



DAUPHIN COUNTY BOARD OF COMMISSIONERS
LEGISLATIVE MEETING
WEDNESDAY, January 12, 2005
10:00 A.M.

MEMBERS PRESENT

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

STAFF PRESENT

Diane McNaughton, Communications, Gary Serhan, Deputy Controller, Bob Dick, Treasurer, Randy Baratucci, Purchasing, Edgar Cohen, Facilities Maintenance, Chad Saylor, Chief Clerk, Julia Nace, Assistant Chief Clerk, Mike Yohe, Budget, Kay Sinner, Personnel, Carolyn Thompson, Court Administrator, Bruce Foreman, Solicitor, Elke Moyer, Human Services Director's Office, President Judge Kleinfelter, Guy Beneventano, Solicitor, Chip Vance, Solicitor, Dan Robinson, Director of Community and Economic Development, Steve Farina, Prothonotary, Dave Schreiber, Personnel, Melanie McCaffrey, Solicitors Office, Lowell Witmer, Clerk of Courts, Garry Esworthy, Risk Manager, Diane McNaughton, Press Secretary, Jena Wolgemuth, Commissioners Office, Kacey Truax, Commissioners Office.

GUESTS PRESENT

Jack Sherzer and Ray Riley

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 minutes from the December 15, 2004 Legislative Meeting and the December 22, 2004 Workshop Meeting minutes. Is there a motion to approve?

It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve the December 15, 2004 Legislative Meeting minutes and the December 22, 2004 Workshop Meeting minutes; motion carried.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

Mr. Saylor: We met on January 5, 2005 at 11:30 a.m. to discuss personnel matters.

PUBLIC PARTICIPATION

There were none.

DEPARTMENT DIRECTORS/GUESTS

There were none.

PERSONNEL

Mr. Haste: Now we will move into the Personnel Packet and the pay scales.

Ms. Sinner: You have received the pay scales. Are there any questions?

Mr. Hartwick: Why do we have the revised pay scale today?

Ms. Sinner: There were some clerical errors that were caught, in rechecking them. There also was an employee that was missed in the Treasurers Office and that has been added. There was a question on two employees in EMA and that has been clarified and included in the listing. Everything is accurate now in these listings and all questions have been answered. What we have in our new listing includes the courts, the other excludes court departments, and then there is the Commissioners' professional staff listing, line staff and part time pay scales.

Mr. Haste: Are there any questions?

Mr. Hartwick: None that I have not asked already.

Mr. Haste: We will deal with the union, non-union, non Court Departments at this time.

Is there a motion to approve those excluding the courts at this point in time for this vote?

It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve and execute the proposed non-union pay scales for 2005 excluding the Courts and the pay scale for the Commissioners' professional staff effective January 3, 2005; motion carried.

Mr. Haste: Now we will take the Court increases. Is there a motion?

It was moved by President Judge Kleinfelter and seconded by Mr. DiFrancesco that the Board approve and execute the proposed non-union pay scales for 2005 for the Courts effective January 3, 2005, motion carried.

Mr. Haste: Motion carries. Now can we take a motion on the Personnel Packet? Do you have any changes?

Ms. Sinner: I do have an addendum. In the new hires listing, on item number one the start date should be changed from January 17, 2005 to January 18, 2005. January 17, 2005 is a holiday. On item number three of the new hires listing, the start date should be changed from January 17, 2005 to January 18, 2005. No other changes from the items presented last week.

Mr. Haste: Is there a motion to approve the Personnel Packet as amended?

It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco that the Board approve and execute the Personnel packet as amended; motion carried.

PURCHASE ORDERS

Mr. Haste: Purchase Orders. Mr. Baratucci.

Mr. Baratucci: As I said last week that you would have a packet today that we did not have at the workshop. This is the first one for the year so you will see a lot of items on here that are yearly costs. It does not mean that we are making all the expenditure of funds right away. The items on here cover the entire year. There are also blanket purchase orders that we do at the beginning of every year that allows people to spend up to a certain amount and they buy the things that are necessary. For example, our Maintenance Department, Spring Creek, or Parks and Recreation get items as needed with an approved certain amount for approved vendors that we had made agreements with. You may have some questions on it. I will be happy to answer them or it is there for your approval.

Mr. Haste: I have a question with the Coroner's Office and the vehicle. Is that a new or used one?

Mr. Baratucci: It is a new vehicle that was actually approved last year and these are the accessory items needed for it. There is a truck cap and also some lights and sirens. The vehicle was on one of last years purchase orders.

Mr. Hartwick: What armored cars do we have?

