



**DAUPHIN COUNTY BOARD OF COMMISSIONERS**

**COMMISSIONERS' WORKSHOP MEETING**

**WEDNESDAY, OCTOBER 27, 2004**

**10:00 A.M.**

**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; Bill Tully, Esq., Solicitor; Marie Rebuck, Controller; Robert Dick, Treasurer; Joseph Kleinfelter, President Judge; Carolyn Thompson, Esq., Court Administrator; Steve Sukniac, Director of Juvenile Probation; Bruce Foreman, Esq., Asst. Solicitor; Guy Beneventano, Esq., Asst. Solicitor; Melanie McCaffrey, Solicitor's Office; Mike Pries, Security Director; Garry Esworthy, Risk Manager; Kay Sinner, Personnel; Faye Fisher, Personnel; Randy Baratucci, Purchasing Director; Edgar Cohen, Facility Maintenance Director; Diane McNaughton; George Connor, Economic Development; Dan Robinson, Economic Development; Phil Intrieri, Deputy Court Administrator; Julia E. Nace, Assistant Chief Clerk

**GUESTS PRESENT**

Darnell L. Williams; Omar Syed

**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 one set of minutes for approval next week.

## **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?

Mr. Williams: My name is Darnell Williams. I'm just following up on the election. I want to know if we're prepared and what steps will be taken if there is any contesting of voting such as someone comes to the judge of elections at a certain precinct and they are told that they are not on the books to vote. Will that be taken care of?

Mr. DiFrancesco: Sure, we have the provisional ballots in place. More or less, we are prepared for any contingency. We've got the Solicitor's Office and District Attorney on notice. If someone should show up to a precinct who fully believes that they've registered to vote and they are not on the roll, they will be offered the opportunity to fill out a provisional ballot and then that provisional ballot will come back and be evaluated. If it can be determined that in fact they were registered and just not on the list, that provisional ballot will count. That provisional ballot will be judged by certain criteria depending on what the circumstances are. That person will be protected. Their right to vote will be protected. The determination will have to be made whether or not they were officially registered and legally authorized to vote. The election should go off without a hitch. There should not be any concerns whatsoever.

Mr. Williams: Is it possible for someone to be registered in Dauphin County at the same time being registered in Cleveland, Ohio and vote in both places?

Mr. DiFrancesco: Unfortunately, yes. Unfortunately, the system that we have in place, you could be registered.....quite honestly, you could be registered in Cumberland County and Dauphin County. There is some percentage of that happening. They are trying to take steps to impose a statewide registration system but based on what I have seen and what the Board has seen and spending our time in the Election Bureau, we're still not there yet in terms of a good solid system statewide, nationwide that will be one person one vote that they can't vote in multiple locations. We hope that doesn't happen. We've taken steps to address potential fraud here because this election season we've received multiple voter registration forms from a lot of people. The question becomes were they concerned that they didn't get the first one in and they just did it twice or for some reason were people trying to register twice to get on the ballot twice and vote more than once. We want to make sure that the integrity of the election

is upheld, that we've done our due diligence in terms of trying to identify any fraud that might be there. I think we have done that. Election Day will be challenging in that the turnout is going to be very, very high but we have a full staff backing up election day to make sure that if any questions come up throughout the day the process isn't slowed down or stopped at all that we can address it and move on.

Mr. Williams: After the election is over, we are going to have a lot of signs all over the County. What is the law in taking down the signs and who enforces that law?

Mr. DiFrancesco: That is handled on the local level by local municipalities. Each municipality has different ordinances. Many of the municipalities require parties or candidates to put up deposits as a way of making sure that those signs come back down. We all know and you drive around today you're still seeing signs from previous elections. Hopefully, you are not seeing any of our signs up any more. There are always going to be a few signs that are missed but for the most part most signs come down in a reasonable amount of time. Most candidates have enough respect for the community that they take them down. Unfortunately, we cannot account for every single one and some are missed. That is handled at the local level.

Mr. Williams: Thank you very much.

Mr. Hartwick: May I ask just a follow-up and clarification with provisional ballots? Didn't the court rule, I guess over the past week or two, that the individual must be voting in the precinct and casting that provisional ballot in the precinct in which they are in fact registered otherwise they won't count?

Mr. DiFrancesco: That would be...

Mr. Hartwick: They just can't go to a precinct and cast a provisional ballot just because they are registered in Dauphin County. They need to be actually in the precinct where they are officially registered?

Mr. DiFrancesco: Right.

Mr. Hartwick: There was some confusion over that.

