



DAUPHIN COUNTY BOARD OF COMMISSIONERS

Commissioner's Legislative Meeting

Wednesday, November 16, 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; Bob Dick, Treasurer; Randy Baratucci, Purchasing Director; Diane McNaughton, Press Secretary; Jena Wolgemuth, Commissioners' Office; Julia E. Nace, Asst. Chief Clerk; Gary Serhan, Deputy Controller; Edgar Cohen, Director of Facilities Maintenance; Kay Sinner, Personnel and Payroll Office; Mike Yohe, Director of Budget and Finance; Tom Guenther, Director of Information Technology; Bruce Foreman, Esq.; Solicitor's Office; Guy Beneventano, Esq.; Solicitor's Office; Garry Esworthy, Risk Manager; Robert Hawley, Deputy Court Administrator; Richie Martz, Commissioners Office; Stephanie DeFlorentis, Court Administrators Office; Lena Martinez, Press Secretary's Office; David Schreiber, Personnel; Carolyn Thompson, Court Administrator; Dan Robinson, Director of Economic Development; Steve Chiavetta, Director of Registration and Elections; Donna Price, Controllers Office.

GUESTS PRESENT

Scott Burford; Jack Sherzer.

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 October 19, 2005 Legislative Meeting Minutes, the October 26, 2005 Workshop Meeting Minutes, the October 5, 2005 Salary Board Meeting Minutes and October 19, 2005 Salary Board Meeting Minutes. Is there a motion to approve these minutes?

Mr. Hartwick made the motion to approve the October 19, 2005 Legislative Meeting Minutes, the October 26, 2005 Workshop Meeting Minutes, the October 5, 2005 Salary Board Meeting Minutes and October 19, 2005 Salary Board Meeting minutes. Mr. DiFrancesco seconded the motion. All were in favor. Motion carried.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

Mr. Saylor: There were two Executive Sessions held, one on November 2, 2005 and the other on November 16, 2005 to discuss legal and labor issues.

PUBLIC PARTICIPATION

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

SALARY BOARD

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

PERSONNEL

Ms. Sinner: I do have a few changes in the new hires. The first item which is item number 12, if you cross Michael Collins' name off, we have a replacement hire, Stephen Teafley and his start date is November 28, 2005. I would like to pull new hire number 14. They are the only changes that I have.

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

PURCHASE ORDERS

Mr. Baratucci: Since last week's meeting, there are two items added to the packet. The one I discussed last week on page one for the poll books for Voter Registration. On page 24, there was an item submitted by Kelly, pre-approved by Commissioner DiFrancesco, and he wanted that item added. I was told that you guys were aware of it. Those two were added to the packet. There were some questions on the stun guns last week for Adult Probation and they were pulled from the packet and Carolyn said that she was going to discuss that with the President Judge. On page four, there was a requisition for consulting work for Information Technology which was estimated at \$10,000 last week and is now reduced to \$5000.

Mr. Hartwick: That is good news.

Mr. Baratucci: There may be someone else they may want to use and that may be forthcoming in the future. One item that is not included in the packet is this question about the pistols for the Sheriff's Office and I believe there have been some emails sent around about this. I never got a definite direction on whether we are supposed to do the purchase order or not. I did not add them to the packet figuring that hopefully, we can resolve that issue about whether we will have that purchase order or not. The bid was awarded and Mike tells me that money is in the budget, but I believe there were still some issues that Chad and the Sheriff's Office are trying to resolve. I will hold and it will be in next week's packet unless I hear anything different, if that is ok. In addition from last week, I had that Blackberry for Adult Probation in the packet so I need a vote on that. That is taken out of supervision fees.

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

Mr. DiFrancesco made the motion to approve the Blackberry request for Adult Probation. Mr. Haste seconded the motion. Mr. DiFrancesco and Mr. Haste were in favor. Mr. Hartwick was not in favor. Motion carries.

