



## **DAUPHIN COUNTY BOARD OF COMMISSIONERS**

### **Commissioners' Legislative Meeting**

**Wednesday, January 28, 2004 (10:00 AM)**

#### **MEMBERS PRESENT**

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

#### **STAFF PRESENT**

Shari Eagle, Information Technology; Sharon Ludwig, Personnel; Kay Sinner, Personnel; David Schreiber, Personnel; Jen Kocher, Director of Communications; Faye Fisher, Director of Personnel; Richie Martz, Commissioners' Office; Kacey Truax, Commissioners' Office; Jena Wolgemuth, Commissioners' Office; Julia E. Nace, Assistant Chief Clerk; Randy Baratucci, Purchasing Director; Edgar Cohen, Facility Maintenance Director; Mike Yohe, Budget Director; Rick Wynn, Human Services; Bob Knupp, Solicitor's Office, Bruce Foreman, Solicitor's Office, Melanie McCaffrey, Solicitor's Office; Gary Serhan, Controller's Deputy Director; Steve Chiavetta, Registration and Elections Director; Phil Intrieri, Deputy Court Administrator; Marie Rebuck, Controller; Bob Dick, Treasurer; C. Doran Vance, Assistant Solicitor; Bob Burns, Chief Clerk; Mike Pries, Security Director; Judge Kleinfelter, President Judge; Diane McNaughton, Communications; Garry Esworthy, Risk Manager; Donna Price, Controller's Office; Tom Guenther, IT Director.

#### **GUESTS PRESENT**

Mike Kustler; Darnell L. Williams.

#### **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: First, we have approval of the minutes. We have January 5<sup>th</sup>, 2004 Organizational Meeting and January 7<sup>th</sup>, 2004 Workshop Meeting minutes, is there a motion to approve?

Mr. DiFrancesco: I make a motion to approve.

Mr. Haste: Is there a second?

Mr. Hartwick: I second it.

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

All: Aye.

Mr. Haste: Motion carries.

## **EXECUTIVE SESSIONS HELD BETWEEN MEETINGS**

Mr. Burns: Mr. Chairman there were no Executive Sessions since the last public meeting.

## **PUBLIC PARTICIPATION**

Mr. Haste: Is there anyone in the audience that would like to address the Board of Commissioners at this time? (There was none.)

## **DEPARTMENT DIRECTORS/GUESTS**

Mr. Haste: Are there any Department Director's who would like to address the Board at this time? (There was none.)

## **PERSONNEL**

Ms. Sinner: I have no changes to the Personnel packet presented last week. I do have an addendum for this week. I'm sorry regarding the changes listing from last week, Item #11:

Mr. Hartwick: We have addressed that.

Mr. Haste: Because of what we did in Salary Board.

Ms. Sinner: That's what I thought. Going on to the addendum that I presented for this week, we have a vacancy request to be filled in the Controller's office due to the transfers. The changes listing shows the two transfers that are occurring.

Mr. Haste: If I could just note, I should have done it earlier, but just so that everyone understands, item C under the Salary Board shows that we have the fortune of having Noel Falk, the Plant Doctor, coming on board with Dauphin County. The Plant Doctor retired from his position as a Department Head at Messiah College. He now has time on his hands and has expressed an interest and has a love of Wildwood and Fort Hunter and has offered to come on board to basically step up the efforts of Friends of Wildwood. He'd like to help make that an organization similar to that of the Friends of Fort Hunter and to work with our school programs and any other programs we deem necessary in his field of expertise. I've already had conversations with the Conservation District and some of their Master Gardeners want to use his talents for their program. So, I think that is a nice honor for the County to have someone of his stature come on board to help us out with that program.

Ms. Sinner: That's great.

Mr. Haste: I'd suspect if you listen to his programs on Saturday mornings, he'd put some plugs in for us every now and then.

Mr. Hartwick: I would agree.

Mr. Haste: Is there a motion to approve the Personnel packet as presented by Ms. Sinner? Again, remember item #11 was pulled because of the Salary Board actions.

Mr. DiFrancesco: I'll make the motion.

Mr. Haste: Is there a second?

Mr. Hartwick: Second.

Mr. Haste: Any further discussion? All those in favor say, aye.

All: Aye.

Mr. Haste: Motion carries. Thank you Ms. Sinner.

## **PURCHASE ORDERS**

Mr. Haste: Mr. Baratucci.

