



DAUPHIN COUNTY BOARD OF COMMISSIONERS

Commissioner's Legislative Meeting

Wednesday, January 11, 2006 (10:00AM)

MEMBERS PRESENT

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

STAFF PRESENT

Chad Saylor, Chief Clerk/Chief of Staff; Marie Rebeck, Controller; Bob Dick, Treasurer; Randy Baratucci, Purchasing Director; Diane McNaughton, Press Secretary; Jena Wolgemuth, Commissioners' Office; Edgar Cohen, Director of Facilities Maintenance; Kay Sinner, Personnel and Payroll Office; Mike Yohe, Director of Budget and Finance; Tom Guenther, Director of Information Technology; Bruce Foreman, Esq., Solicitor's Office; Guy Beneventano, Esq., Solicitor's Office; Garry Esworthy, Risk Manager; Robert Hawley, Deputy Court Administrator; Kacey Truax, Commissioners' Office; David Schreiber, Personnel; Carolyn Thompson, Court Administrator; Mike Pries, Director of Security; Scott Burford, Spring Creek; Elke Moyer, Human Services Directors Office; Yvonne Fuhrman, Facilities Maintenance; William Tully, Esq., Solicitors Office; Gary Serhan, Deputy Controller; Melanie McCaffrey, Solicitors Office; Julia Nace, Assistant Chief Clerk.

GUESTS PRESENT

Rose Guyer.

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

Mr. Haste: We have the December 14, 2005 Legislative Meeting Minutes, December 21, 2005 Workshop Meeting Minutes, December 28, 2005 Legislative Meeting Minutes and the January 4, 2006 Workshop Meeting Minutes.

Mr. DiFrancesco made the motion to approve the December 14, 2005 Legislative Meeting Minutes, December 21, 2005 Workshop Meeting Minutes, December 28, 2005 Legislative Meeting Minutes and the January 4, 2006 Workshop Meeting Minutes. Mr. Hartwick seconded the motion. All were in favor. Motion carried.

Mr. Haste: We have the December 14, 2005 Salary Board Meeting Minutes and the December 21, 2005 Salary Board Meeting Minutes.

Ms. Rebuck made the motion to approve the December 14, 2005 Salary Board Meeting Minutes and the December 21, 2005 Salary Board Meeting Minutes. Mr. Hartwick seconded the motion. All were in favor. Motion carried.

Mr. DiFrancesco: We have the December 14, 2005 Election Board Meeting Minutes.

Mr. Hartwick made the motion to approve the December 14, 2005 Election Board Meeting Minutes. Mr. Haste seconded the motion. All were in favor. Motion carried.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

Mr. Saylor: There were no Executive Sessions since our last meeting.

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? (There was none.)

SALARY BOARD

(A full report of Salary Board minutes is on file in the Chief Clerk's office.)

PERSONNEL

Ms. Sinner: I have one change to the Personnel Packet; please pull new hire number nine.

Mr. Hartwick made the motion to approve the Personnel Packet with new hire number nine being pulled. Mr. DiFrancesco seconded the motion. All were in favor. Motion carries.

Mr. Saylor: Is the non-union pay increases part of the personnel packet or do we need to vote on that separate?

Ms. Sinner: That is part of the Personnel Packet.

PURCHASE ORDERS

Mr. Baratucci: You should have received a copy of the packet last Tuesday. It is large as it normally is the first meeting of the year because we have a lot of yearly purchase orders in here. You will see a large dollar amount and all of that money is not being spent immediately. There are also some items with stars showing over budget because we didn't have a packet last week at workshop, but all of those have now been fixed by Mr. Yohe.

I have some information that came in late yesterday and early this morning regarding the emergency purchase of a vehicle for the Coroner's Office. (Mr. Baratucci provided copies to the Board.) The vehicle is from Sutliff and accessory items such as lighting and partitions are included and the total is \$33,744.40. I will confirm the prices and make sure they are exact. There has been a scramble between my office and the Coroner's Office. I understand that the vehicle would be ready for delivery within the next day or two. If you could approve what I provided with the understanding that I will verify the paperwork, get purchase orders done that the total number could change once I have exact prices. I did check with Garry Esworthy and he said approximately \$10,000 would be coming out of the insurance proceeds. The remaining will come out of our contingency funds because Graham does not have that in his budget. Please approve that also.

Mr. Haste: Weren't they going to salvage what they could from the vehicle?

