



**DAUPHIN COUNTY BOARD OF COMMISSIONERS**

**Commissioner's Legislative Meeting**

**Wednesday, July 13, 2005 (10:00AM)**

**MEMBERS PRESENT**

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

**STAFF PRESENT**

Chad Saylor, Chief Clerk/Chief of Staff; Marie Rebeck, Controller; Bob Dick, Treasurer; Randy Baratucci, Purchasing Director; Diane McNaughton, Press Secretary; Garry Esworthy, Risk Manager; Kacey Truax, Commissioners' Office; Jena Wolgemuth, Commissioners' Office; Julia E. Nace, Asst. Chief Clerk; Dave Schreiber, Personnel Office; Elke Moyer, Human Services Directors Office; Robert Hawley, Deputy Court Administrator Office; Carolyn Thompson, Esq., Court Administrator; Kim Robison, Director of Domestic Relations; Gary Serhan, Deputy Controller; Melanie McCaffrey, Solicitor's Office; Chip Vance, Esq., Solicitor's Office; Edgar Cohen, Director of Facilities Maintenance; Kay Sinner, Personnel Office; Mike Yohe, Director of Budget and Finance; George Connor, Department of Community and Economic Development; Steve Sukniac, Director of Juvenile Probation; Jeff Patton, Deputy Director of Juvenile Probation; Stephen Libhart, District Attorney's Office; Sharon Way, Personnel Office.

**GUESTS PRESENT**

(There was none.)

**MINUTES**

**CALL TO ORDER**

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

## **MOMENT OF SILENCE**

Everyone observed a moment of silence.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **APPROVAL OF MINUTES**

Mr. Haste: We have the June 22, 2005 Workshop Meeting minutes. Is there a motion to approve these minutes?

**Mr. DiFrancesco made the motion to approve the June 22, 2005 Workshop Meeting Minutes. Mr. Haste seconded the motion. All were in favor. Motion carried.**

## **EXECUTIVE SESSIONS HELD BETWEEN MEETINGS**

Mr. Saylor: There was one Executive Session held on June 29, 2005 to discuss litigation and personnel matters.

## **PUBLIC PARTICIPATION**

Mr. Haste: We are at the point in time in the meeting for public participation. Is there anyone in the audience that would like to address the Board? (There was none.)

## **DIRECTORS/GUESTS**

- A. Stephen B. Libhart, District Attorney Office
  - 1. PCCD Grant Proposal.

Mr. Libhart: The District Attorney's Office is planning to submit a grant proposal to PCCD to institute a gun shot detection system within a twenty block radius of Harrisburg City. The grant is for a total of \$40,000. It does have a 25% match. The District Attorney's Office is planning to use federal forfeiture monies to meet that match. We simply are requesting to have the Commissioners endorsement on this grant. There will not be a continuation of funding. It is a one-time grant for simple acquisition and installation. There are no perceived maintenance costs. It is an acoustic detection system that basically works on sound. There are sensors placed throughout the twenty block area. The sound simply pumps the information into the computer aided dispatch.

Mr. DiFrancesco: The project that was outlined in the paper recently, I believe in Chicago.

Mr. Libhart: It is similar but a different vendor. It had the same principle.

Mr. DiFrancesco: That one I believe had video, the way it was presented in the paper.

Mr. Libhart: I think Chicago's does. I do not know if ours would have the capability to install video. We did not even investigate that.

Mr. Haste: Is there a motion to approve the District Attorney's Office submission of a grant proposal to PCCD to institute a gun shot detection system within a twenty block radius of Harrisburg City?

**Mr. DiFrancesco made the motion to authorize the District Attorney's Office to submit a grant proposal to PCCD to institute a gun shot detection system within a twenty-block radius of Harrisburg City. Mr. Haste seconded the motion. All were in favor. Motion carried.**

B. George Conner, Economic Development

1. Pillow Borough Authority New Water Storage Tank.

Mr. Connor: This is a request for the Pillow Borough Authority for a new water storage tank in Pillow Borough. Last year we awarded them \$180,000. The bids came in high. This project had an overrun of \$44,900.90. The request is to grant un-programmed funds of \$44,900.90.

Mr. Haste: Do we have the appropriate funds available?

