



DAUPHIN COUNTY BOARD OF COMMISSIONERS

COMMISSIONERS' WORKSHOP MEETING

WEDNESDAY, SEPTEMBER 1, 2004
10:00 A.M.

MEMBERS PRESENT

Jeff Haste, Chairman
George P. Hartwick, III, Secretary

MEMBER ABSENT

Dominic D. DiFrancesco, Vice-Chairman

STAFF PRESENT

Chad Saylor, Chief Clerk/Chief of Staff; Bill Tully, Esq., Solicitor; Marie Rebuck, Controller; Robert Dick, Treasurer; Randy Baratucci, Purchasing Director; Mike Pries, Security Director; Guy Beneventano, Esq., Assistant Solicitor; Robert Knupp, Esq., Assistant Solicitor; Bruce Foreman, Esq., Assistant Solicitor; Gary Serhan, Deputy Controller; Carolyn Thompson, Court Administrator; Kay Sinner, Personnel; Sharon Way, Personnel; Dave Schreiber, Personnel; Diane McNaughton, Press Secretary, Lena Martinez, Secretary; Jena Wolgemuth, Commissioners' Office and Julia E Nace, Assistant Chief Clerk

GUESTS PRESENT

Deborah Ritchey, Neighborhood Dispute Settlement

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 three sets of meeting minutes that we will entertain next week.

PUBLIC PARTICIPATION

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

PERSONNEL

Ms. Sinner: In the personnel packet I have one salary board item. It is a request to create two assessor positions for the Tax Assessment Office.

Mr. Haste: Marie, did you get this?

Mrs. Rebuck: Yes.

Ms. Sinner: We have our vacancy listing with two Children & Youth caseworker positions. Emergency Management is requesting permission to fill one part-time telecommunication trainee. There are two other part-time telecommunication trainees that are already approved to fill. In the near future, they will be requesting permission to hire three part-time telecommunication trainees.

Mr. Haste: Why do we only have one from the Prison?

Ms. Sinner: We had the lieutenant on last week's agenda. That was approved at last week's meeting. The sergeant is being approved this time. I didn't have the paperwork for the sergeant last week. Are there any other questions on the vacancy listing?

Mr. Hartwick: Can you give me the background on why we are hiring someone in Tax Assessment now? I know he held the vacancies open until now.

Ms. Sinner: I don't have any background on it. You would have to talk to Steve Howe. I could find out and get back to you next week, too.

Mr. Haste: I would ask him to let all three of us know the timing. I know that we approved these in the budget. The question is why now?

Mr. Hartwick: There are certain accountability standards and performance standards that I want to put into place for folks in the field making sure they're working diligently and making sure we are getting the most out of our current assessors before we want to add any additional assessors. I may have some additional comments before next week on this.

Mr. Haste: Ask him if he is starting the process now so he can fill them with our October hiring date?

Ms. Sinner: I'm not sure about that either.

Mr. Saylor: Commissioners, I did talk with Steve briefly about this and he did indicate that these two assessors would wait until October to hire. He has two other personnel issues.

Mr. Hartwick: We talked about those already and we are fine with the other ones.

Mr. Saylor: Faye has been out so the Hiring Freeze Committee has not been able to meet. Since he was going to wait until October, I'm not sure that was....

Mr. Haste: Okay.

Ms. Sinner: The new hires listing you can see we're filling a lot of vacancies at Spring Creek. Changes, I don't have anything to point out on that. Included is the promotion of the sergeant to Lieutenant, as well as the promotion of a correction officer III to sergeant at the Prison. I have an addendum. The Coroner's Office, one of the part-time deputy coroners has resigned. They would like to hire another part-time deputy coroner. I have a request to fill a vacancy on the new hire list.

Mr. Haste: Are there any questions for Kay? Is there anything else?

Ms. Sinner: Just the over time listings.

PURCHASE ORDERS

Mr. Baratucci: You should have all received the purchase order packet. There is nothing unusual in the packet. There are a couple of budget issues which will be resolved by Mike and myself prior to next week. If you have any questions, I can answer them, otherwise I'll get an update to you next week with the budget items fixed.

MARBLE BID RESULTS

In addition to that, on the agenda today is a report on the marble bids that we advertised. We have a surplus of marble lying outside of the Courthouse. We did an advertisement to sell it. We received two bids. We opened them last Friday. One bid was \$351.00. The other was \$500.00 for the lot. Commissioner Haste was here when we actually opened the bids. There was some discussion at that time that the \$500.00 was probably not what we were looking for and may be wanted to take some type of action today to possibly do this a different way or look at it or whatever you would like to do. Our options are to take the high bid of \$500.00 or come up with another alternative plan to dispose of the marble. I didn't know if you wanted to discuss that now or just reject the bids and move onto something else.