Mr. Baratucci: This all came at the last minute; I am assuming these are the items that needed purchased in addition to the items that are being salvaged. I am not privy to what they salvaged. My understanding was that they were going to salvage whatever they could. From the looks of the listing here, it does not look like they salvaged a lot. I will double check that.

Mr. Haste: I spoke to Graham yesterday and he does need this vehicle. I think we need to move forward. Do the best you can and Garry will get the most back he can.

Mr. Baratucci: Literally faxes were coming through at the last possible second. I will verify everything and we will cut a purchase order with exactly what is needed minus what was salvaged.

Mr. Hartwick: On page 25 there is the seasonal toilet rental that we receive every year. That is pretty high, have we looked into what it would cost to buy or own versus rent them? I am sure you looked into this.

Mr. Baratucci: We actually got a couple quotes on this and I am not sure if they looked into purchasing them. You obviously would have to service them.

Mr. Hartwick: We could have Maintenance or prisoners clean them out.

Mr. Baratucci: We could look into this and see what is most economical.

Mr. Hartwick: Page 30, I see we are buying car seats. This is a very interesting purchase and I need to look into this. The shipping cost...

Mr. Haste: We bought car seats before and this is for foster care.

Mr. Baratucci: Penn State/Medical Center purchased these.

Mr. Hartwick: We are being charged \$84.00 for shipping. We could buy these around here at the same price without shipping. I know these are small prices.

Mr. Hartwick: On page 39, is this something that is covered under our new consultant agreement?

Mr. Baratucci: No. This is a separate person whom the Board signed an agreement at the end of the year for Dietary Services.

Mr. Hartwick: Is this not included in the CHR contract and is this a CHR employee?

Mr. DiFrancesco: It is not included in the CHR contract.

Mr. Burford: It is not a CHR employee. She was an employee of ours and left and we were able to bring her back through a consultant agreement. She is very good and we are lucky to have her.

Mr. Hartwick made the motion to approve the Purchase Order Packet with the Sutliff Chevrolet addendum for the Coroner. Mr. DiFrancesco seconded the motion. All were in favor. Motion carries.

Mr. Saylor: Randy, please make sure Jul has a copy of the addendum.

REPORT FROM BUDGET & FINANCE – MIKE YOHE

- **December 30, 2005** transferred **\$502,817.01** to the **Payables** account from the County's Concentration account for checks issued that week.

- **January 6, 2006** transferred **\$4,261,257.11** to the **Payables** account and **\$1,949,427.60** 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 \$126,164.57 rate 4.110%**
- **Balance today in Community Banks investment account \$11,458,938.57 rate 4.12%**
(This rate equals today's Community Banks 91-day TBill rate of 3.970% plus 15 basis points)
- **Balance today in Graystone Bank investment account \$0.00 rate 4.640%** (This rate equals last month's average 1-month LIBOR rate of 4.390% plus 25 basis points)
- **Balance today in Commerce Bank investment account \$23,000,669.93 rate 4.450%** (This rate equals today's 91-day T-Bill rate of 4.150% plus 30 basis points)
- **Balance today in Sovereign Bank investment account \$11,458,404.75 rate 4.437%** (This rate equals today's 1-month LIBOR rate of 4.437% plus 0 basis points)

No Line of Credit required for 2006.

Mr. Yohe: Community Banks still has the funds from 2005. We had the understanding with Graystone that we would have until today to move funds. Community Bank's quote is 4.12% which puts them lower. Graystone's rate today would be 4.64% and their quote is averaging the month's LIBOR plus 25 basis points which equals 4.64%. Commerce's quote was a 91 day T-Bill plus 30 points which puts them at 4.45%. Sovereign's quote is current month's LIBOR which is 4.437%.

After today's vote to establish the account, we will reallocate funds tomorrow. Community Bank expressed interest to keep the account open so I will do that. I do not know if I need to leave money in there to keep it open but if I do, it will be a small amount. Graystone's limit is \$15 million. They are not going to have quite 50% of the funds so the rest will be distributed equally between Commerce and Sovereign.

Mr. DiFrancesco: When we go to the banks and arrange these accounts does the polling of securities collateralize our accounts or do we require them to assign specific securities to collateralize our accounts?

Mr. Yohe: We require them to assign specific securities.

Mr. DiFrancesco: Why?

Mr. Tully: Extra protection.