Mr. DiFrancesco: The only reason that I'm hesitating to answer your question, is that there maybe a scenario where John Smith is registered in Lehigh County and in Dauphin County. We get an application for a John Smith with the same date of birth and the factors look identical. Somebody goes into the system and instead of just entering a new one which it should be an update, they update it and in fact there are two different John Smiths and when John Smith goes to a precinct in Lehigh County and says that I'm registered to vote, they say, no you are not. He files a provisional ballot. They go back into the system and check it out and they see that, that person was shifted to Dauphin County incorrectly. Obviously, he is no longer registered at that precinct but they'll see what the indiscretion is and will the vote count. So, yes,

ultimately they have filed the provisional ballot at the precinct where they are registered or where they have every reason to believe they are registered.

Mr. Haste: Is there anything else? Is there anyone else who wants to address the Board at this time? (There was none)

## **PERSONNEL**

Mr. Haste: I believe we had some items held over from last week that we said we would address this week.

Ms. Sinner: I have them in the packet and they are listed on the vacancy list again. The positions are in Adult Probation, Juvenile Probation and District Justice Pianka's Office. In addition, there are two other vacancies in the Prothonotary's Office. One is actually court related support staff.

Mr. Haste: We said we would hold these off until we went through these budget hearings yesterday. Is there a desire of the Board on these positions?

Mr. Hartwick: Beyond addressing the immediate needs of the Adult Probation Officers back filling the positions that we feel are a critical need at the Work Release Center and not moving forward with the string of additional promotions as a result was the only thing that I think might have been a consideration. I would like to get a feel from the Board whether or not that is something we move forward with or is it something that we just want to move forward with as presented?

Mr. Haste: So your question in your mind is, number three the two P.O. II's is what you are asking?

Mr. Hartwick: That is correct. Do we want to provide promotions along with filling the critical need obviously, which is a critical need in the Work Release Center being short staffed? Do we also want to provide the promotions now or do we want to hold that off until next year if we want to do that at all?

Mr. DiFrancesco: I'm in favor in taking them as is.

Mr. Haste: All of them?

Mr. DiFrancesco: Yes. You're talking about...

Mr. Hartwick: I'm talking about what we discussed.

Mr. DiFrancesco: For clarity, are we taking about 1-7?

Mr. Haste: Right. He is talking about item #3 on the bottom.

Mr. DiFrancesco: I'm supporting all of those.

Mr. Hartwick: That was the only one from my perspective, I don't want to bring a string of promotions as a result of filling a critical need, which often times occurs in the County rather than just filling that critical need which is obviously presented to us and is a critical need with a shortage out at the Work Release Center, two individual adult probation officer I's. I would be in favor of just filling those adult probation officer I positions.

Mr. Haste: One of you can make a motion.

Mr. DiFrancesco: Do you want to pull out positions and approve others?

Mr. Haste: Either we make a motion to approve all of these or someone makes a motion to approve all of these except item #3.

Mr. DiFrancesco: I start by making a motion to approve all of them but item #3.

Mr. Haste: Is there a second?

Mr. Hartwick: Second.

Mr. Haste: Is there any further discussion on that? All those in favor say, aye; motion carries.

Mr. DiFrancesco: Now, I'll make a motion to approve item #3.

Mr. Haste: I'll second that. Is there a discussion? (none) All those in favor say, aye.

Mr. Haste & Mr. DiFrancesco: Aye.

Mr. Haste: Opposed?

Mr. Hartwick: No.

Mr. Haste: Motion carries.

Ms. Sinner: In the new hires listing, we have some positions in Children & Youth and Spring Creek. Those are new. The ones from last week are items #9-13, Adult Probation, District Justice Pianka and Juvenile Probation.

Mr. Haste: Say that again.

Ms. Sinner: Items #9-13 are the ones that were presented last week. It is two new hires in Adult Probation.

Mr. Haste: Do these go back to the ones...

Ms. Sinner: The vacancies that you just approved to be filled. Out of those vacancies some were new hires and some were promotions which are on the changes listing.

Mr. Haste: But these can wait until next week, correct?

Mr. Hartwick: Yes.

Ms. Sinner: Yes, they can. I wasn't sure if you were planning to approve these, too.

Mr. DiFrancesco: These are actually people on the roll now.

Mr. Haste: But see the start date.

Mr. DiFrancesco: Oh.

Ms. Sinner: The start date is November 8.