Mr. Baratucci: The purchase order packet for this week, first of all there are still, as Commissioner DiFrancesco noted and I've got to commend him, he took note to my instructions and every week he calls me and tells me there are little stars on here showing over budgets. You have been keeping Mike Yohe so busy with other issues he hasn't had a chance to go in and make these line item adjustments. He assures me that all of these departments have money in their budgets to cover the ones that are starred in there and eventually when you guys cut him a break, he will get in there and make all of the adjustments so that there won't be any little stars. They are all okay budget-wise, that was the first thing I wanted to mention. Secondly, we did add a couple items since the workshop. On page 3 there are two items at the bottom, they are from my office, those are the purchase orders necessary to pay our bills as they come in for our yearly office/computer supply contract. We awarded the bids. These two companies are the ones that received the bids for the office/computer supplies. What we do on some of the others is, we issue one purchase order at the beginning for one lump sum amount and as we get our orders in off of that contract we pay against them. So again, those are examples of items that are showing a large dollar amount, but the money is not actually going out all at this time. It will be paid as we get the bills in. I added those two because we have started to order off that new contract and I wanted to be sure that we could pay them. In addition on page 31 where there was an emergency need out at Spring Creek, I believe Mr. Cohen spoke to Commissioner DiFrancesco about it, there was a compressor that needed to be purchased for Spring Creek, so we did add that into the packet so we could get a purchase order done for that. So those 3 items were added since last time, otherwise everything is presented as it was at the workshop. It is here for your approval. If there are any questions I can answer them. I did forget one thing that Commissioner Haste had asked last week about some of the equipment items and I did discuss that with Mr. Yohe. He assured me that any equipment items that are on here are not going to be effecting the cash flow situation. They are either from grants where we had already received the money or they are fiscal year funds where the money has also already been received and will not be affecting the General fund balance issue. Those should all be okay, but I will be monitoring any that do come in for the General fund and passing on your request to hold until April if we get any of those. I don't know if you have any other questions, relative to the packet.

Mr. DiFrancesco: Mr. Chairman I have a comment to make to the Board with everything that is happening at Spring Creek now, our director of Maintenance is stepping in out there to oversee the operations. As far as maintenance, there are some things that are going to come up on the purchase order report from time to time, we are making our best effort to shift things around but there are some things that have not been addressed and need to be addressed, so you may see that when we are moving money from certain places just to cover the capital needs in other places.

Mr. Haste: Understandable. Is there anything else?

Mr. Baratucci: Nope, if you don't have any questions, it is there for your approval.

Mr. Haste: Is there a motion to approve the purchase orders?

Mr. Hartwick: I make a motion to approve the purchase orders.

Mr. DiFrancesco: Second.

Mr. Haste: Any further discussion? All those in favor say, aye.

All: Aye.

Mr. Haste: Motion carries.

### **REPORT FROM BUDGET & FINANCE – MIKE YOHE, BUDGET DIRECTOR**

Mr. Yohe: Commissioners, I actually have two items that I am going to report on this morning. The first is the investment report. As you can see the last time I gave this report there were 5 different payout weeks due to the meeting schedule that we had. Now we are back to normal, we have had two payout weeks since our last meeting. On January 16<sup>th</sup> it was a non-payroll week and again, you'll see we only transferred \$350,873.87 to payables. That falls in line with our normal cycle where on pay weeks we have large payouts, on the off weeks we have small payouts. This past Friday on January 23<sup>rd</sup>, it was a payroll week, so we had \$8,591,650.02 transferred to payables and \$1,872,998.09 to payroll. Again that is a more typical sequence that you will see throughout the year. Today we have no term investments. In my comparison account at the state invest account we have \$121,239.72 and we're getting a .98% on those. Northwest, we cleared most of that money out, there's still \$1,204.16 at a rate of 1.4%. We'll clean all of that out, although there is still interest owed, but we'll clean that out with one transaction at the end of the month. We have our main account now, still at Community Banks, where we have \$22,921,462.26 and we are getting 2% interest on that account. Again, we will be getting the Commerce account up and running within the next few weeks. Note on the TRAN status, we made it through the first two payrolls without having to dip into it. I checked this morning; we have \$323,000 today in the General fund. With almost certainty, we are going to have to dip in it next Friday.

### **Report from the Office of Budget & Finance January 28, 2003**

- **January 16, 2004** transferred **\$350,873.87** to the **Payables** account **from the County's Concentration account** for checks issued that week.
- **January 23, 2004** transferred **\$8,591,650.02** to the **Payables** account **and \$1,872,998.09** 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 \$121,239.72 rate 0.98%**
- **Balance today in Northwest Savings Bank Money Market account \$1,204.16 rate 1.40%**

**Balance today in Community Banks Money Market account \$22,921,462.26 rate 2.00%**

Mr. Haste: You will keep us updated on that?

Mr. Yohe: Yes.

Mr. Haste: Do you have an update on our finance team?

Mr. Yohe: Yes, which is what I am moving into.

Mr. DiFrancesco: Before we move on, I just want to ask one question. Did we resolve the issue on the collateral? We had a question on whether or not every thing was in place as far as collateral and I'm not sure if this is a question posed for the Solicitor's Office or the Budget Office. The money that was on deposit in the banks.