Resolution No. 1-2006 authorization to open an investment account with Graystone Bank.

Mr. DiFrancesco made the motion to approve Resolution 1-2006. Mr. Hartwick seconded the motion. All were in favor. Motion carries. (The full resolution is on file in the Chief Clerk's office.)

REPORT FROM CHIEF CLERK/CHIEF OF STAFF – CHAD SAYLOR

Mr. Saylor: The direction we had from the Board regarding Spring Creek was to explore options and alternatives to county ownership. In order to effectively do that, we prepared an RFP which we sent out and advertised. We have received responses from four different companies. All which have expressed interest in purchasing the facility. We have a team of staff who are reviewing those proposals and we have set a number of goals to review those that we believe have been outlined as set by the Board. One of those being the owner would continue to operate the facility as a nursing home, that the companies would be responsive to our mission to provide services to the indigent of Dauphin County, timeline the companies' proposal to ownership and what is the reputation and quality of the company making the proposal. County code requires we obtain two appraisals of the property and Steve Howe in our Tax Assessment office is undergoing one of the those for us and I hope to get another proposal next week for our second appraisal. Appraising a facility of this size and nature is going to take some time. We expect that to take up to four weeks and that will give us ample time to review these proposals.

Mr. Haste: Can I see what part of this campus we are identifying in this plan?

Mr. Saylor: Solicitor Foreman should be able to do that. We did have a long discussion on that issue.

Mr. DiFrancesco: In one proposal, the organization inquired if we would be interested in selling the entire campus. Their initial issue was to purchase the entire campus, even Beistline House. We limited it to the current Spring Creek operation, not the DJ Office or warehouse.

Mr. Haste: One part would be the gas pumps?

Mr. DiFrancesco: Right.

Mr. Haste: We need to know if we need to relocate those.

Mr. Saylor: All around the same parcel and see if we could subdivide it as we chose.

Mr. Hartwick: I also would like to look at that and see if it includes any vacant land.

Mr. DiFrancesco: It does not include the three or four parcels.

Mr. Hartwick: How about the back side of 441?

Mr. DiFrancesco: No.

Mr. Saylor: Maybe we can do something to the back parcel adjacent to 441, and maybe subdivide that parcel out at the same time.

Mr. Hartwick: Makes sense.

Mr. Haste: Any time frame set?

Mr. Saylor: We are going to do our due diligence. It is going to take 3-4 weeks to get the appraisals done, then we are able to see if this is an option for us to pursue. We are looking at possibly, maybe early February to have information to present to you. If something happens earlier, we certainly would bring that forward.

SOLICITOR’S REPORT—BILL TULLY, ESQ., SOLICITOR

Mr. Tully: Nothing to add, but I would be happy to answer any questions.

MATTERS REQUIRING BOARD ACTION

Mr. Haste: Is there anything that needs to be pulled out separately or discussed? (There was none.)

Mr. DiFrancesco made the motion to approve Items A through W. Mr. Hartwick seconded the motion. All were in favor. Motion carries.

- A. Training Packet
- B. Approval of FY05/06 Per Diem Rates between the Children & Youth Agency and:
 - 1. Balinger Brown (Connect Synergy)
 - Provider Capacity Building Project II \$3,100.00 annual
 - Administrative Tools & Supplies II \$ 400.00 annual
 - 2. Bethanna
 - RTF-MA approved room & board \$66.04 /day
 - RTF-MA approved treatment, room & board \$292.89/day
 - 3. The Impact Project, Inc.
 - Psychiatric Evaluation \$175.00 assess
 - Medication Monitoring \$60.00 appointment
- C. Real Estate Tax Refunds/Exonerations:
 - 1. Refund to Washington Mutual Home Loans, Inc., the amt. of \$261.31 (They paid wrong parcel.)
 - 2. Refund to Mary Ann Kelemen, Tax Collector for West Hanover Township, the amount of \$270.25 for parcel #68-048-064. (Insufficient funds from taxpayer.)
 - 3. Approve the recommendation of the Director of Tax Assessment to deny

a request for tax forgiveness on parcel #09-046-026, 110 Evergreen Street, City of Harrisburg.