Mr. Hartwick: Being opposed to promotions, I prefer to try to move the hiring of the people out at Work Release Center. During conversations with Terry, there was an immediate concern at the Work Release Center related to filling those positions.

Mr. Haste: He has start dates of the 8<sup>th</sup>.

Mr. DiFrancesco: November 8<sup>th</sup>.

Mr. Hartwick: Could we ask the Judge or Carolyn for any clarification? The issue is, would we need to take action to fill those probation officers to fill the critical need at the Work Release Center now or could that be held off until next week?

President Judge Kleinfelter: What was explained to you was that there are actually no vacancies at the Work Release Center. We can't afford to move people out of there because of the minimum staffing requirements. Actually the vacancies are from the probation officer....he I believe explained to you that he is moving people out of the Work Release Center to fill those positions. They are positions vacated due to promotions. The people moved out of the Work Release Center to be promoted into those positions. At that time, the new hires will be coming into the Work Release Center. To answer your question, can they be postponed one week? Is that the question?

Mr. Hartwick: Yes.

Mr. Haste: They wouldn't be postponed; we would just not take action today because the start date is the 8<sup>th</sup>.

President Judge Kleinfelter: The answer to your question is, yes.

Mr. Hartwick: Fine, that's great.

Mrs. Thompson: The only reason we had them in last week's packet was because it was your request to be in there.

Ms. Sinner: I think some of the promotions were effective October 25<sup>th</sup> but they changed that since it is now past that date. You can see in the changes listing the persons being promoted. The only other change besides the resignations or suspensions is a supplemental pay for a Spring Creek employee.

Then I have the overtime report and a request for overtime from the Prison.

## **PURCHASE ORDERS**

Mr. Baratucci: You should have all received your packet yesterday. As I mentioned last week, if you could approve the purchase orders this week due to the financial system changeover next week, I would appreciate it. There are two items on the report still showing over budget but we did get a transfer from Spring Creek. The transfer was sent to Mike yesterday afternoon after the report was printed. Those budget adjustments have been made even though they don't show it on the report.

Mr. Haste: Is Mike okay with this?

Mr. Baratucci: Yes, I have a copy of the mail. He didn't say that there were any problems. I will double check with him. He'll usually says if there is a problem.

Mr. Haste: Why don't we approve the packet pending making sure that occurs?

Mr. Baratucci: I will check with him just to make sure. I'm almost sure he would have mentioned if there was an issue.

Mr. Haste: Remember last week Randy asked if we would do it because of the changeover in our accounting system.

Mr. Hartwick: Take a look at these EMA requests.

Mr. Baratucci: I will point out also there was some discussion about vehicles. They are on here. I believe that was covered under the Supervision Fee. I just want to point out that is our first purchase of vehicles in a long time. They are on here and have been covered out of the Supervision Fees.

Mr. Haste: Correct, we received a detailed memo about that.

Mr. Baratucci: I knew there was some discussion about it and I just wanted to make sure that you knew they were on here.

Mr. Hartwick: Nick, are you okay with the EMA things?

Mr. DiFrancesco: No.

Mr. Haste: Just to give you guys clarification on page 15 for Parks & Recreation, this is stuff that was wiped out by the flood and will be submitted for reimbursement through the Disaster Program.

Mr. DiFrancesco: Edgar, the fire alarm system at Spring Creek, can you talk a little bit about that?

Mr. Cohen: McBride Building has several bad transponders which can't be ordered because they are obsolete.

Mr. DiFrancesco: Has there been an increase in false readings or has that been a problem for a while?

Mr. Cohen: It is my understanding that it has been a problem for a while. ???

Mr. DiFrancesco: How does this affect the Spring Creek budget? Randy, have they given you any insights as to how they are going to pay for it?

Mr. Baratucci: That's one of the items that were showing over and they did move it from another line item. They transferred \$43,500 from a building construction line item into this one. It is in the same cost center but this came from Wilt McCullough. He was directed to look at the budget and find a place to pay for these.

Mr. Yohe: The funds are from the old Depreciation Fund that was closed out this summer.

Mr. DiFrancesco: So it is still restricted to the building but it's...

Mr. Yohe: Paid from cash that was transferred from the closed fund but there is a cost center that we are using for these types of expenditures. Funds were moved out of the Depreciation Fund and into the operating fund of Spring Creek.

Mr. DiFrancesco: So you are saying funds were moved out of a restricted fund into the general fund?

Mr. Yohe: Their operating fund.

Mr. DiFrancesco: How much was it?

Mr. Yohe: They can use it; they don't have to use it as private funds. I believe it was over \$1 million.

