



**DAUPHIN COUNTY BOARD OF COMMISSIONERS**

**WORKSHOP MEETING**

**SEPTEMBER 10, 2008**  
**10:00 A.M.**

**MEMBERS PRESENT**

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

Jeff Haste, Chairman (ABSENT)

**STAFF PRESENT**

Chad Saylor, Chief Clerk; Bruce Foreman, Esq., Solicitor's Office; Marie E. Rebuck, Controller; Janis Creason, Treasurer; J. Scott Burford, Deputy Chief Clerk; Steve Libhart, District Attorney's Office; Kay Lengle, Personnel; Mary Ann Boyer, Registration & Elections; Tom Guenther, Director of IT; Greg Bush, IT; Randy Baratucci, Director of Purchasing; Leila Brown, Solicitor's Office; Steve Shaver, Director of EMA; Greg Schneider, Budget & Finance; Jena Wolgemuth, Commissioners' Office; Brenda Hoffer, Commissioners' Office and Richie-Ann Martz, Assistant Chief Clerk

**GUESTS PRESENT**

Garry Lenton

**MINUTES**

**CALL TO ORDER**

Mr. DiFrancesco, Vice 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. DiFrancesco: We have several sets of minutes that will be taken up at next week's meeting including two Salary Board sets of minutes, an Election Board minutes and minutes from the August 27, 2008 Workshop and the September 3, 2008 Legislative Meetings.

## **ELECTION BOARD**

A complete set of Election Board Meeting Minutes is on file in the Commissioners' Office.

## **PUBLIC PARTICIPATION**

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

## **DEPARTMENT DIRECTORS/GUESTS**

### **A. Janis Creason, Treasurer**

#### **1. Tax Collection for Millersburg Borough**

Ms. Creason: I just wanted to bring you an update since it appears that we are very close to having every loose end tied up in regard to the Millersburg Borough tax collection issue. I just wanted to make sure that you were well apprised of all the steps that have been taken and where we are at this time. As you know, on June 17<sup>th</sup> Marilyn Cowan, the current tax collector at that time, abruptly resigned with very little notice. She gave June 30<sup>th</sup> as her final date for service as a tax collector. There was approximately 10 days to actually replace her or to come up with a plan for collecting taxes that were already issued. The School District and Millersburg Borough actually contracted with Berkheimer very quickly, because their bills were to be sent out within the next month. They have since then gone with Berkheimer and are using that. There were some ups and downs with that, but it appears that things are leveling out and going fine as far as I know. I'm not getting calls of complaints, which sometimes overflow when things are not going well and I hear it in my office.

I approached the Millersburg Borough Council at that time to offer our assistance and to let them know that we understood the magnitude of the situation they were facing in not having a tax collector and if there was anything that the County could do to assist them that we would be happy to do that. At that time they asked me if I could come up and talk with their finance committee that was meeting that coming week to address the

issue, which I did. I met with them and through those conversations that we had I let them know that the County did have software and the ability to assist them with the collection of those taxes. That really took them out of a predicament, because they were definitely having a problem figuring out how they were going to do that. We had our solicitors involved and drew up some paperwork, which I believe is being presented to you either this week for consideration or next to finalize all of that. We were approved by the Borough Council to collect those taxes and they did appoint an elector in the Borough, because by Borough Code they do need to have an elector serving as tax collector. The County is actually acting as an agent depository or deputy; however you would like to term that, in assisting them with the mechanics of collecting the taxes. The taxes are coming to the Dauphin County Treasurer's Office. They can also be accepted in the Millersburg Borough Building and those taxes are coming down to us. We are issuing the certifications for taxes, receiving all the phone calls during normal business hours, posting the taxes and depositing them into our account and then paying the Borough's portion out to them at the end of every month. So far, although I thought there would be a little bit more bumps in the road, because this is the first time that we actually attempted something like this, it has actually gone quite smoothly. There has been excellent communication between the Council, Borough Secretary and Borough Manager. I think the biggest win/win right now for us is that the County realizes the savings of a little over \$3,000 a year and the Borough realizes a savings of about \$4,700 a year. So, collectively about \$8,000 in taxpayer funds are saved through this without any additional cost right now to actually do the work.

Mr. Hartwick: We have talked about this. I want to thank you for being persistent, paying attention to the details and hopefully this will serve as a model for other municipalities who may find themselves in the same position. Through your hard work and efforts and some cooperation with the municipalities and attorneys, we were able to make this work and in a way that is going to be efficient for taxpayers. We know how diligent you are in making sure that the money is immediately deposited into an interest bearing account, which is ultimately going to provide even additional revenue. Good job!

Mr. DiFrancesco: I'll echo that. I think it is a great example to show that there is an option that saves money and still gives taxpayers the opportunity to have somebody to talk to when they go to pay their taxes. That was one of the big criticisms that if we change the process too much and that local person is not there the taxpayers wouldn't have anybody to go and talk to and share their concerns with. The bottom line is there are means of doing it that are less costly for the Commonwealth and therefore to the taxpayers where they still have that avenue to err. You have done a fantastic job.

Mr. Hartwick: We didn't know she was handing out your direct number.

Mr. DiFrancesco: That's alright. Sometimes people want to talk to someone locally and here they have the folks either that are going from your office or the folks in the local municipal building. There is an avenue there to share their thoughts and concerns.