Mr. Yohe: Yes, we will be getting a letter stating the amount of collateral that they are holding. The two institutions we need are Waypoint and M&T. All of the accounts that you are seeing where we invest any money like Northwest or Community Banks, I get monthly statements on those, and they are actually sending them out just for investment purposes. That's already a part of the process; they send me a monthly account of all the collateral that is being held.

Mr. DiFrancesco: Okay, thank you.

Mr. Haste: For all of you who are not aware, or may be reading these minutes at a future date, this is referring to the depositories that the county has designated, and the need for collateral from them.

Mr. Yohe: Last week we gave the finance team approval to proceed. They were looking at several different options at the time. Being a one-year scoop-out in order to relieve the pension bond hold that could be in the budget if we don't move forward with the pension bond. The second, was an all encompassing general restructuring of most of the county debt. We're on a fairly tight time frame to meet the one-year scoop-out, which is a guaranteed amount, we know what the risks are, the other one included scooping out this years, next years, involving some swaps in that. Producing an overall reshaping of all of the county finances. We met and talked it over with Lou Verdelli with PFM. Commissioner Haste and I met and spoke about how we want to proceed. We came to the conclusion that we need to address the whole with the pension bond immediately and we're running out of time do to that. This one-year scoop will more than meet that need. It will actually give us about 1 million and a half more relief than what a pension bond would do. I didn't feel that we should be rushing into the overall

restructuring including the swaps until everybody was familiar with what we were proposing. They do have certain risks associated with them. This, we know what the risks are, what the cost is, we know how it is going to impact everything. It doesn't preclude us from doing any of the overall restructurings that are still on the table. My suggestion was, and Commissioner Haste concurred, that we should use this opportunity to move this money out, or relieve our debt service payment this year, that we should authorize the team to move forward with just this one-year restructuring and then give us time to get all of the information together for the swaps and inform everybody, particularly the Commissioners, the Treasurer, the Controller as to what we are getting into when we start these swap arrangements, and potentially another item called a "Swaption". This is also out on board and we are definitely going to keep moving forward on that and come back at a different time with another proposal that will more or less look at all of our debt. What we are asking for here, PFM provided this print out for us to move forward with just scooping-out the 2004 debt. So, we have that relief immediately and we have it on the table for this year's budget. This print out, if you look at the first page, at the top, there are 8 payments that are going to be scooped out. Essentially what is going to happen is we are going to borrow \$6.7 million dollars to make these eight payments this year. Then we will have a debt service requirement in the future from that \$6.7 million dollars. But immediately I will be able to go in and reduce the debt portion of the budget by \$6.5 or \$6.6 million. We only picked out those items that have no reimbursement questions involved. None of the prior restructurings are included in this. These are open general obligation issues or prior refinancing issues. There's no controversy regarding any of the issues that are on here. We ran into a problem in the past with some of the restructurings. We pulled some money out that was associated with the Human Services Building, and 100 Chestnut, all that had reimbursement ties to it that meant ultimately we'll have to pay some money back, somewhere down the road on those, if we haven't already. I'm not quite sure where we are at on that. But those are the 5 issues that we are going to hit, 1998, the series of 1999, 2001, and both series of 2002. That would be a \$6.7 million issue—refer to the bottom middle of the first page at the schedule. Today we are asking for authorization to move forward with this, next Wednesday, February the 4<sup>th</sup>, Lou Verdelli and the entire PFM team will be in. By that time they will have the bonds sold and they will give an update on the interest rates and the final cost and everything associated with it. Then it will settle on February 27<sup>th</sup>, which will give us time, because if you see the first debt that we are going to clear is dated, March 1, 2004. That gives us the ability to move in 2 days before that so we can clear that first one off. That is why it is critical to stick to this timeline.

Mr. Haste: We still have not heard from the Administration on the whole pension bond issue, have we?

Mr. Yohe: Not in final terms, they have requested to meet with the Governor's budget director, Mike Masch, because he was the budget director in the city/county of Philadelphia. They have done a pension bond several years back, so they feel he is in a good position to say yes, this was reimbursable, what were the issues that they faced

when they did one? But again, it is a slow moving process and this doesn't limit us, we could still do the pension bond on top of this to give us even more relief.

Mr. Haste: If it is the right thing to do.

Mr. Yohe: Correct, if it is in fact the right thing to do. The action you are taking here isn't changing anything. The whole team will come back and tell us what we can do overall with the debt. We want to make sure we get this done in time so that we do not need to rely on the pension bond.

Mr. Haste: The pension bond is only a plus if we do it?

Mr. Yohe: Yes.

Mr. Haste: Okay, great.

Mr. Hartwick: One question, Mr. Yohe, will we miss out, obviously with the interest rates moving upward as we suspected they would over the next two quarters, on any of these interest swap opportunities if we don't act prudently?

Mr. Yohe: There is always that possibility, yes. But again with these interest swaps, they are tied to the variable rate, and are dependent upon when the date comes due. I don't think that is worth jumping into until we know all of the questions. That was my suggestion to begin with, we stand to potentially lose a little bit, but who knows what the interest rates are going to do.