Mr. Connor: Yes we do. The balance is \$172,463.35 in the 2004 un-programmed fund budget.

Mr. Haste: Is there a motion to approve the Pillow Borough Authority's request of \$44,900.90?

**Mr. DiFrancesco made the motion to approve the Pillow Borough Authority's request for \$44,900.90 of the 2004 CDBG unprogrammed funds. Mr. Haste seconded the motion. All were in favor. Motion carried.**

## **SALARY BOARD**

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

## **PERSONNEL**

Ms. Sinner: In your personnel packet I have one addendum. The Prison had a request to fill the Sergeant vacancy and that leaves two Sergeant vacancies. Security has a full-time Officer vacancy. There are some positions in DJ Jennings' Office and Pianka's Office. Someone left Jennings' Office to fill the central Court Office Manager position and that created a domino effect. There are some new hires and changes.

Mr. Hartwick: We talked about some emails that were going around and the terms we use in our personnel packet. We say there is a promotion, when in essence they are just moving to fill another position. As soon as I see promotion, I think of at the end of the year there is a period which based upon an individual's employee performance, they may receive a promotion based upon their evaluation. I would like to change that term promotion in this particular action to filling a vacancy.

Ms. Sinner: Someone who is rewarded for their work performance and they are getting a pay increase, we do not put promotion there, we put merit increase. They stay in the same range. It doesn't list the current range, only the proposed range. Someone just getting a merit increase does not change their pay range classification so that is not a promotion. Someone who is filling a vacancy and they are changing their pay range that is classified as a promotion. You may transfer from one position to another and stay in the same pay range.

Mr. Hartwick: I understand and I do not want to change the payroll system. We can work on the terminology but not the coding. We can talk after the meeting.

Mr. Haste: You can see that it is filling a vacancy in the justification form.

Ms. Sinner: I have some changes to what I presented last week. I need to pull new hire number sixteen. New hire number twenty eight, please change the start date to August 15.

**Mr. DiFrancesco made the motion to approve the Personnel Packet as amended. Mr. Hartwick seconded the motion. All were in favor. Motion carries.**

## **PURCHASE ORDERS**

Mr. Baratucci: Since last week there were a couple of items added to your packet. On page one, there was an item listed for our floor for a fax machine that needed replaced. On page eight, there was an item for the Prison for a compressor for the ac units, both were approved as add-ons. The last one was for AAA for a freezer at the AAA kitchen. This was added so they can get a purchase order. There are no budget issues. The packet stands for your approval.

Mr. DiFrancesco: On the AAA freezer, it says county dollars.

Mr. Baratucci: It says \$0.00 county dollars.

Mr. Hartwick: Don't look at me, because I was not contacted. I will find out why.

Mr. DiFrancesco: I would assume because the chicken and meats would go bad.

Mr. Hartwick: I understand that.

Mr. Baratucci: Yesterday Bruce brought that to me with a contract. I told him we do not need to do a contract we can just do a purchase order. I did specifically ask Sandy to make sure you guys were notified, specifically their oversight. I assumed they did that but I did not want to miss putting this in the packet.

Mr. Hartwick: I will send out an email and make sure this doesn't happen again.

**Mr. Hartwick made the motion to approve the Purchase Order packet. Mr. DiFrancesco seconded the motion. All were in favor. Motion carries.**

XI. REPORT FROM BUDGET & FINANCE – MIKE YOHE, BUDGET DIRECTOR

- A. Investment Report
- B. Budget Amendments for the second quarter calendar year budget and fourth quarter fiscal year budget.

**Report from the Office of Budget & Finance  
July 13, 2005**

- **July 1, 2005** transferred **\$260,245.00** to the **Payables** account from the County's Concentration account for checks issued that week.
- **July 8, 2005** transferred **\$6,320,458.00** to the **Payables** account and **\$1,812,898.32** 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 \$124,347.88 rate 3.10%**
- **Balance today in Community Banks investment account \$19,050,300.38 rate 3.470%**  
(This rate equals today's Fed Funds Rate of 3.250% plus 22 basis points)
- **Balance today in Commerce Bank investment account \$19,102,624.77 rate 3.435%** (This rate equals today's 91-day T-Bill rate of 3.135% plus 30 basis points)
- **Balance today in Sovereign Bank investment account \$37,100,769.55 rate 3.640%** (This rate is fixed through 7/31/05)

**\$10M TRAN Line-of-Credit Status at PNC: No activity to date.**

Mr. Yohe: I passed out on July 6 the budget amendment report for the quarter ending June 30. I am here to answer any questions. These are the changes to the end of the bottom lines of the funds. This is the last budget for those funds that ended June 30 2004-2005 fiscal year and the second quarter for all the budgets that ended on a calendar year.

