



DAUPHIN COUNTY BOARD OF COMMISSIONERS

LEGISLATIVE MEETING

TUESDAY, JANUARY 14, 2003 (10:00 A.M.)

MEMBERS PRESENT

Jeff Haste
Lowman Henry, Vice Chairman

MEMBER ABSENT

Anthony Petrucci, Secretary

STAFF PRESENT

Robert Burns, Chief Clerk; Julia Nace, Assistant Chief Clerk; Bill Tully, Esq., Solicitor; Marie Rebeck, Controller; Phil Spaseff, Recorder of Deeds; Joseph Kleinfelter, President Judge; Randy Baratucci, Director of Purchasing; Mike Yohe, Director of Budget & Finance; Jim Frandano, Information Technology; Sharon Manton, Director of Personnel; Rick Wynn, Director of Human Services; Mike Pries, Director of Safety and Security; Edgar Cohen, Director of Facility Maintenance; Jennifer Kocher, Director of Communications; Dan Robinson, Director of Economic Development; Anthony White, Director of Fiscal Affairs; Jeff Foreman, Esq.; Bob Knupp, Esq.; Jane Gordon, Commissioners' Office; Kacey Truax, Commissioners' Office; Lena Martinez, Commissioners' Office; Dan Mosel, Human Services; Gary Serhan, Controller's Office; Faye Fisher, Personnel; Sharon Ludwig, Personnel; Garry Esworthy, Risk Manager; Diane McNaughton, Communications; Benn Smith, Economic Development; Steve Howe, Tax Claims; Carolyn Thompson, Court Administrator; Shari Eagle, Information Technology; Jim Albert, Commissioners' Office; Amanda Chmiola, Commissioners' Office.

GUESTS PRESENT

Sondra Mosten, Tom Helsel; Loretta Barbee-Dare; Lou Verdelli, Public Financial Management, David Twaddal, Rhoars & Sinon.

MINUTES

CALL TO ORDER

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

MOMENT OF SILENCE

Commissioner Henry asked that during the moment of silence that we remember former President Judge Lee Swope who passed away yesterday. He is, we believe, the longest serving President Judge in the history of Dauphin County. Mr. Henry asked that we keep his family in our thoughts and prayers. Everyone observed a moment of silence

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance

APPROVAL OF MINUTES

Mr. Henry: We have a number of sets of minutes which will be held over for approval next week when Commissioner Petrucci returns.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

Mr. Henry: Executive Sessions held between meetings, Mr. Burns.

Mr. Burns: Commissioner, there were no Executive Sessions since our last public meeting.

Mr. Henry: Thank you.

PUBLIC PARTICIPATION

Mr. Henry: Public participation for any item that is on the Agenda today. Seeing none we will move on.

DEPARTMENT DIRECTORS/GUESTS

Mr. Henry: Department directors. We have one item. Mr. Verdelli from Public Financial Management.

Mr. Verdelli: I think Mr. Yohe is going to handle that.

- A. Lou Verdelli, Public Financial Management

1. Resolution No. 2-2003 authorizing and directing issuance of a non-revolving Line of Credit to be evidenced by a Tax and Revenue Anticipation Note of this Local Government unit pursuant to the Local Government Unit Debt Act of the Commonwealth of PA.

Mr. Yohe: I'm just going to give a brief summary of why we are here and then we will let Lou take over. Commissioners, what we have proposed here is a line of credit, a tax revenue anticipation line of credit. This is common. It has happened numerous times over the years. We get a little bit low on cash at the end of the year until the tax revenues come in April. In late December our cash in our combined, the General Fund and the other funds, we need to advance Children & Youth, Dauphin Manor, Domestic Relations, and some other funds that we have to advance the funding. The cash balance was down to around \$4 million. Historically we will use up, that balance will drop, from January until the taxes start to come in, anywhere from \$5 million to \$7 million in that 2 1/2 month time frame. Given we only had \$4million obviously this could come into play so we need to set up a safety valve or whatever you want to call it in case we need to use. I don't anticipate using anywhere near the \$10 million that we have set up but there is no extra cost for setting up a \$10 million line of credit.

Lou is here, I had asked him to check into getting some quotes from various banks. I think we checked with 5 or 6 banks. He has a summary here and he will explain the results.