Mr. Hartwick: But, we are still exploring all of those options and they will be brought before us?

Mr. Yohe: Yes, the finance team is still working on that but we in order to do the whole restructuring I think there are going to be too many unanswered questions in the next week or two. We would have to do that in order to meet what we want to do here. So again, we are asking to get this underway and be comfortable presenting a more detailed report. Everyone is aware of the risk. There will be risk associated with the overall option of restructuring. The second page is simply a schedule that shows how the debt will be paid back, if you look at the bottom at the graph, it is probably the easiest to look at. The dark green is the new money, before if you look at 2004 the purple, it went all the way up over the \$12 million mark. We don't pay that now but we're going to pay a little bit in 2004, we'll have about \$130,000 to pay on this issue, which is what you are seeing that little line in the green, and then you can see the impact and then this filled in at 2012 through 2014. A big consideration again, part of the reason that the overall debt restructuring is that there are some unanswered questions regarding the EMA project. The original proposal we had looked at kind of made the debt flat out over the next 15-20 years, not leaving any room to fill in that EMA debt when we go that route. We are trying to leave a little bit of a hole, because if we don't leave any room to wrap around where our debt drops off we could see an even

worse budget picture, instead of the debt being \$800,000 that I have for this year and \$1.6, it could be somewhere in the \$3 - \$4 million range if we can't fill it in at the end. So those are the types of things that we are still exploring.

Mr. Haste: Actually as you go forward, and I said this yesterday, a couple other things that I think we need to take a look at while we're doing this site, in the discussions I've had with a couple of these folks, I think the county needs to look at adding a little bit of a variable rate into our portfolio. The other thing we need to look at in future budgets is the fund balance. I think it has been clear that the past history of drawing down the fund balance as low as it has been will not prove out not to have been a very wise move on behalf of the County. And I think we need to now begin to take steps to take a look at the fund balance and bring it back. So for any of those folks who take a look at that do not look kindly into fund balances being drawn down as low as they have been.

Mr. Yohe: Exactly, I have had several conversations with Standard & Poors in the last week. They are focusing heavily on why the fund balance is so low and how to address it. They do look at that. It is one of the big ticket items that are looked at regarding our bond rating.

Mr. Haste: Especially my understanding since talking with them was if it was, if you do that once in a while, that's one thing. When there is a pattern of drawing the fund balance down that low they frown upon that. We do have a history of that.

Mr. Yohe: The proposal will in fact have—maybe even the new issue for EMA may be completely variable but we'll have some variable debt included in that through either a swap or issuing the EMA money. Again, one last item that I would like to point out is that when we do these types of things, these are not the traditional refinancing, where we are saving money. If you look at the second page, the present value cost of this at the bottom of column 8, costs about \$226,000. I just wanted to make that clear that whenever we extend this debt out like this, there is a cost, there isn't a savings to do this but it does provide budget relief, which is what we are looking for. I would let Mr. Verdelli know that we have approved the authorization for them to move forward with this proposal.

Mr. Hartwick: I would like to make the motion to allow Mr. Verdelli and the finance team the authorization to move forward with the initial restructuring.

Mr. DiFrancesco: I will second that.

Mr. Haste: Is there any further discussion? All those in favor say, aye.

All: Aye.

Mr. Haste: Motion carries. Will you let Mr. Verdelli know?

Mr. Yohe: Yes.

## **REPORT FROM CHIEF CLERK/CHIEF OF STAFF – ROBERT BURNS**

Mr. Burns: Commissioners, I have no issues to report on today.

Mr. Haste: Thank you.

## **SOLICITOR'S REPORT**

Mr. Vance: I believe that the Board has already received the report from our office and everything appears to be in order. Though, if any of you have questions, I would be happy to address them at this time.

Mr. Haste: The only question I would have are Items C and D related? It is my understanding that C is a vote to remove it and D is the new agreement.

Mr. Vance: Correct.

Mr. Haste: Okay, are there any other questions for the Solicitor?

## **MATTERS REQUIRING BOARD ACTION**

Mr. Haste: Matters requiring Board Action, training packet, Bob?

Mr. Burns: Commissioner's those are the same 8 items that were on the Workshop agenda.

Mr. Haste: We have before us items A through Y. Are there any in there that a member of the Board would like to pull out and vote separately on or discuss at this point in time?

Mr. Hartwick: Not for me.

Mr. Haste: Nick do you want to explain item X?

