



**DAUPHIN COUNTY BOARD OF COMMISSIONERS**

**WORKSHOP/LEGISLATIVE MEETING**

**WEDNESDAY, July 21, 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; Robert F. Dick, Treasurer; Gary Serhan, Deputy Controller; Steve Chiavetta, Director of Registration & Elections; Randy Baratucci, Director of Purchasing; Edgar Cohen, Director of Facilities Maintenance; Mike Pries, Director of Security; William Tully, Esq., Solicitor; Guy Beneventano, Esq., Solicitor's Office; C. Doran Vance, Esq., Solicitor's Office; Mike Yohe, Director of Budget & Finance; Faye Fisher, Director of Personnel; Steve Howe, Director of Tax Assessment; Kay Sinner, Personnel Office; David Schreiber, Personnel Office; Sharon Ludwig, Personnel Office; Kelly Wolf, Manager Solid Waste; Garry Esworthy, Risk Manager; Diane McNaughton, Press Secretary; Melanie McCaffrey, Solicitor's Office; Elke Moyer, Human Services Office; Julia Nace, Assistant Chief Clerk; Jena Wolgemuth, Commissioners' Office; Kacey Truax, Commissioners' Office; Marielena Martinez, Commissioners' Office and Richie Martz, Commissioners' Office

**GUESTS PRESENT**

Bill Cluck

**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**

**It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Minutes of the June 30, 2004 Legislative Meeting; July 7, 2004 Workshop Meeting and the July 7, 2004 TEFRA Hearing be approved; motion carried.**

## **ELECTION BOARD**

(See Election Board Minutes of July 21, 2004.)

## **EXECUTIVE SESSIONS HELD BETWEEN MEETINGS**

Mr. Saylor: There were no Executive Sessions held between meetings.

## **PUBLIC PARTICIPATION**

Mr. Haste: Is there anyone in the audience that would like to address the Board at this time?

Mr. Cluck: Good morning Commissioners. My name is Attorney Bill Cluck and I live in Shipoke. In response to your last discussion, perhaps the Patriot-News, as a public service, would publish not only the polling places, but who votes at those polling places. If they were here, perhaps they could hear that.

Mr. Haste: That is a good idea. I believe the media should be doing more public service. They usually do it for a fee.

Mr. Cluck: I am here today because there is a classified notice in the Harrisburg Patriot-News that the Commissioners intend to consider adopting an ordinance prohibiting the disposal dumping of non-recyclable municipal waste at the County's voluntary recycling drop-off centers. I see on the final Agenda today, Ordinance #6-2004 is not on the Agenda. However, since I have taken the time to dress formally and come before the Commissioners at your Workshop Meeting, I did think I wanted to address a couple points.

I am one of your citizen representatives on the County's Solid Waste Advisory Committee. I was told that the Solid Waste Advisory Committee has no role to play in the evaluation of this proposed Ordinance. This proposed Ordinance would implement

a key portion of the County's recently approved waste plan, your voluntary recycling drop-off centers, which are excellent and are doing wonderful. You appear to have a problem with illegal dumping and the response is criminal penalties. I don't know if the citizens of Dauphin County or whoever is bringing this here have noticed that it is going to be a crime if you bring non-recyclable materials to these depots. Now, I am not saying that they should do that, but I am saying that the Solid Waste Advisory Committee should be involved. Act 101's regulations require SWAC to be involved in the implementation of the plan, yet we are being provided with advice either by a consultant or lawyer, I do not know whom, that apparently says SWAC does not have to legally be involved. I don't know if I agree with the legal opinion, but as a matter of public policy why bother having us if you don't want our input. I have a lot of input on this and I think there are some deficiencies in the ordinance. If you are going to have criminal penalties, who is the law enforcement officer? There is a recent case at the Pennsylvania Commonwealth Court involving DEP's Blasting Statute and the issue is who has the power to enforce. This Ordinance apparently says municipal police officers. Is that a function we want of municipal police officers to police our recycling centers? Shouldn't we have a trained professional, shouldn't it be our solid waste person, maybe our host county inspector? I forgot we don't have one of those any more. Have we ever filled that vacancy? Who is overseeing the Harrisburg Transfer Station? Nobody, at least from the County's perspective. My position is this should have been included in the Act 101 Plan and it wasn't. I don't know what else to say. If the County doesn't want the advice and input of the Solid Waste Advisory Committee, then I guess I should resign because I am tired of wasting time that I don't have. But, I want to volunteer and donate my time to assist this County, but someone is telling you otherwise. Whenever you consider the Ordinance, I hope you consider the lengthy comments that I submitted to your Solicitor and the head of your Solid Waste Department. I don't know if you have seen them. If you have any questions, I can answer them.