Mr. Verdelli: Good morning, Commissioners. The paper I just handed out has the summary of the five proposals that we received in our office on Friday. As Mr. Yohe mentioned, we were asked to solicit many of the local banks that would be capable of providing a line of credit of this type. The amount of the line of credit was for \$10 million with a maturity date of December 31, 2003 which is standard for a tax revenue anticipation note. One of the things that we did want to put in there after consulting with the administration was a pre-payment provision to make sure that if at any time the County was able to fully payoff this loan and didn't think that they didn't need to have the safety anymore that it could be paid off without penalty and so that was one of the features of all of the proposals.

The proposals were sent out about a week and a half ago along with the financials of the County for the last two years. The results came in on Friday. We have summarized them for you here. Column one shows the five banks that submitted proposals being AllFirst, Citizens' Bank, Commerce Bank, PNC Bank, and Way Point Bank. Column two shows the format that they quote their interest rate and you can see multiple different quote methods there. We pretty much use those indexes to, over in column five, estimate what that rate would have been on Friday based on those indexes. There you can see the various rates on down column five with AllFirst the low at 1.66% and PNC in second place with 2.03% and the others there ranging from 2.37% to 4.25%. Column four is important which shows the fees that the proposals included from the banks, up front. There you can see a very wide range from no charges to set this up to \$10,000 for the Commerce proposal. So we wanted to take into account both of those items, the fees and the rate, and after we discussed with Mr. Yohe what the

amounts were for potential drawn downs in an amount that may be, or rather the time that the money may be outstanding. It was important to do a calculation in column 6 to estimate the monthly interest costs of having money outstanding would be and so we took a number where we assumed that \$5 million was drawn down for one month what does that equate to in terms of these interest rates. In column 6 you can see the amounts there. While AllFirst proposal with its lower interest rate would result in a slightly lower interest expense for the month the fact that their proposal had the \$6500 in up front fees that, depending on how much is actually drawn down isn't necessarily the best offer.

After we consulted several times with the budget folks, we decided that it probably made the most sense to recommend going with PNC with the zero bank fees up front even though the rate is a little bit higher and again that is based on the assumption that if money is drawn down it is anticipated to be outstanding for a very short period of time. Maybe a month or maybe only two months. So paying an extra \$1500 of interest versus the AllFirst proposal will still be a better choice than paying that \$6500 of up front fees for that lower rate. I think the break even is, if you use the \$5 million number as long as \$5 million is not outstanding for more than 4 months you are better off going with PNC. To look at it another way if you drew the whole \$10 million as long as that's not drawn down for two months, you are still better off going with the no fee up front, slightly higher interest rate proposal from PNC. So that would be our recommendation along with your budget office's recommendation would be the PNC proposal. You have a resolution that would accept that proposal and authorize us to move forward. I think we would have in the proposal a closing date of next week so that as soon as next Wednesday you could begin to draw down on the funds if you needed to. Mr. Twadall is available to present the resolution formally to you if you have any questions on that.

Mr. Henry: Commissioner.

Mr. Haste: Mike, how comfortable are you that we are not going to exceed these months, the two or the four months?

Mr. Yohe: 100%. We will pay this back. The taxes will start rolling in mid-March, beginning of April. We will have funds available. Like Lou said, I don't anticipate using at the maximum \$5 million or \$6 million.

Mr. Haste: I think the cross over month is really somewhere in the third month, you don't even get to the fourth month, it is in the third month that starts the cost if we exceed.

Mr. Verdelli: Depending on how much is drawn.

Mr. Henry: So your recommendation and the recommendation of Mr. Yohe is that we proceed through PNC?

Mr. Verdelli: Right.

Mr. Henry: We have a Resolution before us. (A comment was made from the audience about a revised resolution given to the Commissioners but person was not identified for the record.) Is this Resolution No. 2-2003?

Mr. Burns: It is.

Mr. Henry: Resolution No. 2-2003.

Mr. Haste: Commissioner, I move that we adopt Resolution No. 2-2003.

Mr. Henry: Commissioner Haste has moved for the adoption of Resolution No. 2-2003. I will second his motion. Any further discussions or questions?

Mr. Haste: No.

Mr. Henry: All those in favor signify by saying aye.

All: Aye.

Mr. Henry: Gentlemen, thank you for your work.

Mr. Haste: Commissioner, could I ask Mr. Yohe a question?

Mr. Henry: Absolutely.

Mr. Haste: Since we are talking about the line of credit and we are talking about cash flow, I know from my previous years that a cash flow analysis and a cash flow projection and a fund balance projection often times vary. I know that one of the things that we are looking at with this year being a tight fiscal year, we have a fund balance of roughly \$24,000. I know you probably looked at a cash flow for the beginning part of the year for this analysis. I would like to ask that you give me a cash flow analysis for the 12 months so that as we move forward with this budget I have a clear picture of where we are.