Mr. Haste: I had numerous phone calls from citizens. Actually, it was a topic of discussion on a local radio station one morning. I think we might be able to get a little more money in the long run and maybe have something nicer for folks. My suggestion would be to reject the bid and at least take a look at finding someone that would be able to cut those into some sort of piece and put some sort of a county logo or insignia on it and then put them up for sale much like the City did with "old shaky". There appears to be an interest in that and I think we could generate a little more revenue for the County by doing so. I think we ought to explore that.

Mr. Baratucci: Okay, how about if I work with Edgar and maybe come up with a cost to do that. I'll come back and report to you guys to make sure that you are comfortable with spending that money. A question for the Solicitor's Office, do we want to just let these bids kind of lie without formally rejecting them just in case the cost is prohibited to do that? I do know that some of the maintenance crew mentioned that marble is not an easy cut. You need some specialized equipment to do that. So there could be a substantial cost to getting it ready for sale.

Mr. Haste: The other option would be to take each panel as it is now. They are sizable panels and put some sort of insignia on it and sell it that way. I had two ladies contact me to see if they could just purchase one piece to make it into a cutting board for their house.

Mr. Baratucci: We will explore the different options and costs that are involved and get back to you. If it is okay just to leave these bids open for a week or two until we determine that. Is that okay?

Mr. Tully: I would say we should definitely keep them open for a week until the Legislative Meeting and then decide if you want to keep it open beyond that.

Mr. Hartwick: Do we have an estimated total worth if we were to go out to somebody who may be using the marble? Is there an estimated value on the total amount that we have?

Mr. Baratucci: Edgar's estimate was that it would be less than \$1,000. That is why we advertised it the way we did. However, I guess it all depends. I do think that if we do make it into pieces some way and offer we could get more than that. It is just how much is it going to cost to do that or do we just want to take what is there now? Right now the pieces are in all different shapes and sizes, they're not in nice neat sections. That's what I think we should explore. What will it cost to make it that way or what do we have? Can we sell it just the way it is or do what Jeff was suggesting?

Mr. Haste: The ironic thing is the value is \$1,000 for around 19 skids. We couldn't buy half of that for anywhere close to that amount. That's why in my mind, there has to be a better option.

Mr. Baratucci: It was just an estimate. It was difficult to estimate because of the way the stuff is.

Mr. Hartwick: I didn't know marble estimation was in Edgar's....

Mr. Baratucci: Job duties? He's a jack of all trades. He can do lots of things. We will check it out. It was a guess better than anything else. If we have a little more time to check into the cost, etc., we'll report back to you. It may not be by next week because it might take us a little bit longer.

Mr. Hartwick: I'm fine with that course of action.

Mr. Baratucci: We'll just table it then. Are there any other questions? (There were none)

TRAINING PACKET

Mr. Haste: Chad is there anything that we need to address at this week's meeting?

Mr. Saylor: No, there is nothing for this week.

Mr. Haste: We'll deal with that next week.

DIRECTORS/GUESTS

A. Deborah Ritchey, Neighborhood Dispute Settlement

1. Update of the Neighborhood Dispute Settlement Program.

Ms. Ritchey: Thank you for this opportunity to talk about the Neighborhood Dispute Settlement. We've been in the community for twenty-five years. In fact, we are celebrating our 25th anniversary this year. We've received funding from Dauphin County since the mid 1990's. We believe the communication brings people together to discuss their dispute resulting in the possibility of a win-win situation. Eighty percent of

the time when we get folks together we reached an agreement, which is written up and signed by everybody present. We also believe that our services save parties money. If they don't have to incur the cost for an attorney or a filing fee with a district justice, money is saved. The funding letter that we sent mentioned a 1995 study by Professor Roosevelt Shepherd from Shippensburg. I'll gladly provide you with a copy of the study where we showed that we saved municipalities money by having police officers make referrals for mediation and when those referrals result in a mediation the savings to municipalities is any where from \$108-\$184 a call. We also believe that our services build communities. Because what we are talking about is bringing people together to have a conversation. We also absolutely believe that we are reducing violence. We have 56 trained mediators that are trained to handle disputes between neighbors, landlord & tenant, custody orders, land disputes, merchant-consumers, organization and work place disputes. What we do not mediate are disputes involving domestic violence, suspected child abuse, felony or personal injury claims. So we are not about replacing the court system. We are about lightening the load of the minor judiciary specifically. We do have district justice support. This year from January to July, of the 214 referrals that we received, 74% of those were from Dauphin County. Our second highest referrals were the district justices.

Some of our goals include diversifying our funding. So we are looking for regional support for our services. Our service area is Dauphin and Cumberland Counties.