Mr. Baratucci: Personnel has sent information to our Elected Officials and Department Heads as usual telling them that the last day for transactions for the year is the Workshop on December 7, 2005 and voted on at the December 14, 2005 Legislative Meeting. Usually I do that also, can I have your concurrence to do so for the Purchase Order Packet also?

Board: Yes.

REPORT FROM BUDGET & FINANCE – MIKE YOHE

- **November 4, 2005** transferred **\$397,900.52** to the **Payables** account from the County's Concentration account for checks issued that week. (Delinquent Taxes - \$1.9 million)

- **November 11, 2005** transferred **\$4,225,665.61** to the **Payables** account and **\$2,023,718.97** 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 \$125,768.14 rate 3.890%**
- **Balance today in Community Banks investment account \$13,000,938.66 rate 4.220%**
(This rate equals today's Fed Funds Rate of 4.000% plus 22 basis points)
- **Balance today in Commerce Bank investment account \$13,000,846.34 rate 4.260%** (This rate equals today's 91-day T-Bill rate of 3.910% plus 35 basis points)
- **Balance today in Sovereign Bank investment account \$26,000,100.08 rate 4.331%** (This rate equals today's 1-month LIBOR rate of 4.121% plus 21 basis points)

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

Mr. DiFrancesco: We will bid again in December?

Mr. Yohe: Yes. I will get letters out after the Budget.

Mr. Hartwick: Have we found a way to budget the increased expense regarding the solvency fee for unemployment compensation?

Mr. Yohe: For next year?

Mr. Hartwick: Yes.

Mr. Yohe: I do not have an increase for next year. I have a set number budgeted which usually is more than enough for unemployment.

Mr. Hartwick: We pay a fee to avoid claims and now we are not going to have the opportunity to do that. I think we need to review the past five year history of claims and budget on the high side.

Mr. Yohe: I will do that. I think we are probably ok but I will make sure. Usually the number I put in there is normally higher than what we need. I will check. We have only paid that solvency fee for two years.

Next agenda item is the proposed 2006 Budget. We present it today for the public inspection. It is actually going to work out to be 28 days this year. I do not know if I know how to present a budget with no tax increase it seems to have been so long. I do not know how to start. Everything looks real good this year. We started back in July and sent the budget packages out and everyone returned them to me and I met with every Department and reviewed the 2006 and 2005 request. We had the public hearing

in late October early November and further refined them. Here are the numbers that you are looking at.

I have a budget document that will be on display for public inspection at the front desk on our floor that has the line item detail including the budget summary. On page one of the summary, we have 11 funds to operate on a calendar year. The grand total that we are proposing for next year is \$179,441,564.00. We have another budget that runs from July to June and if you add the two together we are approaching \$300,000,000.00 as a county budget but this document covers the general fund which is the main county operating fund. We are proposing a general fund budget next year of \$122,424,918.00. This is almost an \$11,000,000.00 increase or a 9.85% increase from 2005. I have a breakdown further on as to how we got to that figure. I do not know if you want me to go through all the other funds like Domestic Relations. They are proposing a \$5,561,902.00 or a 7.4% increase next year. The only other big fund is Spring Creek. They are proposing a decrease and everyone knows the reason for that is because of the reduction in bed space. The second part of the summary is the assumptions and the factors that are built into the general fund. I will focus on the general fund from now on but you can see all of the other funds out there. The general fund, as I stated earlier, we are proposing a 9.85% increase from last year. The salaries are in there and the union wages are budgeted for per the contracts. We do have 4% in there for non-union employees and for unsettled union contracts. We have carried over that vacancy adjustment. Two years ago we carried over a one million vacancy adjustment, this year in light of lay-offs, position eliminations, we reduced that to \$300,000.00. I carried that forward again this year. I think we are well above the \$300,000.00. and if the next twenty days we want to bump that up a little bit, I think we are safe to do that.

Mr. Hartwick: Where are we at, about \$800,000.00?

Mr. Yohe: I think we are going to come in about \$600,000-\$800,000. We have done a very good job even with position eliminations of keeping positions open and coming in under on the salary budgets.