Mr. Baratucci: This is for an armored car service to pick up our money. There are various Departments that use the service. They come and pick up at the Treasurer's Office and the other offices that are on here. We have discussed this through the years and Bob has advocated the need for it. It is a little expensive but it is for the safety of the employees.

Mr. DiFrancesco: I wanted to raise this question before and I guess it is just a little pet peeve of mine. We are buying a lot of service contracts. The question is the fax service contracts seem to be relatively high at \$400.00. Could you just explain why that is worthwhile?

Mr. Baratucci: We probably have throughout the county, if I took a guess, maybe fifty fax machines or more. 95% of them we do not take service agreements on for the most part. I have one in my office and I bought the unit for say \$600.00. It gets what I call a moderate amount of usage. It doesn't break down a lot. It is more cost effective to pay for a service call as needed because it wouldn't be worth the cost of the machine to take a service contract. We do have a few machines that we paid up to \$1500.00 and \$1700.00 for and are in offices that use the fax machine constantly all day long. It is just like any other piece of machinery that the more you use it the more chances for it to break down. The service costs average somewhere around \$100.00 per hour for labor plus parts so in those few offices where they do have heavier used fax machines it is cost effective. They monitor those service calls and it is cost effective at \$400.00 to pay for a service agreement on it. I believe there are two on here today and there might be two other ones that come through. You will see very few of those. They are the heavily used machines and it is cost effective for those Departments from monitoring those calls that are made.

Mr. DiFrancesco: For the record I just want to make sure that Department Heads are taking a look at that to make sure it is worthwhile. It doesn't take long to buy a new machine at the cost of \$400.00 per year for a service contract.

Mr. Baratucci: We only take them for the machines that are hefty in cost and that would cost well over three or four times the service agreement cost. They are monitoring those and I am sure they only take the agreement because they would pay more over the year if they didn't. That is the premise behind all of the service agreements. I depend on the Department Heads to monitor those because they know how many service calls they are making and they have to make the choice if it is in the County's best interest to take a service agreement or not. Department Heads need to be responsible in that on all equipment not only fax machines.

Mr. Hartwick: On client oriented services on page twenty-six. This was a concern we brought forward at our last budget hearings. Is there any way to keep track of the investment on client oriented services to make sure that it is showing a positive return and bringing in revenue to the county and we are not putting out expenses here that are not being recuperated? This is unfair because Parks and Recreation is not here to answer the question and you may not be equipped to answer but I suspect with your vast knowledge of this process that you would be able to shed some light. Does Parks and Recreation do an estimate on the amount of people going on these trips or do they actually make the people sign up first and then make the request of us to front the money?

Mr. Baratucci: If you look in here at the description it will tell you how many people and what they are charging each person. For instance at the bottom of page 26 to see Mama Mia on Broadway there are forty three people going at \$105.00 a piece. I am assuming the Program Director at Parks Recreation is charging that \$105.00 per person based on consultation with the company who does the program for us and that charge to them allows us to make a profit. Your right, Ed Chubb or Abby Gruber, the Program Director, would be able to give you more details on how much they make. It is my understanding that on all of these programs that the amount of money that is charged per person is enough to cover our cost and to make a small profit. We are offering this as a service, it does not cost us a lot of money and we make a reasonable small profit. These are pass-through dollars that we pay up front to the group that arranges the programs for us and then the people who go on the programs pay us. That is how we get reimbursed for these things.

Mr. Hartwick: Jeff, is there any way we could ask Parks and Recreation to track man hours that are used in these cases through the trips that are offered so we are not spending more money than we are bringing in and increasing our revenues? I know that was your charge to Parks and Recreation.

Mr. Haste: Actually it is a program they sort of look at all of these as one package. Some of them make a little more money than others. That is why you see everything come through this one company. They are able to work everything through this one company. They unfortunately got away from the practice of using these as a way to try to generate additional revenue over the past years but they are going to increase that. They are looking at other trips that they may be able to book that appear to be popular in ways by which we can make small amounts of money. I think we are going to see more of these. These are the ones that were in the works already.

Mr. Hartwick: So I can get familiar with the practice, this is just shown on the budget as expenditure but they obviously have to show the revenue. How do they do that?

Mr. Haste: There is a revenue code.

Mr. Harwick: I would like to track those for this year because they were low on their revenue side in the past year. Are we responsible for the seasonal tour rental as well from these parks?

Mr. Baratucci: Yes. That is a yearly thing. We use it as we need it depending on how much they get used and how often we need to make the calls and get paid per service.