Ms. Creason: I think to underscore that point and not to malign the previous tax collector, but the facts are that the office was in her home, but only open three hours a month. There were very minimal office hours where you could actually go. I'm sure that has been expressed already by the residents. That is a positive that they can call us at any time. The one thing that was built into that expense-wise was that I knew that I or someone on my staff may periodically go up there to Millersburg and meet with the residents and handle any issues they may have. Millersburg Borough has agreed to pick up the mileage for any expenses that would be incurred on the County's behalf. It really is a win financially for the County being able to deposit the funds immediately and all the services that we can provide. It is very good. I'm going to go on the record as saying that I hope our software provider can keep up with the aggressive nature of my office. That will probably be the only thing that will cause me to pause sometimes is that I think we are on our game and ready to go, but I just need to make sure that I have the support of those behind the scenes who make it happen on the PCs.

Mr. DiFrancesco: I do believe that you have been able to affectively get their ear.

Ms. Creason: I'm hoping so.

Mr. DiFrancesco: I believe so. Great job!

## **B. Steve Libhart, District Attorney's Office**

### **1. PCCD Grant Presentations**

- a. RASA**
- b. VOJO**
- c. Modification to the STOP Project**

Mr. Libhart: Today for your consideration I have two of the annual funding streams that we receive as a pass-through through PCCD. Both of them are 100% funded and don't require any County match.

The first of them is the Rights and Services Act, which funds primarily the victim advocates through the Victim Witness Assistance Program and the Victim Witness Coordinator employed by the District Attorney's Office. Because they are two separate agencies, we have a total County entitlement identical to last year's amount of \$174,317, but it is split between two separate applications. So, there will be two signature pages for one announcement. It is required by PCCD that we do that, because the two agencies are not under the same umbrella so to speak. If you have any questions, I'll be happy to entertain them. It is pretty much the continuation of funding that we've received for the better part of two decades now.

The second one is the Victims of Juvenile Offenders funding which goes primarily to the Victim Witness Assistance Program to fund specially trained advocates for handling of victims that are victims of juvenile offenders. They work hand-in-hand with the Juvenile

Probation Office in trying to help people weed through the differences between juvenile jurisdictions in cases as opposed to adult jurisdictions in cases. Otherwise, the funding stream is different, but basically the application is the same.

Mr. Hartwick: What is this allocation in comparison to what we received last year?

Mr. Libhart: The Rights and Services Act is identical. It has been identical for three years. The Victims of Juvenile Offenders Act is decreased by about 11%. The VOJO Grant is in the amount of \$97,134.

Lastly, we have a change to an already approved project that has been awarded by PCCD, the Stop Violence against Women Grant. We formally were helping to offset the cost of the detective assigned to this, but that detective is also a detective assigned to other PCCD funded applications. As a result, we can't co-mingle the funds. We decided to take that money that we had allocated for the detective's salary and apply it towards training for all the police departments in Dauphin County so that they are better off in domestic violence type situations. That is the only modification. The total entitlement doesn't change nor the allocation of the monies.

Mr. DiFrancesco: Is any Board action required today or next week?

Mr. Libhart: I can wait until next week.

Mr. DiFrancesco: We will vote on it next week.

## **PERSONNEL**

Ms. Lengle: In the Personnel Packet, I have an Addendum for the Assistant Law Librarian position. We had filled that recently and the individual resigned after two weeks. We are trying to get it filled again as quickly as possible. I have a request to fill the position is #10 in the main listing and then the new hire is listed in the Addendum. If you could I would like a vote on #10 and #1 of the Addendum so this person can give notice to her current employer. She is not able to start until September 29<sup>th</sup> so I need to change that date on the Addendum. She needs to give notice now.

**It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco that the Board approve Vacancies approved by President Judge #10 and New Hire #1 of the Addendum, pending the results of the background check; motion carried.**

Ms. Lengle: Are there any questions on any of the other items in the Packet? (There was none.)

Mr. Saylor: It appears that we have some full-time EMA folks coming in outside of the hiring window. The window is in October. Obviously telecommunicators are an important job and they have to go through a training process. I will take that up with

Steve directly, but I just happened to notice that. There are a couple part-timers, which as always does not impact the budget to the point that Mike Yohe is concerned about it.

Mr. Hartwick: Work Release.

Mr. Saylor: Work Release falls under the Courts.

Ms. Lengle: Also in the Personnel Packet is a request for an EMA employee to participate in the educational incentive program. I just wanted to bring that to your attention as well.

Mr. DiFrancesco: And it meets all the qualifications?

Ms. Lengle: Yes, it does.

### **PURCHASE ORDERS**

Mr. Baratucci: It is a very light packet this week. There is nothing unusual in the packet, just a couple very small budget adjustments that need to be done. Otherwise, it can be moved to next week for action unless you have any questions. (There was none.)

### **TRAINING PACKET**

Mr. DiFrancesco: The Training Packet is before us. Is there anything that needs to be addressed?

Mr. Hartwick: #4 and #19.

Mr. Saylor: I have #19 and we should approve #4 as well. Number 19 is an early bird registration to save some money.

**It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco that the Board approve Items #4 and #19 listed on the Training Packet; motion carried.**

### **ITEMS FOR DISCUSSION**

(There was none.)

### **SOLICITOR'S REPORT – BRUCE FOREMAN, ESQ.**

Mr. Foreman: I have nothing to add to the report that has been circulated. I would be happy to try to answer any questions? (There was none.)

## **CHIEF CLERK'S REPORT – CHAD SAYLOR**

Mr. Saylor: Likewise I have nothing unless there are questions of me. (There was none.)

## **COMMISSIONERS' COMMENTS**

(There was none.)

## **PUBLIC PARTICIPATION**

Mr. DiFrancesco: We are at the point in time for public comment. (There was none.)

## **ADJOURNMENT**

**There being no further business, it was moved by Mr. Hartwick and seconded by Mr. DiFrancesco that the Board adjourn.**

Respectfully submitted,

Chad Saylor, Chief Clerk

Transcribed by: Richie-Ann Martz