You do not see in the general fund, the debt service for the EMA radio project. That is included in these figures. The debt service is in the 511 funds. The general fund transfer to the 511 funds will support the \$3.3 million debt payment next year for that project which is the highest option out there. I think we may be able to do better depending upon which option you select. There are six new positions in the general fund for next year. The most important one for 2006 is that there is no tax increase.

I will explain now how did we get an \$11.5 increase from 2005. On page two I have the top ten increases. There is a debt service increase when we did our debt restructuring in 2004. There was cash flow relief built into 2004 and 2005. That is over now and we are back to paying the debt service. This level is pretty much unchanged for the next seven to eight years. That is a big hit but we knew that was coming. There is an increase in Children and Youth due the TANF funding decrease. This should be as high as we need to go. With TANF going away, there shouldn't be any more shocks.

Mr. Hartwick: I am not so sure on that.

Mr. Yohe: For TANF?

Mr. Hartwick: TANF yes. Children and Youth Needs Base Budget, I will be able to report back how bad it looks from the Federal and State level and what the impact will be for the county. There is much worse news on the horizon.

Mr. Yohe: The TANF piece we are covered. What is not included in here, there is a possibility that Children and Youth may get additional funding for the shelter out at Schaffner. That is not included in here and anything we do get will be a benefit. The union and non-union overtime and salary increases were about 4.07%. The reason that is above 4% is that some of the union contracts are a little higher than four and there are anniversary dates, etc. in there. That added \$1.86 million from the 2005 to 2006. The increase in Spring Creek subsidy of \$1.886 million. The budget this year was only \$4.118 million and we have gone over that and next year we are a little over \$6 million. Benefit costs increase only 2.7%. That adds \$522,000 dollars to the budget. We have a \$400,000 capital projects fund and we are starting to build that fund up. There are some things on the horizon potentially for the courthouse, maybe Prison. That is what the \$400,000 is for. Domestic Relations has an increase of \$300,000. That assumes a full complement of staff for the year, which never happens.

Mr. Hartwick: Correct me if I am wrong Carolyn, but I have seen their revenue increase the like amount for expenditures.

Mr. Hartwick: If you can meet with Carolyn and flush out why we need to increase the transfer to Domestic Relations above their budget. I do not remember through the budget process, Domestic Relations being an issue at all. They were increasing their revenues to offset staffing expenditures.

Mr. Yohe: They were, but if you look at the next line down, the increase from the general fund was significantly higher.

Mr. DiFrancesco: Yes. I read that the costs were going up and their revenue was not enough to cover it. We do need clarification on that.

Mr. Yohe: The general fund piece was going up.

Mr. Hartwick: Let's take a look; this is only placing it on the table. We can still make adjustments to Domestic Relations if needed.

Mr. Yohe: This is assuming full complement for the entire year and that never happens. Utility costs increased at \$250,000 for downtown from the steam and chilled waterside. It is not \$250,000 from our actual but it is a \$250,000 from what we budgeted. We are going well over what we budgeted for those two areas.

Mr. DiFrancesco: We have asked some questions on those issues and did we find out anything in terms of what our options are.

Mr. Yohe: I have not heard anything.

Mr. Saylor: I talked to Edgar about the NRG contract and it is not a good one for us. There are very limited options. However, the other thing is to reach out to the company directly and I have not yet done that but I will.

Mr. Yohe: There is an increase in the budget for the cost of six new positions. I am looking at the expense side; a lot of those are offset. There is almost a \$300,000 increase from last year.

Mr. Hartwick: I am wondering how we can do that without looking at the revenue side. For almost all of those positions there is a funding source taking care of that.

Mr. Yohe: I have that broken down on the next page. I am speaking pure numbers. If you look at those nine, we have an overall reduction across the board in all of the other line items. There is a breakdown and if you have questions, please let me know. I thought it was critical to point out how we are going up in one year.