Mr. DiFrancesco: Edgar, you are saying this has to happen now?

Mr. Cohen: If something happens in the wrong area.....

Mr. DiFrancesco: That's what I'm saying. Is it giving false positives or is it actually not identifying when there is an incident?

Mr. Cohen: Right now it is identifying as false. We test the system each week in the McBride Building.

Mr. DiFrancesco: Does anybody else have any questions?

Mr. Hartwick: I request that we look at page 22 and pull. Were you aware of it?

Mr. DiFrancesco: No, but I would not have questioned it. This team is a Dauphin County team. It is like an emergency squad buying uniforms more or less. I can pull it and have them give documentation. If I pull it, when does it go then?

Mr. Baratucci: It will be three weeks only because the next round will be.....

Mr. Haste: Is this a special fund?

Mr. Baratucci: It is a fund for Hazmat. It is not out of the general fund. It is out of the Hazmat Fund.

Mr. Haste: This comes out of the fees that they charge for the Hazmat plans?

Mr. Baratucci: I don't know. Mike do you know?

Mr. Yohe: No.

Mr. Hartwick: Did you see R62267?

Mr. Baratucci: You got to look over at the quantity. That is the total for 40 of them. Embroidery disc, is that what you are talking about? That is the disc itself to run to get the patches. It is like a piece of software. The other items are the quantities which are the actual items. \$230 divided by 40.

Mr. Hartwick: I just wanted to bring it to your attention.

Mr. DiFrancesco: That one I would not question. The other one....

Mr. Hartwick: One of the things, I think I will suggest in the purchasing process, too, is there any way that we can....a lot of times we are reviewing this stuff making the request....we are unaware of this until we see it in the purchase order packet.

Mr. Baratucci: Normally, you have a week. This is an unusual circumstance because of the system going down. Normally, I present them to you every week....like for instance on page 14, the note on the requisition says; these are needed office supplies for the EOC, Emergency Operations Center. They are \$20 calculators, there are some dry erase markers and cleaners, some pencil sharpeners, etc. I've got to take his word for it that they are needed at the EOC. I didn't question that obviously but if you want to check it out. Normally, you would have a week to do so. Again, if you want to pull any of these, it is no problem. If it was going to be a standard week where we just normally approve everything, I wanted to do it now so that people didn't have to wait three weeks. I have no problem if you want to pull these and they'll just have to wait for the stuff. I don't think anything is critical.

Mr. DiFrancesco: That's the only one that I'm requesting that gets pulled.

Mr. Haste: I don't think if they don't have their laser pointers in the next few weeks...

Mr. DiFrancesco: The rest are all office supplies. If you guys want to pull more, that's fine but I would pull the six laser pointers.

Mr. Haste: I would just pull the whole page. I can't imagine anything in there in three weeks.....

Mr. DiFrancesco: That's fine, let's just pull that.

Mr. Baratucci: Page 14?

Mr. DiFrancesco: Yes, let's pull page 14. I understand some but there are others that I just.....

Mr. Baratucci: Do you want me to have them get a hold of you.

Mr. DiFrancesco: I will get a hold of them.

Mr. Baratucci: Are there any others? Is everything else okay?

Mr. Haste: We pulled page 14. Is there a motion to approve the purchase order packet as amended?

**It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco to approve the purchase order packet as amended, pulling page 14; motion carries.**

## **TRAINING PACKET**

Mr. Haste: We have the training packet and we'll deal with that next week.

## **DIRECTORS/GUESTS**

A. *GEORGE CONNOR, COMMUNITY DEVELOPMENT COORDINATOR*

Mr. Haste: Do you need action today?

Mr. Connor: No, not on this. We need a verbal yes that everything is approved by you guys and these are the projects that you have selected for the 2005 CDBG and HOME Programs. Next week, we will sign off on it and send it to HUD.

Mr. Haste: I'm okay.

Mr. Hartwick: The only charge that we have for next year is to try to get out there and encourage more creative projects that show the economic impact.

Mr. Haste: I would suggest for next year when we send out the applications and notices that we make that very clear.

Mr. Connor: Not a problem.

Mr. Haste: That way no one is caught off guard.

Mr. Connor: Right.

Mr. Haste: We sort of are changing the course. I think it is fair to let everybody know that is what we are looking for.

Mr. Connor: I understand.

Mr. Hartwick: Even to the point where we can specify that social programs, curb cuts, and the like are not considered economic impact projects.

Mr. Connor: I understand.