Mr. DiFrancesco: Sure, if you would like me to. Actually, I should make mention of two items. I am going to start with item E, just to give an update to the Board. The consulting firm has moved in to Spring Creek. They have been in there since Friday of last week. I was in there this morning to meet with 2 shifts and I am returning this afternoon for 4 more meetings and then back in the facility tonight, to meet once again with the 3<sup>rd</sup> shift. Things seem to be moving ahead as we expected. I think we made the right decision in going with ZA, their level of energy is what we need right now, their level of professionalism to review the facility is what we need right now, so that contract is on the agenda to be approved today in final. In fact, they are in the facility and things are already starting to happen out there. Moving to item X, it is a result of what I have asked to have happen. I want to spend some time highlighting Dauphin County's most

valuable resource and that is, its employees. Since coming on board, I've traveled to all different departments to meet with the various employees and department heads. I've had the opportunity to tour through these offices and quite frankly I was surprised by the people that I met, they had amazing stories. I thought it would be nice for us to highlight the faces we see in the hallways, that some of us may never get the opportunity to meet people from other departments. It would be a nice thing to have the Commissioners promote these people by saying, hey look, these are some of the folks that are working in the various departments. I ask the other Board members if they would support such an email newsletter and I think I have the support of the Board, we'll find out here in a few minutes. It's just a gesture, because I think it focuses on as I mentioned our valuable resources and allows people to get to know the faces that they pass everyday and just never take time to say, hi. Any questions?

Mr. Haste: Who is going to take charge of this program?

Mr. DiFrancesco: I think that responsibility has fallen firmly in my office and on my Executive Assistant.

Mr. Hartwick: Is she willing to accept?

Mr. Haste: Actually, if we are going to do it, it truly ought to be a function of the Communications office. And if we are going to go to this effort and we are going to do it, I think an employee email/newsletter is a good thing to keep people up to date. I know at different times we do get things out of Personnel from Sharon and Faye, will send out updates. If we are going to do this I think it ought to be a little more structured and this could be a part of that and so that we don't have different areas going in different directions and we have multiple of these. Quite frankly, I get enough emails to read now, I don't really relish the idea of reading more. But if we are going to do this, I think it ought to be fairly structured and organized. We should determine who could nominate these folks. Is it just employees or can we pick out anyone? Are we recognizing them as an employee of the month or is this just a "get to know".

Mr. DiFrancesco: It is a "get to know". That is the point of it, it is not intended to be recognition, I think we have programs in place for recognition of service. What brought the idea on was I had met one of our employees in the Juvenile Probation office and she was actually born in Africa and somehow, through a course of action, found her way to serve Dauphin County. I just thought that was an amazing story and I thought more people would be interested in it. It is that type of thing, a getting to know your neighbor.

Mr. Hartwick: How often do you propose to put these things together?

Mr. DiFrancesco: Jena probably thinks it should be once a month, I think at this point the first shot at this would be three employees and seeing that we have over 2,000 employees at any given time, we could either highlight more, or speed up the time frame. But if you are talking about having some substance to go behind it, aside from

just the profiles, some newsletter information, then I would say it should probably be held to once per month.

Mr. Hartwick: How about once a quarter?

Mr. Haste: I think once a month is rather ambitious.

Mr. DiFrancesco: Well, I like the faces profile once a month, if you want to do a subsequent newsletter then once a quarter would be fine, but I will continue to advocate for once a month on the "Faces Around the County" idea.

Mr. Haste: Actually, if we are going to do this it's probably not a bad idea to put out on the web and update the web every so often too. Since we are proud of our employees, we should let the rest of the residents know that we are proud of them and let them know far too many times, whether it be local, county, or state government, government employees get bashed. There are few times I turn on the radio where I don't here jokes about government employees and whatever, whether it be snow dates or anything. You hear these jokes and I think if we're going to do it, we should let everybody know that we are proud of our employees. To do it right again, I think quarterly is a good way to go.

Mr. Hartwick: Just a suggestion, when I worked for the Treasury, we did the same thing although, it was much more comprehensive. You can include faces, a face from each department and make it an inclusive overall Dauphin County newsletter. Each department highlights their accomplishments from new babies to weddings and assign each individual department to report back to the individual in charge. This will make it a much more comprehensive piece. Because if you want to pull this thing together, Lord knows with all of the budget problems, we shouldn't spend much more time talking about this project. I think it is a great idea, I think we should figure out a way to make it comprehensive, and a way to highlight each department and get the information around, rather than just three individuals. If you are going to try to do 2000 individuals, once a month, I just don't think the math adds up to cover everyone. So I believe making it much more comprehensive would be better.

Mr. DiFrancesco: Sitting here as not the smartest guy in the world, I do realize that when I have my two fellow Commissioners telling me that once a quarter might be better than once a month I think I'm fine going along with once a quarter, because I can count.

Mr. Haste: I also think, let's let our Communication's office tackle this and whoever wants to help them. And if in fact it gets to the point where it gets a little more routine, I think we should do it more frequently. I don't think there is a problem with that, but let's start out quarterly. Let's set a goal that we think is obtainable. Keep in mind that people do have other responsibilities.

Mr. DiFrancesco: Right. Jena, are you okay with turning this over to Communications Department and allowing them to do it?