Mr. Hartwick: I would like to work with you and Sandy Pintarch also on what the real increase in Children and Youth transfer is going to end up to be.

Mr. Yohe: Yes.

Mr. Hartwick: I think it is a bit misleading.

Mr. Yohe: Is it?

Mr. Hartwick: Yes.

Mr. Yohe: Ok.

Mr. Hartwick: I want to work with you to take a serious and hard look at the Children Youth and Domestic Relations budget.

Mr. Yohe: We can. That is what the next twenty days are for.

Mr. Yohe: The general fund is our main fund, but we have many other operating funds. Some require funds from the general fund and there is the break down of those funds. This is how all of the funds tie together. We are having a \$4.8 million dollar increase which most are in Children and Youth and Spring Creek. On page three is the breakdown of the new positions.

Mr. Hartwick: So Jack, Rendell said there is no impact to the county budget for Children and Youth, right? Make sure he sees this chart.

Mr. Yohe: We got six new positions detailed on page three and at the bottom is the direct impact on the general fund for these positions. Three of the positions have reimbursements associated with them. Two of which are 100% reimbursement. One is 75%. The other three are new hits in the general fund. The Facility Maintenance position is an existing position, however, is funded in Solid Waste right now and when we move it to the general fund, it will be an impact to the general fund. The Economic Development position was just approved. There are charts on page four through seven. There are two charts for revenue and two for expenditures. 71% of revenue is taxes. Intergovernmental revenue includes grants, etc. sources from the state and federal government. 19% are charges for services such as in Recorder of Deeds, Prison etc. We are anticipating a hit of \$1.1 million dollars or 1% in 2006 budget. We will not be balanced with revenues and expenditures. On page five salary and benefits at 51% are the biggest hit. There is an increase in debt service from last year from 3% to 6%.

Mr. Saylor: The chart reads at 55% not 51%.

Mr. Yohe: I see that and I have the correct numbers in there, but the chart reads at 55% but it is actually 51%. Page six is Human Services, public safety and judicial. The areas in which we bring in money. Taxes highest, then judicial, then general government (tax claim, Recorder of Deeds). Page seven, public safety brings in \$7 million and costs us \$35 million. You can see what costs us a great deal of money. Page eight; there is no tax increase for either library or real estate. The real estate tax rate will stay at 6.786 mills and library will stay at 0.350 mills. Last four pages are summaries of each Department comparing expenditures and revenues from 2005 to 2006. These numbers significantly changed from the public meetings. Health benefits went up about \$450,000 and prescription went down about \$1 million.

Mr. Hartwick: Don't expect that trend next year.

Mr. Yohe: I know.

Mr. Hartwick: It will probably be an increase next year. The reduction is because they finally adjusted where we should have been. We are beginning to work on squeezing the providers already.

Mr. Yohe: Yes. This is a base year on my projections and it has grown and hopefully it has grown high enough.

Mr. DiFrancesco made the motion to place the 2006 Budget on the table. Mr. Hartwick seconded the motion with the statement that we need to work on the areas that we defined. All were in favor. Motion carries.

Mr. Yohe: This document will be at our receptionist's desk and it will change due to Personnel and I did not change the dental rates, which are good through 2007.

REPORT FROM CHIEF CLERK/CHIEF OF STAFF – CHAD SAYLOR

Mr. Saylor: We are exploring all options in regards to the future of the Spring Creek facility. We have been working on that and exploring the option of maintaining county ownership through this budget process and I have a task force of staff members exploring other options. One has been closing the facility and what that would mean and take and look like. Another option is selling, leasing or transferring ownership of the facility. To further explore that option, we need to take another step of soliciting information from potential buyers. The group felt it best to do that; we need to develop an RFP. I need to make sure that is acceptable to the Board as a way to access what potentially that would look like. We have met with the residents' family members and have made the commitment to them to keep them informed. If we decide to do the RFP, we need to correspond with the family members to keep them informed, I will get a draft to you to look at.