Mr. DiFrancesco: And do that multiple times because you know you send one notice out, they're going to sit there and say we didn't know. Multiple notices, multiple choices, all highlighted.

**B. GARRY ESWORTHY, RISK MANAGER**

**1. Presentation of Self-Insured Audit from the Dept. of Labor & Industry.**

Mr. Esworthy: I just wanted to bring to your attention the results of our audit for workers' compensation program. Right now, we are self-insured for our workers' compensation program. As a result of that, we have to be compliant with the State Accident known Prevention and once in a great while it is audited. This is the first audit that the County has gone through. This audit took place on July 12, 2004. Mike Pries, myself and Joe Ballet from Inservco which is our PTA, handles our workers' compensation program attended. The important part of this audit is that we were rated adequate. Adequate is the best that we can possibly have. The individuals from the Department of Labor & Industry, Mr. Harold Redding, who is the manager, and Mr. Neagley, who is the Chief, commented that this is the best program that they have seen in any public entity. A lot of the credit goes to Mike Pries who is the Safety Director. More importantly, and I think it is important for everyone to know about this, is that because it is such an efficient program, that he is running. In the last three years, we've had a 46% in workers' compensation rates. What does that really mean, it means this, that over the last three years we've decreased the cost of workers' compensation by \$230,000. Last year alone \$126,000. We are targeted this year to further reduce that. In 2002, we've paid \$577,000 out in workers' compensation injuries to employees here. In 2003, we spent \$454,000. We were assessed in 2002 \$6,455 and in 2003 \$3,400. The audit is important and important to say that we are on target. We run a safe ship here in Dauphin County. We take the safety of our employees very seriously. More importantly, we're on course to reduce those injuries even further. Being self-insured is that all this money is just tax dollars. This is not insurance money. This is a real cost savings to the County.

There are approximately fourteen different areas that we have to be in compliance with and in those fourteen areas; we were in compliance with all fourteen. There are eleven program effectiveness evaluations that we should be in compliance with. They indicate that we need to be in compliance with seven and we were in total compliance with those seven.

I wanted to bring some good news back to the Board and let you know that the Safety Department is doing a tremendous job. Are there any questions? (There were none.)

Mr. Haste: Tell Mike we said, "thank you".

**ITEMS FOR DISCUSSION**

Mr. Haste: We have items for review and discussions, items A thru H. Item F has been pulled. We need to take action on item A.

- A. Approval of a Small Business Loan Program administered through the Dauphin County Community & Economic Development Small Business Loan Program.  
**(\*\*REQUEST VOTE 10/27/04)**
- B. Appoint Gayla Molinelli Bush to the Children & Youth Advisory Board.  
(Term expires November 3, 2007)
- C. Appointments to the Dauphin County Council on Aging:  
(Terms expire November 3, 2007)
  - 1. Betty Curtis
  - 2. Marie Furjanic
- D. Appoint Kevin P. Nelson to the Local Emergency Planning Committee.  
(filling a vacancy created by Martyn R. Nevil's resignation)
- E. Approval for Zelenkofske Axelrod LLC to audit the Comprehensive Tobacco Control Program for the period July 1, 2002 through December 31, 2002.
- F. Representation Letter with Zelenkofske Axelrod LLC in reference to the audit of the Comprehensive Tobacco Control Program for the grant period July 1, 2002 through December 31, 2002.
- G. Agreement between Spring Creek and Mobile X-Ray Imaging, Inc., for Mobile X-Ray, Ultrasound & EKG Services.
- H. Approval of a request to name an unnamed stream located within Conewago Township, Dauphin County to Gallagher Run.

Mr. Hartwick: I think it was actually item E that we pulled not item F?

Mr. Haste: Yes, you are right, I'm sorry. It is item E. Wait it is item E & F.

Mr. Hartwick: I think that one is just a letter discussing their past audit.

Mr. Haste: I think it is item E & F.

Mr. Saylor: Commissioners may I ask is there a question or comment on either that we need to address?

Mr. Haste: Commissioner Hartwick talked with Guy right before the meeting. My question was why were we paying for or doing the audit for a program that's now run by an agency that is no longer a part of Dauphin County?

Mr. Saylor: Marie may be able to address that.

Mrs. Rebuck: Unfortunately Gary is not here to answer because today he is in insurance school.

This program for Drugs & Alcohol, the tobacco program, is for fiscal year 2002/2003. Drugs & Alcohol was still under the auspice of Dauphin County from July 2002 to December 2002. So part of that audit is really our audit. Gary had talked to Mike Flanosky of Drugs & Alcohol, and they have agreed that they will pick up all the costs, 100% of the cost, and Dauphin County is not going to have to pay out anything for this audit. However, it is my understanding that we still need to officially act upon these six months which was under the auspice of Dauphin County.