Mr. Yohe: Ok. You are correct. I'm sure you have all seen the projection reports that show the \$25,000. That is based on an audited, an estimated audit figure, after Z&A comes in and performs a County audit. Yes, I will do that. In fact I'm working on that right now.

Mr. Haste: I assumed that you probably had it started and I would like to see that carried out for the 12 months.

Mr. Henry: Did I not see a memo from you or from Bob where our pilot payments from the Dauphin County General Authority came in at \$500,000 over what we had budgeted for?

Mr. Yohe: Yes.

Mr. Henry: So that actually gives us a little more breathing room.

Mr. Yohe: There is \$1/2 million that we can identify which I will take into account on this analysis that we would have.

Mr. Henry: It's better than \$23,000. Still awfully tight but good news just the same.

Mr. Haste: Thanks.

SALARY BOARD

The Salary Board Minutes are on file in the Commissioners' Office.

PERSONNEL

Mr. Henry: Now the Personnel packet, Faye.

Ms. Fisher: Good morning, Commissioners. There is an addendum to the Personnel Packet in which you have a copy of behind the green sheet. This is another name switch for the Conservation District.

Mr. Henry: Has this been approved by the oversight Commissioner?

Ms. Fisher: It has been. The rest of the packet stands as presented.

Mr. Henry: We did vote on New Hires one and two, I believe, at the last meeting.

Ms. Fisher: That is correct.

Mr. Henry: So we will need to vote on New Hires number 3 through 8 plus the addendum position. Do I have a motion to that effect?

Mr. Haste: So moved.

Mr. Henry: I will second. Any comments or questions, Commissioner?

Mr. Haste: No.

Mr. Henry: All those in favor signify by saying aye.

All: Aye.

Mr. Henry: Ok.

OVERTIME

Ms. Fisher: The Overtime report for pay period 26 stands as presented.

Mr. Henry: Do I have a motion to accept the Overtime report?

Mr. Haste: So moved.

Mr. Henry: Second. All those in favor signify by saying aye.

All: Aye.

Mr. Henry: Thank you, Faye.

PURCHASE ORDERS

Mr. Henry: Mr. Baratucci.

Mr. Baratucci: Since last week we did have three additions to the packet. I will point those out. The first one is on page 2. This is a contract that is in your Matters Requiring Board Action today. Patricia Kuharic has been working with us for awhile on the fixed assets and capital assets compliance with GASB. We are basically renewing her contract for 2003 to have her continue that work. We added a purchase order in here so that when the contract is approved we can pay her.

On page 7 the very first item there is a service agreement for elevators in the administration building. That is a five year agreement that we signed when the building was turned over to us. This is just again, the purchase order to cover the payments for 2003. That just didn't get here in time to be in last week's packet but again we need to make January's payment so that is why that was added.

On page 25, there is some furniture that was purchased for the Clerk of Courts office in the renovations at the Courthouse. We did do a PO for that back in November and the vendor who was selected back then declined to honor their quotation so we needed to find another vendor who would. We did. This is just a replacement purchase order for one that was already approved in November to the new vendor at the same pricing.

So those three have been added since the Workshop. In addition since the Workshop, the budget figures are now on the report. In keeping with the theme of, "is it in the budget?", the ones that showed an over budget here, I have contacted all of the departments and I have also sat down with Mr. Yohe and all but one there will be money transferred to cover the short falls. The one is on page 7. That was to purchase 40 chairs for this room here but there was no money in the budget for this. My understanding is from talking to Edgar that the red chairs that you see belong to someone else. By the end of January they need to go back. So we were anticipating

buying 40 more chairs to add to the green chairs but again it was not budgeted for. That fell victim, I assume, to some of the cuts and in lieu of not having the money to do that we are just going to pull that purchase order at this time and we will have to figure out how we are going to get some other chairs for the times when we have an overflow. So we are pulling that one item on page 7. All the rest have been adjusted with those three additions. If you have any questions I will answer them. Otherwise, that is the packet that is before you for your approval.

Mr. Henry: So the chairs have been removed from the report?

Mr. Baratucci: Yes and not approve a purchase order for those.

Mr. Henry: Surely there must be some chairs somewhere around here that we can use.

Mr. Baratucci: I think that is the plan. I know Edgar is going to work on that.

Mr. Henry: Ok. Do I have a motion to approve the purchase orders?

Mr. Haste: With the chairs removed, so moved.

Mr. Henry: I will second that with the chairs removed. Any additional questions or comments?