Mr. Haste: In most cases it is cheaper than putting in a building. There are restrictions. Some of these are in low lying areas where you have difficulty in putting in a system. There are no public systems available so you are getting into those expenses.

Mr. Hartwick: I think that is one of the reasons why I would certainly be opposed of taking over any more additional park facilities and trying to become involved in a great deal more ventures. When I ask who is going to take over these properties and they say that it is not going to be any cost to the county. There are always incidental costs to the county such as maintenance of toilets from everything down the line. I think we should get out of the business of starting to be the rescuer of local municipalities who do not want to deal with any of the maintenance of their parks. Those expenses then end up falling onto the county. That is one of the reasons I do not think we should be out there seeking and getting involved in any future ventures.

Mr. Baratucci: I do know that Parks and Recreation does keep track of their trips and probably could give you a breakdown of each trip like Jeff was saying on how much was made or how much was lost on each trip. I am sure Ed could get you that information and you could see which trip was more profitable than others.

Mr. Hartwick: I will make sure I make that request.

Mr. Hartwick: This packet weighs as much as it costs.

Mr. Baratucci: Any other questions? (There were none.) The beginning of the year packet is always big because everyone has money to spend. There are yearly things that come due too. The January packets are usually very large. Then November and Decembers packets are small because everyone ran out of money. That is just the cycle.

Mr. Hartwick: We should be smart and not do all of these up front and request more from the TRAN to pay for these things. That would be advisable.

Mr. Haste: You will not see this money spent. A lot of these are for contracts that would last through the whole year. Most of this is not spent right away.

Mr. Baratucci: If you go to the last page, there is \$1,202,000,000.00. Believe me though that there is not \$1,202,000,000.00 coming out here this week. Probably 80% of the items on here are just estimates for the year. It enables us to encumber the funds

so they are reserved and can't be spent elsewhere and they are spent as needed throughout the year.

Mr. Haste: Motion to approve the purchase orders as presented?

It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve and execute the purchase order packet; motion carried.

REPORT FROM BUDGET & FINANCE – MIKE YOHE, BUDGET DIRECTOR

- **December 30, 2004** transferred **\$1,535,119.97** to the **Payables** account from the **County's Concentration account** for checks issued that week.
- **January 7, 2005** transferred **\$4,306,621.42** to the **Payables** account and **\$1,925,500.73** 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** **\$122,684.14** rate **2.02%**
- **Balance today in Community Banks investment account** **\$6,000,759.43** rate **2.45%** (This rate is good through 1/31/05)
- **Balance today in Commerce Bank investment account** **\$12,000,810.72** rate **2.60%** (This rate is good through 1/31/05)
- **Balance today in Waypoint Bank investment account** **\$6,013,552.77** rate **2.50%** (This rate is good through 1/31/05)

Mr. Yohe: Those are the new rates for January and I will let you know the ones for February.

Mr. DiFrancesco: Are there any other institutions interested in the business or are we limiting it to these three?

Mr. Yohe: I can reach out to some of the other ones. Normally when I do they are pretty much aware of what we are doing and approach us. Please let me know if there is anyone you want me to reach out to. I met with PNC and they are not interested in this at this stage in the game. I am afraid if we get to diluting it anymore...

Mr. DiFrancesco: I do not know if we want to do that. I want to make sure that we are constantly out there because financial institutions' priorities change and when a bank needs deposits to conduct their business they may be hungrier. At some point during the course of the year we should be closely monitoring if there are other banks that may be interested in our business.

Mr. Yohe: Are we limiting it to just three?

Mr. Haste: I wouldn't do more than that. I think those who are hungry will call.

Mr. Yohe: They are already asking when are taxes coming in?

Mr. DiFrancesco: I think the philosophy we are using. I think it is a good partnership because it provides stability that they are looking for and the rates that we are looking for.

Mr. Hartwick: Not only that but it allows us not to have one bank be the sole individual. We are doing our best to make sure that every bank that has an investment and is investing in Dauphin County is at the table rather than one person feeding at the trough.

Mr. DiFrancesco: I was just curious if the opportunities were offered to other banks.

Mr. Yohe: I have not but I would be happy to if you want me to send something out to someone.

Mr. DiFrancesco: I would hope that those who are hungry call. If not, that is a good sign that we probably do not want to use them.

Mr. Yohe: Next week I should have a presentation on the TRAN results. They are due at the end of this week. We are looking pretty good. We shouldn't have to tap into it until the end of February, if we need to. We have some time.