- D. Approve a request for sale of parcel #08-012-004 from the Repository List to Alma C. Lawson in an amount of \$300.00.
- E. Satisfaction Piece with Jennifer L. Roberts for property located at 3149 North 6th Street, Harrisburg.
- F. Subordination Agreement for Synthia McNair on property located at 1248 Walnut Street, Harrisburg.
- G. Agreement for Secure Detention Services between Schaffner Youth Center and York County.
- H. Agreements/Renewals between Dauphin County Emergency Management Agency and G. R. Sponaugle Service Co. for the following:
 - 1. No. E6163 – Dauphin County EMA – UPS
 - 2. No. E6172 – Dauphin County EMA – Main Building
 - 3. No. E6220 – Dauphin County EMA – Generator Main Building
 - 4. No. E6221 – Dauphin County EMA – Cell Site Generators
 - 5. No. E6282 – Dauphin County EMA – Cell Site UPS'
 - 6. No. E6283 – Dauphin County EMA – Haz-Mat Generators
- I. HVAC Service Agreements between Dauphin County Emergency Management Agency and Control, Service & Engineering Company, Inc. for various tower sites.
- J. Agreement for Performance between Dauphin County Solid Waste Management and Illusion Maker for educational instructions on recycling at various schools throughout Dauphin County.
- K. Renewal Agreement between Dauphin County Solid Waste Management and Evergreen Environmental, Inc. for professional services.
- L. Community-Based Volunteer Transportation Agreements for FY05/06 between Area Agency on Aging and:
 - 1. Middletown Care-A-Van
 - 2. Elder Express
- M. Consultancy Agreement for FY05/06 between Children & Youth Agency and Baling R. Brown.
- N. Amendment #1 to FY04/05 Purchase of Service Agreement between Mental Health/ Mental Retardation and Capital Area Transit.
- O. Letter Agreement for FY05/06 between Mental Health/Mental Retardation and Cumberland & Perry Counties.
- P. Community Action Commission Family Center Grant Application for FY06/07. (Human Services Director's Office)
- Q. Cable Television Advertising Proposal between Dauphin County Solid Waste Management and:

1. Comcast Spotlight
 2. Harrisburg Senators Baseball Club
- R. Adopt Resolution No. 2-2006 adding a supplemental to Resolution No. 38A-2005 - (HAVA) Grant Funds.
 - S. Appoint Betty Simmonds to the Mental Health/Mental Retardation Advisory Board.
 - T. Reappoint Gary Shank to the Children & Youth Citizens' Advisory Board.
 - U. Appoint David Bimler to the Dauphin County Parks & Recreation Board.
 - V. Agreement between Dauphin County and Parente Randolph to perform an extended audit on Multiple Data Sets.
 - W. Lease Agreement between Mental Health/Mental Retardation and the Commonwealth Of Pennsylvania, Dept. of Public Welfare for space in the Hilltop Building.

FORMER BUSINESS

(There was none.)

NEW BUSINESS

(There was none.)

COMMISSIONERS' DISCUSSION & ACTIONS

(There was none.)

CORRESPONDENCE

Mr. Haste: You see the items of correspondence received by the Board lettered A through E that will be handled by the staff appropriately.

- A. Notification from H. Edward Black & Associates, Inc., indicating the Szeles and DeVan families plan to submit an application to DEP for amendments to general permits for proposal to subdivide 183.4 acres into 142 single family detached building lots with public streets, public water supply and public sewers in Lower Paxton & Swatara Townships, Dauphin County.
- B. Received a letter from DEP correcting two permit applications for Eastern Industries, Inc., Elizabethville Quarry, Washington and Jackson Townships.
- C. Notification from Tri-Tech Resources, Inc., indicating they sent an application to DEP for Charles J. & Susan Braun, III for subdivision of three proposed single family residential lots located at Bellaire Road (SR2009), Conewago Township.
- D. Received a copy of the FY2005 financial audit for Capital Area Transit.

- E. Notification from Kairos Design Group, LLC, indicating they intend to apply to DEP for a general NPDES permit for stormwater discharges associated with construction activities for Halifax Commons, Halifax Township, Project #04021-5, Commercial Land Development Plans.

PUBLIC PARTICIPATION

(There was none.)

ADJOURNMENT

Mr. Haste: Is there a motion to adjourn?

Mr. DiFrancesco made the motion to adjourn. Mr. Hartwick seconded the motion. All were in favor. Meeting adjourned.

Respectfully submitted,

Chad Saylor, Chief Clerk/Chief of Staff

Transcribed by: Kacey Truax
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