Ms. Wolgemuth: (Shakes head vigorously.)

Mr. Haste: We all work together, especially on this fourth floor. That definitely does not mean that you are out of this Jena or Kacey or Richie or Jule or anybody else. Okay?

Mr. DiFrancesco: Very good.

Mr. Haste: Any other discussions on that?

Mr. DiFrancesco: I don't believe there are any more comments on the Spring Creek/ZA contract at all.

Mr. Haste: I believe that is a good choice.

Mr. Hartwick: I think it is an excellent choice.

Mr. Haste: I have heard nothing but good things about ZA from folks I know on the Hill that are watching this. So, I think that it is a very good choice and I think we will turn it around with them.

Mr. DiFrancesco: I think we are moving along in the right direction and I do believe that most of the employees are excited as well, at least the ones that I talked to.

Mr. Haste: Is there a motion to approve items A through Y?

- A. Training Packet
- B. Real Estate Tax Refunds/Exonerations:
  - 1. Partial refund of 2002 & 2003 real estate taxes to Susquehanna LLC, 2625 Ailanthus Lane, parcel #62-013-148, in the amt. of \$28,806.51.
  - 2. Partial refund of 2003 real estate taxes to Front & State Corp., 407 North Front St., parcel #04-036-001, in the amt. of \$292.68.
- C. Termination of a Municipal Services Agreement dated August 1, 1998 between the County of Dauphin and the Dauphin County General Authority
- D. Approval of a Municipal Services Agreement between the County of Dauphin, City of Harrisburg, the School District of Harrisburg and Dauphin County General Authority in reference to the Forum Place located at 555 Walnut St., Harrisburg, PA.
- E. Agreement between Dauphin County/Spring Creek and ZA Consulting Consulting to administer the operations of Spring Creek for a period of 120 days.

- F. Subordination Agreements with the following individuals:
1. Bernard Glenn for property located at 277 Rumson Drive, Harrisburg, PA.
  2. Marlana M. Henry for property located at 1300 Bigelow Drive, Lot #4, Harrisburg, PA.
- G. Approval by the Board of Commissions to contribute its *pro rata* shares for appraisal services needed to ascertain the true value of the following:
1. Cumberland Court Associates, Tax Parcel #05-008-001 in the amt. of \$340.
  2. Eastridge Associates (Apartments), Tax Parcel #63-15-68 in the amt. of \$1,353.
  3. Blouch Warehouse, Inc., located at 4180-4200 Chambers Hill Road, Tax Parcel #63-27-27, in the amt. of \$2,178.
  4. Holiday Inn East located at 4751 Lindle Road, Tax Parcel #63-027-140, in the amt. of \$3,343.
- H. Agreement between Dauphin County Parks & Recreation and K & J Maintenance Company, Inc., for janitorial services at the Fort Hunter Mansion, Tavern House, Stable, and Centennial Barn.
- I. Addendum to Agreement between Dauphin County and Female Offenders, Inc., for an increase in the daily per diem rate per resident from \$36.10 to \$37.11.
- J. Agreement between Dauphin County Conservation District and Herbert, Rowland, and Grubic for Consultant Services for the Spring Creek Act 167 Stormwater Management Plan.
- K. Agreement between Dauphin County Conservation District and Skelly and Loy, Inc., for Consultant Services for the Act 167 Plan for Paxton Creek.
- L. Agreement and Scope of Work between Dauphin County Emergency Management Agency and Intergraph Public Safety, Inc. for Dauphin County CAD 7.8 Software Upgrade.
- M. Eight Maintenance Agreements between Dauphin County Emergency Management Agency and G. R. Sponaugle for equipment located at the EMA Office and various tower sites.
- N. Maintenance Agreement between Dauphin County Emergency Management Agency and Capital Area Communications to provide maintenance inspections for the purpose of maintaining the mission critical 911 Public Safety Radio Network.
- O. Call Box Maintenance Agreement between Dauphin County Parks & Recreation and Comarco Wireless Technologies (CWT).
- P. Adoption of Resolution No. 3-2004 outlining the Health Insurance Portability and Accountability Act (HIPAA) of 1996 regulations on the activities of the various County agencies and departments.
- Q. Purchase of Services Agreements for FY03/04 between Children & Youth Agency and:
1. KidsPeace National Centers of PA, Inc.
  2. Silver Springs-Martin Luther Residential Treatment Program.