Mr. Haste: Is there a motion to approve the budget amendments for the second quarter calendar year budget and fourth quarter fiscal year budget?

**Mr. Mr. DiFrancesco made the motion to approve the budget amendments for the second quarter calendar year budget and fourth quarter fiscal year budget. Mr. Hartwick seconded. All were in favor. Motion Carries.**

### **REPORT FROM CHIEF CLERK/CHIEF OF STAFF – CHAD SAYLOR**

Mr. Saylor: I want to make sure that you have the correct workshop training packet. It should say revised at the top and there are only ten items.

The only other item that I have and I asked Sharon Way to be here if I make any mistakes to correct them. You should have a “The County provides employee with an opportunity to place pre-tax dollars into a flexible spending account.” This can be used to cover medical expenses permitted by the IRS. It runs on a calendar year basis. Any out of pocket medical expenses by claims through that time can be submitted for reimbursement through this account. If they do not use the money in this account by the end of the year, they lose it. There is a 90-day grace period at the end of the year in which they can submit changes that occurred during the calendar year. The IRS has recently changed the rules to add a grace period of two 1/2 months after the end of the year. In our case it would go to March 15. This would allow these people who have claims from the end of the year until March 15 to submit for reimbursement without losing the funds. This is creating a great incentive to our employees to use this account. The Commissioners would need to approve to grant this grace period to employees. I asked Sharon Way to submit this to the voluntary benefits committee to review. They have reviewed it and approved the change. There is no impact to the county. It just allows our employees additional time to submit medical expenses for reimbursement.

Mr. Haste: My understanding is that this gives them a little more flexibility and must be more careful.

Mr. Saylor: True. There is no change to the calendar year in which they can place money into that account. They have 90 days after the end of the year to submit for medical expenses for the previous year through March 15 the current year.

Mr. Hartwick: I know we have the medical savings account which gives us the opportunity to predict what our medical expenses will be that year and place that money aside and now we are talking about a grace period. The new option that has been placed is the health savings account which provides more flexibility. It allows people to roll that money over if they don't use it and actually use it for other purposes such as an IRA or college savings. Are we currently offering health savings accounts in the County?

Ms. Way: No. That will go a long with our health insurance program. You would offer a higher deductible plan kind of what we did. Instead of doing what we are doing which is basically the same thing, we would set up individual accounts for each person. There are different liabilities that you are responsible for so we did not go that route yet. We thought we would start with this flexible spending account first and that is our beginning to eventually role into a plan like your talking about.

Mr. Hartwick: Could you, at the direction of the Board, begin to compile an analysis of both plans?

Ms. Way: Sure.

Mr. Haste: What do you mean by “you have more liability?”

Ms. Way: The accountability of those such as pension and GASB.

Mr. Hartwick: Please put that in our analysis.

Mr. Haste: Take that to the committee and have Mike Yohe come to that meeting. Mr. Yohe and I went to presentations on this last year. Is there a motion to approve the County to participate in the IRS option as explained in the June 8 letter?

**Mr. Hartwick made the motion authorizing the County’s participation in the IRS option as explained in the June 8 letter. Mr. DiFrancesco seconded the motion. All were in favor. Motion carried.**