Mr. Haste: No.

Mr. Henry: All those in favor signify by saying aye.

All: Aye.

Mr. Henry: Thank you, Randy.

REPORT FROM BUDGET & FINANCE – MIKE YOHE, BUDGET DIRECTOR

Mr. Henry: Report from Budget & Finance. This is your day, Mr. Yohe.

Mr. Yohe: For Mr. Haste's benefit this is our investment report which highlights the outstanding investments and some of the financial activity that has taken place in the last several weeks. It has been awhile since I have given one of these reports and four pay out weeks have passed since my last report. The first was on December 20th. It was a non-pay week. We had to fund payable checks for that in the amount of \$206,538.89. December 27th was a payroll week. Typically, if Jeff remembers from his previous tenure here, we save most of the outstanding bills for the pay weeks. We pay large payouts every other week. So on December 27th our payables were \$5,792,315.45. Payroll that week was \$1,731,985.70. On January 3rd, I misspoke, there was only three because on January 3rd we chose not to fund any checks, not to issue any payable checks that week. This past Friday on the 10th, another payroll week,

we had \$5,104,426.96 to payables and \$1,906,653.41 to payroll. Normally there is only two payout weeks between my reports.

We have no term investments outstanding right now. That would be CD's, Treasury Bills of that sort. We have three money market accounts that we are currently using. I have phased out the first two so most of the money is at Northwest which is by far the most attractive rate. I'm keeping some money in Invest at the account at the State in the amount of \$119,893.64. We are getting a rate of 1.28% on those funds. I'm keeping that open because for the last five, six, seven years that has been our best liquid account. So I am hesitant to take that completely out. First Union was a money market account that we established earlier this summer. They were offering a much better rate than Invest at the time so we opened an account there. Since that time their rates have fallen so now we only have \$144,957.73 in that account and that is currently paying 1.61%. Then Northwest is our main money market account now and we have \$17,267,199.97 at a rate of 2.5%. The reason that rate is so much higher than the others, it was a promotional deal that we entered into. It is good until June 30th. So come June 30th we are going to have to make some decisions. Again First Union, I suspect come June 30th is still going to be higher than Invest because of the way they set their rates based on the different indexes that they are using. So that is why I am keeping those two open. Come June 30th we will have to make some decisions and then CD's will probably roll back into the picture. Right now the best I can get on a CD is about 1.7%.

Mr. Haste: How often do you go out to the market? When these come due?

Mr. Yohe: On June 30th when Northwest's rate goes away then we will go out every week as the money becomes available. I will be checking with CD's, Treasury Bills and all those different vehicles. Right now nothing, I know we don't like to invest all our money in one place but the rates just warrant it right now. We are getting 50%-60% higher at Northwest than what we are getting at the other two.

Mr. Haste: When you go out, all local banks get an opportunity to bid?

Mr. Yohe: Yes.

Mr. Henry: Since we have \$17 million in that bank are we FDIC insured?

Mr. Yohe: Yes.

Mr. Henry: That seems like a large amount of money to have in one financial institution. We are covered by FDIC?

Mr. Yohe: Yes.

Mr. Henry: That \$17 million is available for us to draw down on between now and tax revenue coming in, correct? Or are we anticipating expending more than \$17 million before that revenue flow?

Mr. Yohe: \$17 million is the combination of the 30 County funds.

Mr. Henry: All of them accumulated.

Mr. Yohe: Yes.

Mr. Henry: So we can't access all of that money between now.

Mr. Yohe: We can but our accountants would frown upon that.

Mr. Henry: We don't want frowning accountants do we? On the one hand we just approved taking out a tax anticipation revenue note in order to tide us through until the collections come in a couple of months. On the other hand we have \$17 million in the bank which sort of raises the question, if we have \$17 million in the bank what is the need for that note?

Mr. Yohe: The funds that are affected by the Tran we have a combined total of \$4.9 million today.

Mr. Henry: In those funds.

Mr. Yohe: Of that \$17 million plus the two \$100,000, say roughly \$17.5 million that we have in total County liquid assets we have only \$4.9 million that the General Fund can draw against.

Mr. Henry: So the \$17 million isn't totally liquid.

Mr. Yohe: It's totally liquid but it is all separate.

Mr. Haste: Even with every other week of \$5 plus million.

Mr. Yohe: The numbers you see me read off, are for all 30 funds.

Mr. Haste: If you take the 10 and the 17 you have 27 and if you have payouts of \$5 plus million every two weeks it doesn't take a long time to eat that up. And revenues will start coming in when?