- R. Amendment #1 to FY0304 Purchase of Service Agreement between Children & Youth Agency and YMCA/Northern Dauphin County Branch.
- S. Consultant Agreement between Children & Youth Agency and Ramona Thompson.
- T. Adoption Assistance Agreements:
  - 1. #2003-19
  - 2. #2003-20
- U. Community Based Volunteer Transportation Agreement for FY03/04 between Dauphin County Area Agency on Aging and Elder Express.
- V. Purchase of Service Agreements for FY03/04 between Dauphin County Area Agency on Aging and:
  - 1. Pride of the Neighborhood Academies
  - 2. Jump Start
  - 3. The Rabbi David L. Silver Yeshiva Academy
  - 4. Lower Dauphin Middle School Leo Club
- W. Liquid Fuels Report for the year 2003 to be submitted to the PA Dept. of Transportation.
- X. Approval to implement a program Getting to Know the People that make Dauphin County work titled "Faces Around the County".
- Y. Resolution No. 4-2004 selecting Commissioner George P. Hartwick, III, of Dauphin County to serve on the Board of Directors of the Southcentral Employment Corporation.

Mr. DiFrancesco: I make a motion.

Mr. Hartwick: I'll second that motion.

Mr. Haste: Any further discussion on any of those items? All those in favor say, aye.

All: Aye.

Mr. Haste: Motion carries.

### **FORMER BUSINESS**

Mr. Haste: Is there anything under former business? (There was none.)

### **NEW BUSINESS**

Mr. Haste: New business. (There was none.)

## **COMMISSIONERS' DISCUSSION & ACTIONS**

Mr. Haste: Your show George.

Mr. Hartwick: This past week has been an unbelievable learning experience, with getting a grip on the Personnel packet and all of the information we have up here. I just want to commend the staff for taking the time to explain all of the details about what goes in to the process of the meetings. I'm starting to feel like we're really gaining some tread and an opportunity to move County government forward. I give thanks to the staff we have here in Dauphin County and their time and effort to, given our ambitious agenda, make sure all of the right questions are asked and answered and keeping us on track. We've got some exciting things happening in all areas of oversight. There's one note related to tax assessment as you know it relates to the budget and the uncertainty that existed. The tax bills will be going out and they will be dropped in the mail on Friday, at the latest Saturday. So if we do hear any concerns because of the late nature of the bills, obviously with the uncertainty of the pension bond, we are going to get them out in time, but any concerns you may receive from tax collectors about not having the duplicates and not having enough time to gather the information together, it was because of the uncertainty with the pension bond and how we were going to be able to restructure the debt. I wanted to let everybody know that update.

As well as, the Human Services division is moving along even better than I had planned. Sandy Moore has been a great addition and we are looking forward to a full transitional report, probably around mid-February for the Board. It will describe the direction the Human Service Department is heading. I will state again, just because these dollars are state dollars doesn't mean we don't need to manage them as efficiently as possible to arrive at the best outcome and involving our community and diversity within the community. So, that is exciting. General Authority information, I look forward to bringing it to the Board at a later time, but we are really making some headway and it has been an exciting learning experience. As we learn, the progress will become even more efficient and I think you are going to see some great things out of the Board. I'm actually feeling like we have a handle on things right now. Thank you.

Mr. Haste: Anything else?

Mr. DiFrancesco: The biggest issue I've had to wrestle with since being on board has been Spring Creek, making sure that we are getting that moving in the right direction. Again, I am going to echo Commissioner Hartwick's comments, I do believe we are moving in the right direction and I believe we are going to see some very real change, very quickly. We have some issues to put to rest there, but again in meeting with the employees at the facility, you've got just a ball of energy. Those folks are waiting to have someone help them, support them, and provide direction because they are willing to step-up and jump on board. I still have high hopes that we can turn that facility around very quickly and put to rest the Department of Health's concerns and get back to a position where, again, we are getting the accolades for having great service and being a model institution that we all want it to be. ZA has been a nice addition.

Mr. Haste: Edgar, if you could each convey to your staff, I know each of the Commissioners received emails and comments about how prompt your folks were clearing snow this week. I know a lot of the time, your guys and ladies, are overlooked in the role that they play and in what we do here. By their prompt action on Monday, getting things open allowed everyone else to get in and do their jobs. We heard some very good comments, so please relay to your staff that we are aware of that and thank them for it.

Mr. Cohen: Will do.

Mr. Hartwick: On top of that in Steelton, we always said we had the first snow removal and now I'm beating my chest about Dauphin County's snow removal. Good job, Edgar.

Mr. Haste: Anything else to be brought before the Board?

### **CORRESPONDENCE**

Mr. Haste: You will see correspondence that we've received, items A through H, that will be handled by the staff.