**SOLICITOR’S REPORT—CHIP VANCE, ESQ., SOLICITOR**

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

**MATTERS REQUIRING BOARD ACTION**

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

- A. Training Packet
- B. Approval of FY05/06 Per Diem Rates between Children & Youth Agency and:
  - 1. Boy’s Club and Girl’s Club of Lancaster, Inc.
    - Group Home-boys \$123.81/day
    - Group Home-girls \$151.00/day
    - Emergency Shelter \$133.69/day
    - SIL \$78.03/day
  - 2. Chariots LLC
    - Traditional Foster Care \$54.44/day
    - Individualized Foster Care \$70.28/day
    - CRR Host Home-room & board \$28.87/day
    - CRR Host Home-treatment portion \$123.36/day

|    |   |                  |
|----|---|------------------|
| 3. | Harborcreek Youth Services, Inc.                    |                  |
|    | Transitional Living                                 | \$144.20/day     |
|    | Treatment units                                     | \$164.80/day     |
|    | Intensive Treatment residential                     | \$180.99/day     |
|    | Specialized Treatment units                         | \$192.35/day     |
|    | Residential Treatment Facilities:                   |                  |
|    | Level I   | \$251.90/day     |
|    | Level II  | \$216.85/day     |
|    | Level III   | \$206.70/day     |
|    | Level I, II, III C&Y funded room & board            | \$27.53/day      |
| 4. | Pinnacle Health Hospital-Women's & Children Serv.   |                  |
|    | Child Abuse Examination                             | \$495.00/exam    |
|    | Physician Court Testimony & consultation            | \$225.00/hr.     |
|    | Nurse Practitioner & Social Worker court testimony  | \$100.00/hr      |
|    | Court Related Mileage                               | \$40.5c/mile     |
|    | Interview/office space                              | \$415.00/month   |
|    | Chlamydia Cultures                                  | \$44.10/ea.      |
|    | Gonorrhea Cultures                                  | \$22.05/ea.      |
|    | HIV Screen  | \$60.00/ea.      |
|    | Photographic documentation-standard                 | \$5.10/12 prints |
|    | Photographic documentation-digital                  | \$7.20/12 prints |
| 5. | Catholic Charities of the Diocese of Harrisburg, PA |                  |
|    | Specialized Foster Care                             | \$67.50/day      |
|    | Medically Fragile Foster Care                       | \$92.75/day      |
|    | Paradise School                                     | \$163.36/day     |
| 6. | Valley Youth House                                  |                  |
|    | Life Skills & Coping one-on-one                     | \$19.25/day      |
| 7. | Adelphoi Village, Inc.                              |                  |
|    | Marker House RTF (JCAHO)                            | \$252.10/day     |

C. Real Estate tax refunds/exonerations:

1. Partial refund of 2005 real estate taxes to Gregory Johnson, 692 Mountain Road, Halifax, PA for property located in Reed Township, parcel #52-004-012, in the amount of \$224.73.
2. Partial refund of 2000, 2001, 2002, 2003, & 2004 real estate taxes to Alexander Boyd & Paul Mahoney, for property located at 395 Briarcrest Dr., parcel #24-029-038 and 965 W. Governor Rd., parcel #24-029-039, Derry Township, in the amt. of \$131,970.11.
3. Partial refund of 2002, 2003, & 2004 real estate taxes to Marble Properties, for property located at 395 Briarcrest Dr., parcel #24-029-47, and 905 Governor Rd., parcel #24-029-048, Derry Township, in the amt. of \$77,845.64.
4. Correction of 2005 real estate tax refund to Azirah & John Yi in the amt. of \$296.35 and Vanessa Graham in the amt. of \$140.10 for parcel #13-027-038.

D. Appoint William R. Miller of Pillow Borough as Tax Collector to collect County real estate taxes (replacing Rhonda Bordner-resigned). The term will expire Jan. 2006.