Mr. Yohe: Tax revenues, mid-March. They start coming in real heavy the last week of March, the first two weeks of April.

Mr. Haste: So we have about 10-11 weeks where we have to watch it.

Mr. Yohe: As I mentioned earlier, the cash position normally in the General Funds will drop anywhere from \$5-\$8 million depending on when the checks come from, particularly for Children & Youth, Dauphin Manor, they get reimbursement checks that we are waiting on.

Mr. Henry: Thank you.

REPORT FROM CHIEF CLERK/CHIEF OF STAFF – ROBERT BURNS

Mr. Henry: Report from Chief of Staff, Mr. Burns.

Mr. Burns: Commissioners, I have two items today. First you may recall back in 2001 the County entered into an agreement with Benchmark Solutions, a company who monitors our natural gas bills. We don't pay them anything unless they recover funds for us and then they get a percentage of what they recover. They have determined that at the Prison we have been billed an incorrect tariff by UGI and we will be getting a refund of \$19,335. So while it doesn't rise to the level of the General Authority pilot payment, none the less it helps the reserve somewhat. We will follow up on the receipt of that check.

Mr. Haste: If you do that every week, we'll keep you.

Mr. Burns: Second, I would ask the Commissioners to consider tabling item J on today's Agenda. That is the establishment of the Courthouse Renovations Committee. I discussed it with Mr. Tully and he has talked to the solicitors about it. As proposed by Commissioner Petrucci, we think that will raise some issues relative to the Sunshine Laws, since all three Commissioners are proposed to serve on that committee. So rather than revise that proposal today, in deference to Commissioner Petrucci, we would like to table that to consider reconstituting that committee.

Mr. Tully: In other words we have a choice of either going to a public format which would perhaps somewhat awkward considering some members of the Board or we might want to go with only having one Commissioner present at any one of those particular meetings. You could even rotate among the Commissioners. Any time we have two or more Commissioners at such a structured meeting I think we have Sunshine implications which I am not comfortable with the Board going forward at this time without that being resolved.

Mr. Haste: What is the problem with making that part of our Workshop Agenda and as long as it meets the President Judge's approval,

Mr. Tully: That is the issue that really has to get resolved before we actually convene a meeting.

Mr. Haste: I think it is probably a good thing to table it until we are able to discuss it. I would just as soon see this brought and discussed at the Workshop Meeting. As far as

I'm concerned, as far as the nitty-gritty details, Mr. Burns is quite capable of negotiating. I think he knows the Board's position. I think when it comes to the actual meeting if we make that part of the Workshop and just add that as part of it, I think we then don't have a Sunshine problem. It is probably best, the more folks know about it the better off we all are.

Mr. Burns: Commissioner, you might recall, initially we had tried to get a meeting together for today of that committee in a public forum but we couldn't get everybody's schedules available. So I think that was the intent to have public meetings.

Mr. Henry: We will withdraw item J from today's Agenda.

Mr. Burns: That's all I have today.

MATTERS REQUIRING BOARD ACTION

Mr. Henry: We typically take the Training packet separate. Why don't we act on that? Item A under Matters Requiring Board Action, we voted on item 1 at the Workshop. I take it there has been no additions

Mr. Burns: That is correct.

A. Training Packet

Mr. Henry: So we have before us items 2 through 19 for approval. Do I have a motion?

Mr. Haste: So moved.

Mr. Henry: Second. Any discussion? All those in favor signify by saying aye.

All: Aye.

Mr. Henry: That takes us to items B through Z.

B. Approval of FY02/03 Per Diem Rates between Children & Youth Agency and:

- | | | |
|----|---|---|
| 1. | Silver Springs-Martin Luther School
Residential Treatment (JCAHO) | \$264.75/day |
| 2. | National Center on Institution & Alternatives
RTF-Edgar St. Residence (Treatment, Rm & Bd)
RTF-Edgar St. Residence (Rm & Bd only)
Personal expenses & allowances | \$211.17/day
\$ 77.19/day
\$ 1.10/day |
| 3. | Keystone Children & Family Services, Inc.
Reynolds Lane CRR-Rm & Bd | \$ 65.74/day |
| 4. | Holpen Village, Inc.
Group Home
Transitional Living | \$160.00/day
\$160.00/day |
| 5. | Center for Applied Management Practices
PA Parenting Program Grant Proposal Prep. | \$5,000.00/yr |