We just submitted a grant to the United Way to fund outreach activities in northern and southern Dauphin County because our service provision is low in those areas. We are having an extensive fundraising effort.

I'm available to answer any questions you might have about our work.

Mr. Haste: You have a request in front of us, right?

Mr. Hartwick: It is through our county general fund for \$20,000.

Mr. Haste: So it will be a budget item this fall?

Ms. Ritchey: Yes.

Mr. Hartwick: I have a few comments and then a question. I know, as the mayor of Steelton, we probably had more neighborhood dispute settlements and referrals that we sent to you than almost any other municipality. I understand the value of your organization. Certainly, I agree with your assessment that you lighten the load and it also gave me an opportunity to refer you to somewhere else besides myself in a closed room with some pretty volatile folks at times. I understand the value of your organization. I just want to hear a little more about what Cumberland County's contribution was and also some of the ideas of your fundraising efforts and how you are going to try to raise some funds outside of just county funding.

Ms. Ritchey: Cumberland County began funding Neighborhood Dispute Settlement also in the mid 90's. We received \$6,000. Unfortunately in 2004, they discontinued that funding. I think it is the combination of things. To be very candid, it is my impression that they had their own fiscal challenges because we were one of about ten grants that were not funded in 2004. To be very candid with you, getting services to residents of Cumberland County has been a challenge. Our service provision has been low. The Susquehanna River is beautiful but it is an obstacle. Even though we take the mediations to the neighborhoods where the people live, we're not having necessarily the opportunity to explain that to residents mostly of the western part of Cumberland County. Our service provision is pretty high in Lower Allen and West Shore Regional Place which began funding us in 2004. So it is not necessarily Camp Hill or East Pennsboro which they tend to be very supportive. But it is Newburg and the western part of the county that they don't even know about us. We have also recently submitted a grant to our national association for outreach activities specific to the western part of the county. Fundraising includes corporate campaign where we are looking to make sure that the business community knows about us. We are trained to handle organizational or workplace disputes. It includes actually a membership campaign and an appeal to our membership to go beyond their membership dues to contribute further. And just the usual kind of activities that a small non-profit have, bake sales, etc. We've been around for 25 years but fundraising has not necessarily been foremost or at least I don't think the organization has had a real understanding of its responsibility to raise funds beyond municipal funding. Seventy-four percent of our funding comes from municipalities. I've been on staff for about 3 ½ years and have about 25 years experience in non-profit work. I don't think that is a healthy percentage. So what I said about doing is trying to help the organization understand that we need to write grants, we need to appeal to foundations, and we need to fundraise.

Mr. Haste: What is your overall budget?

Ms. Ritchey: Overall budget is \$46,000. You can see that the county grant is a major portion of that. We really hope to change that in terms of raising the amount of money we bring to the organization through this grant writing specifically and fundraising.

Mr. Hartwick: And the City of Harrisburg?

Ms. Ritchey: We receive \$15,000 from the City. They are our initial supporter through a Pennsylvania Commission on Crime and Delinquency Grant, which is another funding stream that we are going to be exploring and hopefully returning to.

Mr. Hartwick: I guess my last comment is because I was sick, I apologize for not meeting with you yesterday. Thank you.

Ms. Ritchey: Do you have any questions?

Mr. Haste: No. Do you still see Shep?

Ms. Ritchey: Yes, he's still very involved. Actually we were appealing to the new police chief in Swatara Township and he went to a meeting with us and was very effective. He feels very strongly about what we are doing and the ultimate savings to municipalities. Of course he has the study and he can talk about it right off the cuff.

Mr. Haste: Would you ask him to give me a call?

Ms. Ritchey: Yes.

Mr. Haste: Shep was my college advisor. I used to see him quite frequently at a diner that I go to in the morning. He's disappeared for a while. I know he has had some health problems.

Ms. Ritchey: I think he is feeling better. I recently saw him at market.

ITEMS FOR DISCUSSION

A. Appointments to the County Security Committee:
(**REQUEST A VOTE 9/01/04)

1. Commissioner Jeff Haste
2. President Judge or designee
3. Sheriff Jack Lotwick
4. D. J. William Wenner
5. Mike Pries, Security Director

B. Resolution No. 27-2004 authorizing sale of personal property and directing the purchasing director to advertise proposed sale.
(**REQUEST A VOTE 9/01/04)

C. Approval of a Management Representation Letter to Zelenkofske Axelrod for the 2003 audit.

Mr. Haste: We have items A, B, C for discussion. Looks like A & B, we need to vote on today. Is there a motion for A?

It was moved by Mr. Hartwick and seconded by Mr. Haste to approve the following appointments to the County Security Committee; motion carried.