E. FY2005/2006 Nursing Home Intergovernmental Transfer.

F. Satisfaction Pieces with the following individuals:

1. Hazel Clark, 225 Peffer Street, Harrisburg



2. Jacqueline Prescott, 2397 State Street, Harrisburg
  3. Kelli L. Ramberger, 67 Union Church Road, Halifax
  4. Brian D. Houser, 3232 Green Street, Harrisburg
- G. Agreement (Contract Renewal) between Dauphin County and Inservco, Insurance Services, Inc.
- H. Agreement between Schaffner Youth Center and Schuylkill County Secure Detention Services.
- I. Approval of the FY 2005-06 Weatherization Work Plan with the PA Dept. of Community & Economic.
- J. Purchase of Service Agreements for FY05/06 between Area Agency on Aging and:
1. Capital Area Late Start d/d/b/a The Rutherford House
  2. The Steelton Community Development Foundation, Inc.
  3. Millersburg Area Senior Advisory Board, Inc.
  4. Village Caregivers, Inc.
  5. United Cerebral Palsy of Central PA
  6. Lee's Industries, Inc.
  7. Extended Family Care
  8. Caring Companions, Inc.
  9. Messiah Home
  10. Jewish Family Service of Greater Harrisburg, Incorporated
  11. ACCEPT Supportive Care
  12. Visiting Nurse Association of Central Pennsylvania
  13. KPMG
- K. Purchase of Service Agreements for FY05/06 between Children & Youth Agency and:
1. The Bradley Center, Inc.
  2. Bowling Brook Preparatory School, Inc.
  3. Bethany Christian Services of Central Pennsylvania, Inc.
  4. United Methodist Home for Children, Residential Care, Inc.
- L. Amendment #1 to FY04/05 Purchase of Service Agreement between Children & Youth Agency and Keystone Service Systems, Inc. t/d/b/a Keystone Children and Family Services.
- M. Adoption Assistance Agreements:
1. 2005-21
  2. 2005-22
- N. Amendment #1 to Adoption Assistance Agreement 2005-04.
- O. Purchase of Service Agreements for FY0506 between MH/MR and:
1. William M. Shreve
  2. James M. Petrascu
  3. Grayson View, Inc.
  4. Best Buddies International, Inc.

- P. Amendment #1 to FY04/05 Purchase of Service Agreement between MH/MR and Shalom House.
- Q. Human Services Development Fund Grant Agreements for FY05/06 between Human Services Director's Office and:
  - 1. United Cerebral Palsy of Central PA, Inc.
  - 2. Grantville Community Outreach
  - 3. Children's Resource Center of Pinnaclehealth
  - 4. Parents Anonymous of Central PA, Inc.
- R. GIS License Agreement between Information Technology and West Hanover Township.

Mr. DiFrancesco: In regards to the training packet, as these come in and we approve them, in my oversights I see some travel expenses that were way over what they should be. In today's day and age and the ability to check rates on the internet there should never be anything extensive. I have recently rejected some that have been way out of line.

Mr. Hartwick: EMA?

Mr. DiFrancesco: I checked on that one and that is air fare and five day car rental. That is why that is so high. I did go back and check.

Mr. Haste: That is why this has been revised. There is one Chad will be looking into.

**Mr. DiFrancesco made the motion to approve Items A-R. Mr. Hartwick seconded. All were in favor. Motion carried.**

### **FORMER BUSINESS**

(There was none.)

### **NEW BUSINESS**

(There was none.)

### **COMMISSIONERS' DISCUSSION & ACTIONS**

Mr. Haste: We had a sad situation occur at the Prison yesterday. We had an inmate whom apparently committed suicide and an autopsy is being conducted this morning to clarify that. It was an unpleasant experience. All Prison Board members were notified and as we get further information I will make sure everyone is aware.

### **CORRESPONDENCE**

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

- A. Notification from Light-Heigel & Associates, Inc., on behalf of the Spring Creek Golf Course, indicating they intend to apply to DEP for a water obstruction and encroachment permit to be used along S.R. 422 approximately .39 miles northeast from Homestead Road located south of S.R. 422, Derry Township.
- B. Notification from Michael C. D'Angelo indicating he intends to apply to DEP for a general NPDES Permit for storm water discharges associated with construction activities at lot 12 Joyce Lane
- C. Received a letter from the U. S. General Services Administration indicating they intend to prepare an Environmental Assessment for the proposed construction of a new Federal Courthouse in Harrisburg, PA.
- D. Received a copy of a letter addressed to Alfred Testa, Harrisburg International Airport from the U. S. Department of Transportation, Federal Aviation Administration, in reference to a Noise Compatibility Study Draft NCP Change.
- E. Notification from Dauphin Engineering Co., on behalf of DBL, LP, indicating they intend to submit an application to DEP for a general permit for discharges of storm water from construction activities to Lot I, Allentown Blvd., Lower Paxton Township.

## **PUBLIC PARTICIPATION**

(There was none.)

## **ADJOURNMENT**

Mr. Haste: Is there a motion to adjourn?

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

Respectfully submitted,

Chad Saylor, Chief Clerk/Chief of Staff

Transcribed by: Kacey Truax  
printed 1/17/06