- A. Notification from Moyer Packing Company indicating they will be filing a National Pollution discharge elimination system (NPDES) renewal application to DEP for the facility in Washington Township, Dauphin County.
- B. Notification from Act One Consultants, on behalf of Fishing Creek Valley Associates, indicating they will be filing an application to DEP for a general permit for a temporary road crossing at the Walnut Run Development, located at the southeast of the Fairville Avenue/Rabbit Lane intersection.
- C. Notification from Alpha Consulting Engineers, Inc., indicating they intend to apply for a NPDES General Permit for the purpose of construction of 114 townhouse units with associated infrastructure on a 15.00 acre lot on Cordial Lane in Swatara Twp.
- D. Notification from Hartman & Associates, Inc., indicating they will be applying to DEP for a NPDES permit for a single family residential subdivision and various projects at the Felicita Golf Course, Middle Paxton Township, Dauphin County.
- E. Received a copy of a letter addressed to Penn DOT from Benatec Associates in reference to the Dauphin County 2003 Periodic NBIS inspections of municipally owned bridges (supplemental TK527 Bridge Load ratings).
- F. Notification from Harrisburg International Airport indicating the Susquehanna Area Regional Airport Authority (SARAA) has made application to DEP for renewal of Brine waste and HVAC process and non-contact cooling water discharges for HIA.
- G. Received a greeting from a constituent utilizing the County's Children & Youth services acknowledging their gratitude for the services they received.
- H. Received a letter from an Erie County representative expressing their gratitude for the training provided by the Children & Youth Agency.

## **PUBLIC PARTICIPATION**

Mr. Haste: Is there anyone in the audience that would like to address the board? Yes, please come forward.

Mr. Williams: Good morning Commissioners. Mr. Haste you had left last time before I had the chance to speak to the Commissioners. Last week I talked about the bond issue that the county will have to raise revenue. Everything that the finance director talked about, I have to agree with, as far as selling the bonds and raising revenue. However, there are two things on this, Mr. Hartwick brought up the problem with interest rates going up. I don't think he has to worry about that, the dollar is going down against other currencies. There's a reason for that, the country is trying to get our economic stimulus going. In order for rates to go up, the dollar would have to go up against other currencies, and that's not going to happen this year. So, we don't have to worry about that. The second thing that I'd like to talk about is who is going to sell the bonds, what companies are actually going to go out and solicit the institutional investors? There are two companies that I would like to be in the syndicate to sell these bonds. One, the Williams Group, Ltd., they did a very good job in selling the Harrisburg bonds. They are based in New York and I believe that your investment group is familiar with them. The second organization is the Holland Investment Group. Mr. Holland is the head of the company and he is one of the people on Burkheisers Wall Street, that comes on at 8:30 on Friday nights on the financial channel. He's been with Lou for 30 years and he's done excellent work in the financial arena for 30 years. The Williams Group, Ltd. will give us exposure in Europe. The more we have to go to the well and get financing, we want our market to be as liquid as possible, including Europe and as well as the Americas would ensure our liquidity. That is the reason I really like them. Mr. Holland has a top reputation in this country and a lot of top institutions go to him for securities. Not only that, but it would help us here in Dauphin County politically. So, I would like the Board to consider those two companies.

Mr. Haste: I will ask that Mr. Yohe, if you could take the names of these companies to Mr. Verdelli. The first issue that we're doing is small enough that they are not going to go out on that one. But I think what you are referring to and what I think we ought to take a look at, the bigger issue, is the complete restructuring when we look at the variable rates, that's the one we ought to look at them to do.

Mr. Williams: Yes, sir. The last thing I would like to bring up, the last time I was here I talked about television cameras allowing the people to view the Commissioners meetings. Last week was the first time I ever went to a Commissioners meeting. This is the second time and it seems to be the same. I think the people need to know about what goes on in the Commissioners meeting and what type of issues come up. I understand that your Communications director has talked to Mr. King, from the City of Harrisburg, and they are putting together some type of arrangement and I'd like to know if the Board knows about that and moving forward, if there is anything I can do to help the Board?

Mr. Haste: We are aware of that, it's not been brought before the Board and each Commissioner has a slightly different opinion on it. I think that's a good idea, but quite frankly, I'm not supportive of spending taxpayers dollars to have a TV company come in and video tape us. In my mind that is self-promotion and I would not do it. If they want to come in and do it, I welcome them or any other TV station especially with the dollars as tight as they are right now. The others may feel differently, but I am not willing to spend tax dollars to do that.

Mr. Williams: Last week I talked to the City about that as far as the County having to pay for it. My understanding is that since you have state-of-the-art equipment here, your people can tape the show and turn the tape over to the City and they will air it.

Mr. Haste: We are going to test that. A concern that was raised was what the quality would look like. So we are going to test it to see if we have the quality to do that. And if that happens, I am all for that. I don't have a problem doing that at all, I just have a problem paying for it.

Mr. Williams: Well, so do I. That's all I have, thank you very much.

All: Thank you.

Mr. Haste: Anything else? Hearing none, before we adjourn I'd like to remind the Board that we have Retirement Board. We will take a five minute break and return at 11:10AM.

## **ADJOURNMENT**

Mr. Haste: Is there a motion to adjourn the Board of Commissioner's Meeting?

Mr. DiFrancesco: So moved.

Mr. Hartwick: Second.

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

All: Aye.

Mr. Haste: Meeting adjourned.

Transcribed by: Jena Wolgemuth  
1/28/04