Mr. Haste: That was my question, this is not a contract? We are not signing a contract that obligates us?

Mrs. Rebuck: I personally did not see the paperwork on that.

Mr. Haste: That is what I want to make sure. If they are now a non-County agency, I don't want to pay for their bills.

Mrs. Rebuck: But this was for six months when they were a Dauphin County agency.

Mr. Haste: I understand, at least I don't want to pay for any more than that.

Mrs. Rebuck: They are saying they're going to pick up a 100% of the cost.

Mr. Haste: Do we have that in writing? Are we making sure that we are signing something that obligates us? I see a head shaking, no, I don't know what that was for.

Mr. Beneventano: Commissioner with that understanding and I think the letter agreement with Z&A should be pulled. Arguably, you would be making a commitment.

Mr. Haste: That is what I want to make sure that we are not doing. Drugs & Alcohol should be signing that contract.

Mr. Beneventano: Yes, which is the issue Commissioner Hartwick mentioned earlier.

Mr. Haste: If they are going to pay for it, they should be signing it not us.

Mr. Beneventano: I would respectfully request that letter agreement be pulled from the agenda.

Mr. Haste: Okay.

Mr. DiFrancesco: Is the agreement for the entire period of the audit because the agenda is showing the six month period of July 1 through December 31, 2002?

Mr. Beneventano: The letter agreement, Commissioner DiFrancesco, is also for that period of time.

Mr. Haste: But, if Drugs & Alcohol is paying for that they should be signing it.

Mr. DiFrancesco: I see what you are saying because they said they were going to pay for the whole thing even though part of it was ours.

Mr. Haste: If we sign this then, we're on the hook for it not them.

Mr. DiFrancesco: Okay, very good.

Mr. Haste: George, I guess Dan is going to address item A.

Mr. Robinson: This item on today's agenda is for the loan program that has been in existence since 1996 and we are attempting to expand the knowledge base in the community of the loan program. In doing that, we worked with Solicitor Foreman to fine tune some of the details of how you obtain a loan and the policies there in. So that is all that we are asking the Board to do today, adopt the rules and regulations as we move forward.

Mr. Hartwick: This is just to get the language appropriate?

Mr. Haste: Is there a motion?

**It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco to approve a Small Loan program administered through the Dauphin County Community & Economic Development Small Business Loan Program; motion carries.**

### **SOLICITOR'S REPORT**

Mr. Tully: Nothing to add to the written report submitted and happy to answer any questions.

Mr. Hartwick: The information that has been flying back and forth, I suspect we are resolving the issue with solvency fee being paid to Interstate? We need to get an answer. I was with Faye this morning she is requesting to get an answer from Bill regarding what process that needs to be taken. According to Mike, it doesn't need to take any process. We only need an invoice number to make the payment. I believe we already approved this. I just want to make sure that we take action on this so that we don't miss the November 19<sup>th</sup> deadline. We're all prepared?

Mr. Saylor: I think it is in Chips hands, right?

Mr. Tully: I heard no problem with it so I think we are on track.

Mr. Hartwick: I just want to make sure that we are clear in saying that we want that paid before the 19<sup>th</sup>.

Mr. DiFrancesco: Bill, did you get copied on the Attorney General letter regarding Election Day?

Mr. Tully: I have not seen that.

Mr. DiFrancesco: I will make sure you get it along with all the other Board members. I received a copy of a letter yesterday from the State Attorney General regarding Election Day regarding the liaisons that will be here on Election Day just clarifying what their role is and again stating that County Board of Election is in charge of Election Day.

Mr. Tully: Is it consistent with the letter we sent?

Mr. DiFrancesco: Yes, it is consistent with the letter that we sent to the Department of State. I'll give copies to everybody.

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

Mr. Saylor: I have nothing at this time.

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

Mr. Haste: Is there anything else from the Commissioners?

Mr. Hartwick: I have nothing.

Mr. DiFrancesco: I have nothing.

### **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.)

I would like to remind everybody we have a Retirement Board Meeting. We'll convene at 11:00.

### **ADJOURNMENT**

Mr. Haste: Is there a motion to adjourn?

**It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco to adjourn the meeting; motion carries.**

Transcribed by: Julia E. Nace, Asst. Chief Clerk  
October 27, 2004

printed 1/25/05