Paxton Township.
- C. Notification from Hartman & Associates, Inc. advising that Cleveland Brothers Equipment Co., Inc. is applying to DEP for a NPDES Permit for a commercial facility expansion at 336 Fairville Avenue in West Hanover Township.
- D. Notification from Skelly and Loy advising that TE Connectivity is applying to DEP for a NPDES Permit for stormwater discharges associated with construction activities on Fulling Mill Road in Lower Swatara Township.
- E. Notification from R. J. Fisher & Associates, Inc. advising that they are applying to DEP for a NPDES Permit for the Stray Wind Farms Subdivision in Lower Paxton and Susquehanna Townships.
- F. Receipt of a letter from Post & Schell to the PA PUC regarding the Petition of PPL Electric Utilities Corporation for a Finding that a building to shelter control equipment at the West Hershey 69 – 13 kV Substation to be constructed in Derry Township is reasonably necessary for the convenience or welfare of the public.
- G. Receipt of a letter from Post & Schell to the PA PUC regarding a Letter of Notification of PPL Electric Utilities Corporation, filed pursuant to 52 Pa. Code Chapter 57 Subchapter G, with respect to the West Hershey #1 and #2 138/69 kV Transmission Tap Line in Derry Township.
- H. Notification from MI Metals, Inc. advising that they are applying to DEP for the renewal of a Title V Permit 22-5013 Application for MI facilities located at 1517 Route 209, Millersburg.
- I. Notification from the Strohecker Mobile Home Park advising that they are applying to DEP for the renewal of their NPDES Permit for the wastewater treatment facility located within the mobile home park in Halifax Township.
- J. Notification from K & W Engineers advising that HACC is applying to DEP for a NPDES Permit for the modification to an existing NPDES Permit boundary to include relocation of proposed Greenbelt, relocation of wetlands mitigation area and the addition of two temporary proposed topsoil stockpile areas in the City of Harrisburg.

PUBLIC PARTICIPATION

There was none.

ADJOURNMENT

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

Transcribed by: Brenda E. Hoffer