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|----|---|--------------|
| 6. | Christ's Home, Inc.
Residential Services | \$123.92/day |
| 7. | Cornell Abraxas Group, Inc.
Day Treatment-snow day | \$ 20.93/day |

C. Real Estate Tax Refunds:

1. Partial refund of 2002 Real Estate taxes to ESL Incorporated Trust, 2 & 22 N. 2nd St. & 119 Strawberry St., Harrisburg, parcels #03-003-017, 03-003-021 & 03-003-043, in the amt. of \$35,500.03.
2. Partial refund of 2002 Real Estate taxes to John H. & Elizabeth M. Cook, 71 Dividing Ridge Rd., Wayne Township, parcel #67-005-039, in the amt. of \$202.64.
3. Partial refund of 2002 Real Estate taxes to Joan K. & Harold D. Heberling, 311 Vine St., Williams Township, parcel #72-006-025, in the amt. of \$96.35.
4. Partial refund of 2002 Real Estate taxes to Harman Stove Company, Mountain House Road, Jackson Township, parcel #32-003-079, in the amt. of \$1,110.54.
5. Partial refund of 2002 Real Estate taxes to Joseph G. & Thomas W. Strite, 1000 Strites Rd., Lower Swatara Township, parcel #36-002-001, in the amt. of \$1,663.82.
6. Partial refund of 2002 Real Estate taxes to Joseph G. & Thomas W. Strite, 1000 Strites Rd., Swatara Township, parcel #63-035-023, in the amt. of \$84.43.
7. Partial refund of 2002 Real Estate taxes to Anthony A. & Brenda J. Pascotti, 590 Fox Lane, Middle Paxton Township, parcel #43-032-020, in the amt. of \$1,241.66.
8. Partial refund of 2002 Real Estate taxes to Jean L. Mogel Trust, Eisenhower Blvd., Lower Swatara Township, parcel #36-007-059, in the amt. of \$194.69.
9. Partial refund of 2002 Real Estate taxes to David B. & Georgette Sinclair, 243 & 245 Union St., Millersburg, parcels #45-003-031 & #45-003-032, in the amt. of \$95.89.
10. Partial refund of 2002 Real Estate taxes to Michael D. Lamereux, 1161 & 1163 N. Derry St., & 18 N. 13th St., Harrisburg, parcels #09-043-001; 09-043-002; & 09-013-016, in the amt. of \$86.41.
11. Partial refund of 2002 Real Estate taxes to Dean R. Hooper, Jr. & Karyn Hawkins-Hooper, 1071 Ridgecrest Rd., Derry Township, parcel #24-083-152, in the amt. \$250.18.

D. Grant Agreement between Dauphin County Conservation District and PA Dept. of Environmental Protection for Phase I Watershed Stormwater Management Plan Grant, *Spring Creek West* designated watershed.

E. Consultant Contract between Dauphin County Conservation District and Skelly and Loy, Inc., for the *Paxton Creek Act 167* Stormwater Management Plan NPDES Phase I.

F. Agreement between Dauphin County Conservation District and Herbert, Rowland, & Grubic, Inc., for *Engineering Services* for the *Mid-Dauphin Watersheds Act 167* Stormwater Management Plan for a fee of \$10,023.35. (Fishing Creek, Stoney Creek, Clark Creek, Powell's Creek, Armstrong Creek, and Gurdy Run)

- G. Contract between Dauphin County Conservation District and the PA Dept. of Environmental Protection for *grant funding of Phase II Watershed Storm water Management Plan* Grant/Susquehanna River, Clark Creek, Stony Creek, and Fishing Creek.
- H. Approve a request by Ronald McDonald House Charities for exoneration of Year 2002/03 school real estate taxes levied on parcel #24-029-010, 733 West Governor Road, Hershey, effective Jan. 1, 2002, in the amt. of \$570.91.
- I. Real Estate tax refund to Deborah Fedor, Tax Collector for Dauphin Borough in the amt. of \$525.67. (Overpayment by tax collector)
- J. Establish a Courthouse Renovations Committee consisting of the three Commissioners, President Judge, Director of Fiscal Affairs and Chief of Staff. The Committee shall advise the Commissioners on all decisions relative to the Courthouse renovations.
- K. Proposal from Zelenkofske & Axelrod, LLC reflecting a wider scope of duties for the audit of Dauphin County for the year ended 12/31/02 and subsequent years. The increased scope of work will result in an increased cost to the county of between \$16,000 to \$20,000 per year.
- L. Addendum to Agreement between Dauphin County and Patty Kuharic to assist with the compliance of GASB 34.
- M. Subordination Agreements with the following individuals for the Affordable Housing Program:
 - 1. Brian K. Buchanan for property located at 2100 Forster St., Harrisburg.
 - 2. Warren D. Wheeler and Octavia Wheeler for property located at 2101 Kensington St., Harrisburg.
- N. Satisfaction Piece with Daniel K. Trace for property located at 579 Stikle St., Steelton, payoff amt. is \$2,871.00. (Affordable Housing Fund)
- O. Worker's Compensation Self-Insurance Loss Reserve Valuation Consulting Services between Dauphin County and Conrad M. Seigel, Inc.
- P. License Agreement with Harristown Development Corporation with respect to a communications network Dauphin County wishes to erect on the rooftop of the State Office Tower in Strawberry Square.
- Q. ATX Proposal for Long Distance Telephone Service for the County.
- R. Addendum to Professional Services Contract between Dauphin County Community and Economic Development and Mullin & Lonergan Associates, Inc., to perform additional work related to the Five Year Consolidated Plan.
- S. Lease Agreement between Dauphin County and Washington Township for D. J. Rebecca Margerum's Office.
- T. Adoption Assistance Agreements:
 - 1. #2002-20
 - 2. #2002-21
 - 3. #2002-22