Mr. Hartwick: I am disappointed that we bring this out in the public without notifying the family members first. We made that commitment that we would communicate to them and I feel that would have been more appropriate first then to bring this out in public without notifying the family members first. I am willing to move forward and explore all options, but we need to be fair and communicate to the family members prior to us taking these actions. In the future, I hope that is the process we take.

Mr. Saylor: We will do our best to do that as we move forward.

Mr. DiFrancesco: We made a commitment to make sure that this process throughout was open and transparent so people can provide their input. One of the criticisms that took place is in the past in some counties was that it wasn't open. The challenge as we move forward, some people may think we made a decision but we have not. We made a decision for information gathering only. I believe we need to gather this information to make a logical decision on what is best for the residents of the building and the county.

Mr. Saylor: When the staff looked at this, we felt it was prudent to make a deadline to get requests back. Given the fact that we are still developing it and the holiday season is approaching, we were thinking of an early January deadline for RFP's to be returned to us then we can begin the information gathering.

Mr. Hartwick: I just want to stress that the communication not through the front-page of the newspaper but with the family members of the residents first. As we explore our options I want to make sure that we get the many questions I have answered by the financial staff of CHR who have yet provided a comprehensive budget to me to allow me to understand exactly what the specific problems are at Spring Creek. I am looking forward to that occurring sooner than later before we move in any direction. Hopefully

they will be able to ensure that they know much more than they did in the first budget process, which was an absolute waste of my time.

Mr. Saylor: We are working on scheduling that.

Mr. Haste: I think that it is good that we send out an RFP just to see the lay of the land. I would like to stress what Nick just said this is informational gathering and for me it truly is and I just want to see what all of the options are before we make any decision. It has to be something that we balance the needs of the residents and the needs of the taxpayers. As Nick has mentioned numerous times, every time we have to go to the tax payers to ask for more dollars, we know there is some one we are putting on the street. We need to balance the need of the taxpayers and the needs of the residents. This is just one more step to do that.

Mr. DiFrancesco made the motion for creation of an RFP for Spring Creek. Mr. Haste seconded the motion. All were in favor. Motion carries.

Mr. Hartwick: From here on out, if families are not notified first, you will not have my support.

Mr. Saylor: I hear you loud and clear.

SOLICITOR’S REPORT—Bruce Foreman, ESQ., SOLICITOR

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

MATTERS REQUIRING BOARD ACTION

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

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

- A. Training Packet
- B. Approval of FY05/06 Per Diem Rates between Children & Youth Agency and:
 - 1. Centre County Youth Service Bureau
 - Sex Offender Services:
 - Individual Therapy \$79.20/hr
 - Group Therapy \$20.00/hr
 - ABEL Testing \$400.00/hr
 - Therapeutic Polygraph \$300.00/hr
 - 2. Catholic Charities of the Diocese of Greensburg, PA
 - Specialized Foster Care \$42.00/day
 - Clothing \$1.00/day
 - 3. Keystone Education & Youth Services
 - PA Clinical Schools \$301.00/day