REPORT FROM CHIEF CLERK/CHIEF OF STAFF – CHAD SAYLOR

Mr. Saylor: On the agenda for Matters Requiring Board Action, if there is agreement, I would like to pull items H, L and I. We need to pull H because there are some errors that need to be corrected. We need to pull L because we are looking at our contractual obligations and what we absolutely need and not need to do before we take action on that one at all.

Mr. Haste: Item L was driven by the IRS.

Mr. Saylor: Yes, the IRS came out and you guys indicated to me to adopt a policy for county personnel to first use cars from the county pool rather than use their own cars. I am going to work with Edgar on that. One thing we have been looking at is do we have a good pool of cars? There are a handful of cars that seem to be assigned to a particular Department and what we would like to do is pull them from the individual Departments and add them to the pool so we can be more accommodating along those lines. The Solicitor has some concerns with Item I.

Mr. Vance: Specifically I have contacted the proposed service provider. It is the same as in previous years. There were some contractual provisions calling for us to be bound by California law and to resolve any problems in California. That did not appear to make a lot of sense. I proposed to them to change that to Pennsylvania. I have sent correspondence to them and am waiting a reply from them. Verbally, however, the sense I got is that they would be amendable to that. I think we should wait for receipt of written confirmation.

Mr. Haste: If you could Chip, I would not want to see service being interrupted on these call boxes.

Mr. Vance: Agreed.

Mr. Hartwick: I ran into some concerns today and I want to address this with the Solicitor' side. We really need to do a thorough job of reviewing these contracts. We have two weeks prior to the actual legislation session and us taking action. Commissioners Haste and DiFrancesco have also voiced concerns that you need to do the necessary comparisons with contracts and provide any of those issues to the Board way before the Legislative meeting. I know things come up but you have two weeks to start to address those issues and pulling things the day of legislative meeting is probably not the best way to handle it. We need to stay on top of these contracts and make sure we are addressing these issues prior to us being asked to vote on them. If we are bringing up these issues at the last minute it really shouldn't be the Commissioners to make sure things are competently done. We should have a report from the Commissioners if there are any concerns way before it is up for Legislative action.

Mr. Saylor: This afternoon at the Dauphin County Agricultural Center the Commissioners are hosting a summit on the issue of the state hospital closing. We have scheduled the State of the County at 5:30 p.m. on February 2, 2005 at the Hilton.

SOLICITOR'S REPORT

Mr. Vance: Nothing to report unless you have questions. (There were none.)

MATTERS REQUIRING BOARD ACTION

- A. Training Packet
- B. Appoint Thomas R. Clark to the Dauphin County Planning Commission. (Term will expire December 31, 2006).
- C. Partial Refund of 2005 County Interim Real Estate Taxes to Robert & Mary Smith, 671 Meadow Rose Ct., Hummelstown, Derry Township, parcel #24-094-042, in the amt. of \$443.28.
- D. Agreement between Dauphin County and Conrad Siegel Actuaries to perform an actuarial loss reserve valuation for Dauphin County.

- E. Approve a Project Modification request for PCCD Grant – Project Safe Neighborhoods Mini Grant (Subgrant #2003-SD-01-14153 in the amt. of \$10,000)
- F. Appoint Linda Shumaker to the Mental Health/Mental Retardation Advisory Board. (Term will expire December 31, 2007)
- G. Appoint Jim Zugay to the Dauphin County Council of Aging. (Term will expire January 12, 2007)
- H. Consultant Agreement between Dauphin County and Terry R. Haines. (Eco. Dev.)
- I. Renewal of Full Service Maintenance Agreement between Dauphin County Parks & Recreation and CWT for Call Boxes at Parks & Recreation.
- J. Adopt Resolution No. 1-2005 establishing a banking relationship with PNC Bank for a MERP Account.
- K. Appoint Rennie Phillips to Ag Land Preservation Board. (Term expires December 31, 2007)
- L. Approve 2005 mileage reimbursement rate to County employees at 40.5 cents per mile.

Mr. Haste: Mike, in regards to Item J. Did you talk to anyone about the Allison Hill Branch?

Mr. Yohe: They assured me the once that Allison Hill branch is up and running the funds will be credited to them. I do not know the time frame but it will be soon. Funds are in New Cumberland right now.

Mr. Haste: Tom Bell from PNC had asked that we would consider supporting the Allison Hill branch. I though it would be appropriate. We have items A, B, C, D, E, F, G, J and K for consideration. Is there anything that needs to be pulled or acted on separately? (There was none.)

Mr. Haste: Is there a motion to approve?

It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve and execute Items A, B, C, D, E, F, G, J and K; motion carried.

COMMISSIONERS' DISCUSSION & ACTIONS

(There was none.)