- U. Purchase of Service Agreement for FY02/03 between MH/MR and William M. Shreve, Esq.
- V. Addendum to FY01/02 Purchase of Service Agreements between MH/MR and:
 - 1. Northwestern Human Services of Susquehanna Valley d/b/a Susquehanna Developmental Services. (Amendment #1)
 - 2. Bonnie Glass (Amendment #1)
- W. Purchase of Service Agreements for FY02/03 between Children & Youth and:
 - 1. Glade Run Lutheran Services
 - 2. Tressler Lutheran Services d.b.a. TresslerCare
 - 3. Evergreen Youth Services, Inc.
 - 4. Baptist Children's Services
 - 5. Northern Home for Children
 - 6. YMCA Harrisburg Area East Shore Branch
- X. Addendum to FY02/03 Purchase of Service Agreements between Children & Youth and:
 - 1. Pyramid Healthcare, Inc. (Amendment #1)
 - 2. Bradley Center, Inc. (Amendment #1)
 - 3. Cornell Abraxas Group, Inc. (Amendment #1)
 - 4. Community Action Commissioner (Amendment #1)
 - 5. National Mentor Health Care, Inc. (Amendment #1)
 - 6. Pyramid Healthcare, Inc. (Amendment #2)
 - 7. Keystone Service Systems, Inc. d.b.a. Keystone Children & Family Services (Amendment #3)
- Y. Appoint Marsha Paskevich as Tax Collector for Gratz Borough to collect the County's real estate taxes. Ms. Paskevich will finish out the term vacated by Leah Shade who resigned effective Jan. 31, 2003.
- Z. Agreement between Dauphin Manor and Career Masters to provide an Administrator and Assistant Administrator for Dauphin Manor.

Mr. Haste: We already have item J on hold. I would ask that we hold F. The only reason for that, F is with my former employer and even though I no longer am employed by Herbert, Rollin & Grubic I would like to not be in a position of someone, even though I had nothing to do with this contract from this side, I helped prepare it on the other side. I would prefer not to vote on that so I would ask that we hold that until Commissioner Petrucci is here to review it.

Mr. Henry: Correction on item Z. Our job search is not for Administrator and Assistant Administrator but for Director of Nursing and Assistant Director of Nursing. We continue to experience difficulty recruiting RN's and Nursing personnel which is an industry-wide difficulty and we are in need of some immediate assistance.

There were also questions relative to item K at the last meeting. The increase scope of work for Z&A. Mr. Burns, have we resolved those?

Mr. Burns: I think that one is resolved, Commissioner, in that you'll remember that there was another proposal from Z&A for Drug & Alcohol that was a little bit more questionable and that one is not on today's Agenda. Item K, Z&A did a pretty good job of informing us back at the beginning of last year that item K would be coming.

Mr. Haste: The one I had questioned is not on the Agenda now. It was the one where they wanted to bill \$17,000 for doing the Drug & Alcohol audit. My question was, they would be doing the Drug & Alcohol audit anyhow at the end of the year, and this was just moving it up. I didn't see the justification for paying \$17,000 and/or if it becomes an issue and the budget is real tight, how critical is it that we have that audit at that point in time? I think that was pulled waiting to hear some answers.

Mr. Burns: Correct, Commissioner. Mr. White has met with Z&A and will have a report for you perhaps later today on the status of that item.