- C. Approval to deny the payment of the Solvency Fee for “relief from charges” for the year 2006 in the amt. of \$79,406.34.
- D. Adopt Resolution No. 35-2005 adopting the Multi-Creek Water Shed Management Plan covering Beaver, Manada and Bow Creeks and Kellock Run.
- E. Adopt Resolution No. 36-2005 granting the submission of an application to the PA Dept. of Conservation and Natural Resources for a grant for the purpose of carrying out the Lykens Valley Rail Trail, State Game Lands 264.
- F. Approval of the County’s pro rata shares for appraisal services for the following:
 - 1. Appraisal services needed to ascertain the true value of the Tax Assessment Appeal of Pennsylvania State University, for property located at 1010 North Seventh Street, Tax Parcel #07-102-007, in the amt. of \$618.00.
 - 2. Appraisal services needed to ascertain the true value of the Tax Assessment Appeal of Super Rite Foods, Inc., for property located at 3700 Industrial Road, Tax Parcel #14-041-031, in the amt. of \$1,532.00.
 - 3. Appraisal services needed to ascertain the true value of the Tax Assessment Appeal of Arnold Bay Farms, Inc. (n/k/a American Steel & Aluminum Corp.), Tax Parcel Nos. 30-007-060 & 30-007-067, in the amt. of \$1,020.00.
- G. Addendum to Healthy Choice Staffing Agreement between Spring Creek and Healthy Choice.
- H. Confidentiality Policy for Dauphin County Emergency Management Agency.
- I. Satisfaction Piece with Krista I. Fetterolf for property located at 3932 N. 6th St., Hbg.
- J. Community-Based Volunteer Transportation Agreements between Area Agency on Aging and:
 - 1. Dauphin Area Senior Transit
 - 2. West Hanover Township Senior Van Service
 - 3. Lower Paxton Township Senior Citizens Transportation
 - 4. Derry Township People Movers
 - 5. Londonderry VIP
- K. Adoption Assistance Agreement 2005-32.
- L. Purchase of Service Agreements for FY05/06 between Children & Youth Agency and:
 - 1. Kidspeace National Centers of Pennsylvania, Inc.
 - 2. Catholic Charities of the Diocese of Greensburg, PA
 - 3. George Junior Republic in Pennsylvania, Inc.
 - 4. Holy Family Social Services, Inc.
 - 5. Silver Springs/Martin Luther School, Inc.
 - 6. Northwestern Human Services of Pennsylvania, Inc.
- M. Purchase of Service Agreements for FY05/06 between Mental Health/Mental Retardation and NHS of the Susquehanna Valley t/d/b/a Susquehanna Developmental Services.

- N. Amendments to FY04/05 Purchase of Service Agreements between Mental Health/ Mental Retardation and:
 - 1. Cumberland/Perry ARC - Amendment #1
 - 2. Riverside Associates, P.C. - Amendment #1
 - 3. United Cerebral Palsy Central PA - Amendment #1
- O. Service Agreement between Spring Creek and ATC Healthcare Services, Inc.,
- P. Amendment #1 for FY05/06 Human Services Development Fund Agreement between Human Services Director's Office and Grantville Community Outreach.
- Q. Application for Group Insurance with Highmark Life Insurance Company for the 2006 Vision Plan

FORMER BUSINESS

(There was none.)

NEW BUSINESS

(There was none.)

COMMISSIONERS' DISCUSSION & ACTIONS

Mr. DiFrancesco: I was approached by a member of ACORN, a non-profit organization, whom was interested to see if a partnership could be formed with Weatherization for ACORN to solicit local businesses to contribute additional resources for Weatherization needs so our Weatherization Department may be able to reach out to more families. I think we need to have this discussion and to see if we can put our resources together and try to help more people.

Mr. Hartwick: I provided information to Craig Williard and asked him to follow up with Loretta.

CORRESPONDENCE

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

- A. Notification from Light-Heigel & Associates, Inc., indicating that Akion Subdivision will be applying to DEP for a general NPDES Permit for stormwater discharges associated with construction activities for a 58 lot subdivision located along S.R. 39 and Grandview Drive, Dauphin County.
- B. Notification from Scott Plouse indicating his intent to register use of a general permit for the installation of an agricultural stream crossing on his property located in South Hanover Township, Dauphin County.
- C. Received a letter from PA Department of Environmental Protection in reference to surface mining permit for the Meadowbrook Coal Company, Inc., Medco Bank

Operation, Wiconisco Township, Dauphin County.

- D. Notification from Pennsy Supply indicating they intend to apply to DEP for an air quality control to construct, modify or reactivate an air contamination source and/or install an air cleaning device at the Hummelstown Asphalt Plant, South Hanover Township, Dauphin County.

PUBLIC PARTICIPATION

Mr. Saylor: This afternoon we are partnering with the City to announce the re-birth of the Tourism Bureau at 1:30 at the Whitaker Center.

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 1/30/06