FORMER BUSINESS

(There was none.)

NEW BUSINESS

Mr. DiFrancesco: I believe the entire Board received this correspondence and it probably happens occasionally that county email is being used for private interest other than county business. Could you make sure Chad at the next Director's Meeting that we restate what the county policy is of using county email and other county resources as well. I will copy this letter for you so you see the impact of people using it for personal use. There is a county policy on the use of email. It should be used for official county business. I think this needs to be relayed from time to time to Directors that they need to be policing within their Department to make sure their employees know what the restrictions are.

I had a meeting last evening with the folks from the Visitor's Bureau. With the changes happening right now with Cumberland County pulling out of the Visitor's Bureau obviously we are trying to decide which direction we need to go. They did come back to us with a sort of needs list in order to keep their doors open with the lack of funding with Cumberland leaving and what it would take. I think the ball is back in our court on what direction we want to go and what we are able to scratch together in terms of obviously their needs, for us to come up with some unbudgeted dollars to keep them a float. We need to discuss this and I believe this is back in our court and we need to decide on what we want to see happen for tourism and outreach for Dauphin County. I will present to the Board what they gave to me.

Mr. Haste: Are we going to have them come in for discussion at some point in time?

Mr. DiFrancesco: They said that whenever we would want them to come in for public participation they would. I said that may be premature because I wanted to give these to you so you can figure out where we are headed and give some thought to this. Then we can have them come in for public discussion and give a presentation. I would assume that would have to happen soon simply because the stability of that operation is up in the air. With Cumberland County leaving they face a significant budget short fall.

Mr. Hartwick: My thought is to have them come in at next week's workshop. Timing is critical and I know we have differing opinions on how we should spend the money and there is no reason why we can't have that debate openly.

Mr. Haste: We should have that next week and make sure those folks are here.

Mr. Saylor: That is Masarro and Rose?

Mr. Haste: Yes.

Mr. Saylor: Maybe we should also have any other interested parties?

All: Yes.

Mr. Haste: This is one of the most detailed packages I have seen from them yet. This is a step in the right direction.

Mr. DiFrancesco: Through this adversity they have impressed me with their responsiveness and openness to work with us. With the challenge before us, I still think Dauphin County can come out stronger through this but we have some tough fiscal decisions to make.

CORRESPONDENCE

Mr. Haste: You have seen on the agenda the correspondence received by the Board of Commissioners this week A-H, which will be handled appropriately by the staff.

- A. Notification from Edward Kraemer & Sons, Inc., indicating they intend to apply to DEP for a general NPDES permit for stormwater discharges associated with construction activities for the ISG Property bordering PA Turnpike between Lower Swatara Township and Steelton Borough.
- B. Notification from Madden Engineering Services, Inc., indicating they intend to apply to Dauphin County Conservation District for a NPDES General Permit for construction activities related to a building site in East Hanover Township.
- C. Notification from CET Engineering Services, on behalf of Lower Paxton Township, indicating they intend to submit to DEP for a general permit #5 for construction of utility line stream and wetland crossings as part of the Township's Nyes Road Pipe relocation project.
- D. Notification from Kairos Design Group, Inc., indicating they intend to apply to DEP for a general NPDES permit for stormwater discharges associated with construction activities for the Manada Court Villas, 7841 Jonestown Road, Harrisburg, PA.
- E. Received a letter from the United States Dept. of Commerce, U.S. Census Bureau indicating they will expand the American Community Survey throughout the nation which will allow them to conduct a short form-only census in 2010.
- F. Received a letter from Herbert, Rowland & Grubic, Inc., in reference to the Multi-Bridge deck rehabilitation project, Bridges No. 6, 54S & 58.
- G. Notification from H. Edward Black & Associates, PC, on behalf of Keystone Custom Homes, indicating the intend to apply to DEP for a general NPDES Permit for stormwater discharges associated with construction activities for a subdivision of 122 residential lots located in East Hanover Township, Dauphin County.
- H. Notification from Pennoni Associates, Inc., on behalf of the Pennsylvania Department of General Services, will be applying to DEP for a NPDES general permit for stormwater discharges associated with a proposed project of a parking garage and new office complex for the Pennsylvania Judicial Center.

PUBLIC PARTICIPATION

(There was none.)

ADJOURNMENT

Mr. Haste: Is there a motion to adjourn?

Mr. Hartwick: So moved.

Mr. DiFrancesco: Second.

Mr. Haste: All those in favor say, aye.

All: Aye.

Mr. Haste: Meeting adjourned. Thank you.

Transcribed by: Kacey Truax

printed 7/13/05