1. Commissioner Jeff Haste
2. President Judge or designee
3. Sheriff Jack Lotwick
4. D. J. William Wenner
5. Mike Pries, Security Director

Mr. Haste: Item B, is from the Solicitor's Office.

Mr. Tully: It is the items at Spring Creek.

Mr. Hartwick: Could you give us a brief summary of what this is?

Mr. Haste: And Nick is aware of this?

Mr. Beneventano: This is a sale of surplus property that consists of a laundry press machine, folding machine and stacking machine. The staff at Spring Creek has requested that we expedite this. They would like to sell it as soon as possible. In order to do that, we have to advertise it once in one newspaper of general circulation for sale. The County Purchasing Director, Mr. Baratucci, has prepared a formal ad. We have reviewed it and it is acceptable for form and legality. We have prepared a resolution. The County Code requires, you as a Board, to adopt a resolution selling surplus property if the lot is valued at more than a \$1,000. We estimate the value of this property is considerably more than a \$1,000. As a matter of form and legality, it would be proper to have a resolution before you and that's why you have the resolution this morning.

Mr. Haste: Is Nick aware of this?

Mr. Beneventano: He is aware that the sale is going to be made. That was discussed last week.

Mr. Haste: Okay, is there a motion to approve Resolution No. 27-2004?

It was moved by Mr. Hartwick and seconded by Mr. Haste to adopt Resolution No. 27-2004 authorizing sale of personal property and directing purchasing director to advertise proposed sale; motion carried. (The entire Resolution #27-2004 is on file in the Commissioners' office)

SOLICITOR'S REPORT

Mr. Tully: I have nothing to add and would be happy to answer any questions you have on any item.

Mr. Haste: Do you have any?

Mr. Hartwick: On #2, Bob, the life insurance policy with Harleysville. Could you give us a short run down?

Mr. Knupp: I don't have it in front of me right now. But I have reviewed it with personnel. It affords the opportunity to those that have chosen to leave county government either voluntarily or by retirement or whatever to continue their life insurance benefits. My first question to personnel this morning was, "what is this going to cost?" By the way I have it now, lay off or leave of absence provision extension, I

believe it is the lesser of six months or the date the policyholder chooses to stop the coverage. My question, what does this cost the County? My answer from personnel was, "nothing". This would be solely on the policyholder much like if you continue health insurance coverage under cobra, you have to pay for it. Same deal.

Mr. Tully: The benefit to the employee, especially these that have significant health issues, it takes them beyond their vacation time. They would be able to pay the amount at the county rate as opposed to having to pay it individually. So it is a substantial savings to them. It is no cost to us.

Mr. Knupp: Harleysville is willing to do.

Mr. Tully: It is a win-win.

Mr. Hartwick: This would have been great to have for a good friend of mine, Fran Nooney.

Mr. Tully: That was one of the things on our mind when....

Mr. Knupp: That is exactly what I think was driving this.

Mr. Haste: That and a couple other cases where we've had employees with either terminal illness or potential terminal illness to allow them that opportunity. That was one of the things that drove this.

Mr. Knupp: I've said to Bill, I don't think there are any legal objections and so long as there is no cost to the county that it is something that should be done. It will be carried over for the agenda for next week.

REPORT FROM CHIEF CLERK/CHIEF OF STAFF – CHAD SAYLOR

Mr. Saylor: I just want to bring your attention to Item C, the letter from Zelenkofske Axelrod. We actually have two of them. They are, I'm told to perform an audit concerning the 2003 expenses. Solicitors have reviewed the one. Second one is under review. Basically the one letter confirms that ZA is going to do these particular items through the audit. The other letter is stating that we have supplied them with all the information that they need to do the job. I'm advised that the Solicitors are doing some pending language changes in the letter as well.

COMMISSIONERS' DISCUSSION & ACTIONS

Mr. Haste: I would like to note for the record, this is for Marie and for those that don't know, Marie Rebeck, the County Controller, has been named President of the Pennsylvania County Controller's Association. I'm sure with the many hats that Marie wears, that this will be another one that you will wear well and we are proud of you for

doing that. Congratulations! I was thrown for a minute when I read the article, it said the association was ninety years.

Mrs. Rebuck: It's been an association for ninety years this year. In fact, ninety years ago the first president of the association was a Controller from Dauphin County

Mr. Haste: Are there any other Commissioners' comments?

Mr. Hartwick: None from me.

PUBLIC PARTICIPATION

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

ADJOURNMENT

Mr. Haste: Is there a motion to adjourn?

It was moved by Mr. Hartwick and seconded by Mr. Haste to adjourn the meeting; motion carried.

Transcribed by: Julia E. Nace, Assistant Chief Clerk
September 1, 2004

Respectfully submitted,

Chad Saylor, Chief Clerk/Chief of Staff
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