Mr. Henry: You are ok with item K?

Mr. Haste: Yes.

Mr. Henry: So we have items B through E, tabling item F, items G, H, I, tabling item J, K through Z. Do I have a motion to approve those items?

Mr. Haste: So moved.

Mr. Henry: Second. Questions or discussion? All those in favor signify by saying aye.

All: Aye.

Mr. Henry: Thank you.

FORMER BUSINESS

Mr. Henry: I see no items listed under former business.

NEW BUSINESS

Mr. Henry: No items listed under new business.

COMMISSIONERS' DISCUSSION & ACTIONS

Mr. Henry: Which brings us to our favorite part of the Agenda, Commissioners' discussions. Commissioner Haste, do you have any items you wish to bring up under Commissioners' discussions?

Mr. Haste: No, I already, my main concern was the budget and I already asked Mr. Yohe that earlier.

Mr. Henry: Neither do I anything under Commissioners' discussions.

CORRESPONDENCE

- A. Notification from the Capital Area Greenbelt Association, Inc., indicating they are filing an application to DEP for a water obstruction and encroachment permit regarding proposed activities to be performed under I-83 bridge over Paxtang Avenue near the Spring House, Swatara Township, Dauphin County.
- B. Notification from Herbert, Rowland & Grubic, Inc., on behalf of Susquehanna Township, indicating they will apply to DEP for an NPDES Permit for discharges of stormwater from construction activities for Susquehanna Township Building addition, Susquehanna Township, Dauphin County.
- C. Notification from Herbert, Rowland & Grubic, Inc., on behalf of Susquehanna Township, indicating they will apply to DEP for a water obstruction and encroachment permit for Capitol Area Greenbelt improvements in Susquehanna Township, Dauphin County.
- D. Notification from York Building Products Company, Inc., indicating they intend to apply to DEP for a NPDES permit for the Harrisburg Building Units Div., 325 Fulling Mill Road.
- E. Notification from Stetler SagaX Consulting, on behalf of Luther Harvey, indicating they are filing a Notice of Intent for Coverage under the General NPDES Permit for discharges of stormwater associated with construction activities at 39 A Scout Lane, Hummelstown, Dauphin County.
- F. Notification from Harrisburg International Airport Authority indicating they intend to apply to DEP for a permit concrete support structure for a timber structure supporting the airport instrument landing system at the Harrisburg International Airport, Lower Swatara Township, Dauphin County.
- G. Notification from the Civil & Environmental Design Group, on behalf of East Hanover Township, indicating they intend to apply to DEP for a Joint Application for PA Water obstruction and Encroachment permit and US Army Corps of Engineers Section 404 Permit for the South Meadow Lane Bridge replacement located in East Hanover Township, Dauphin County.
- H. Notification from CET Engineering Services, on behalf of Lower Paxton Township, indicating they intend to submit an application to DEP for a Water Obstruction and Encroachment permit relative to the relocation of a section of sanitary sewer to accommodate the PennDOT Union Deposit Road bridge project, Lower Paxton Township, Dauphin County.
- I. Notification from the Hemlock Girl Scout Council indicating they intend to submit a renewal application to DEP for discharge of sewage from a wastewater treatment system to serve Camp Small Valley, located in Jefferson Township, Dauphin County.
- J. Notification from Skelly and Loy indicating they intend to submit an application to DEP for construction of bridge over Armstrong Creek the Williard Stream crossing, Jackson Township, Dauphin County.
- K. Notification from Grove Associates, on behalf of Capital Baptist Church, indicating they intend to apply to DEP for a General NPDES Permit for construction of

Church with driveway, parking facilities, recreational facilities, and stormwater management controls, West Hanover Township, Dauphin County.

- L. Received a copy of a letter from DEP regarding Harrisburg Incinerator & Transfer Station regarding the August 13, 2002 Public Hearing.
- M. Received notification from the PA Historical & Museum Commission indicating the Millersburg Passenger Rail Station of Millersburg, PA was listed in the National Register of Historic Places on November 27, 2002.

PUBLIC PARTICIPATION

Mr. Henry: Any additional Public participation? Any members of the public wish to address the Board of Commissioners?

ADJOURNMENT

Mr. Henry: Seeing none, I'll move for adjournment or ask for a move for adjournment.

Mr. Haste: I move for adjournment.

Mr. Henry: Thank you, Commissioner. Thank you, all.

Transcribed by: Shari Eagle
January 14, 2003

Respectfully submitted,

Robert Burns, Chief Clerk/Chief of Staff
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