Mr. Haste: The Ordinance will be heard on August 11, 2004 and SWAC, I believe, was emailed this morning. SWAC will have an opportunity to comment and review between now and then.

Mr. Cluck: As of 9:30 I hadn't received that yet. In that case then, thank you. I appreciate the opportunity to comment and hopefully we will actually have a meeting and a discussion, because one of the points would be to include alternative languages. We have a large Hispanic population. Are they being given notice that they can't bring non-recyclable materials to the depots, etc.? Thank you for your time.

Mr. Hartwick: Please provide me with your comments directly.

## **DEPARTMENT DIRECTORS/GUESTS**

**STEVE HOWE, TAX ASSESSMENT/TAX CLAIM DIRECTOR**

**Tax Assessment**

Mr. Howe: You have before you a Resolution to consider that will authorize the Office of Tax Assessment and the Solicitor's Office to negotiate a contract with Manatron Incorporated for the update of market values of all real property in Dauphin County to be implemented in tax year 2006. This Resolution simply authorizes us to proceed with the negotiation process to end up with a formal contract with these folks. This is to basically update the values, which was our original intent with the last update back in 1998. This is basically an extension of that 1998 contract.

Mr. Haste: Any questions of Steve?

Mr. Tully: A major part of that is to address some of the irregularities that Steve and our IT Department have had problems with that we are going to see to it that it will be based upon terms that will ensure that those things are brought into compliance. We haven't really had the teeth to do that at this point.

Mr. Howe: That is correct.

Mr. Haste: It is my understanding that the reassessment side went very well, it is just the software that we really had the issue with.

Mr. Howe: That is our position. The assessment evaluation process went extremely well and that was evidenced by the number of appeals that we had or did not have. The software side is of some concern to us, as well as our IT Department. I would ask also if you could possibly take action on this today because of the timing for scheduling purposes.

Mr. Haste: Again, this is a Resolution to indicate intent to enter into a contract. Once that is negotiated a contract will come back to the Board.

Mr. Tully: That is correct. With the assumption that they will be in a position to give us the necessary assurances.

Mr. Hartwick: I am really anxious to see the language of this contract.

Mr. DiFrancesco: Just make sure it has big teeth.

Mr. Howe: That is our position as well.

**It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board adopt Resolution #21-2004, which authorizes the Tax Assessment Office and the Solicitor's Office to negotiate a contract with Manatron Incorporated; motion carried.**

(The entire Resolution #21-2004 is on file in the Commissioners' Office.)

## **SALARY BOARD**

See Salary Board Minutes of July 21, 2004.

## **PERSONNEL**

Ms. Sinner: There are a few vacancies that we are requesting approval to fill. One in Facilities Maintenance, two at Spring Creek, two in Domestic Relations and one Judicial Law Clerk. The New Hires Listing, item #6 I would like to point out that the start date has changed from July 26, 2004 to August 23, 2004. We also have a New Hires Addendum. These two positions involve very little County money. #1 is no County money and #2 is only 12% County. We have the Changes Listing, overtime reports and two overtime requests from the Prison.

Mr. Haste: Any questions of Kay?

Mr. DiFrancesco: Just to make a note for the record that the folks over at Schaffner are very actively working to resolve some issues that have really driven the overtime costs. As you can see on this report, again there has been a decline. Based on reports that I am getting from the facility and working with the employees, I think you will see some changes to improve what is going on. That was a serious agenda item. Obviously, the overtime usage out there was out of control. We are starting to get that under control now.

**It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco that the Board approve the Personnel Packet as presented; motion carried.**

Mr. Haste: At the Prison Board Meeting, we will discuss and the Board approved 10 or 12 CO's that we hired and put them through the academy and we are down to 9 and after today we will be down to 6. We are going to keep an eye on that. Again, we are going to leave those vacancies open. I told them to take a look and see how it would effect overtime. If it effects overtime, we may refill a couple of those positions. Again, it is part of the probationary period. Those that can't cut the mustard, won't be there. I am encouraging the Prison to take a little tougher look at the probationary period so we can deal with the problem there as opposed to a couple years down the road.

Mr. DiFrancesco: I think that is a philosophical message that has to go out to the whole County. I don't know how closely directors check that, but there is a probationary period in place and that is to be used to evaluate whether or not this is someone that you want to retain and hold on to as an employee. If they are not cutting the mustard through that probationary period then we should not be offering full time permanent positions to these people. I think it is important that the directors note that and pay attention to that period so we don't get into employee relation struggles down the road trying to get rid of people that should have never been hired in the first place.

Mr. Haste: We are trying to take the position out there that when in doubt send them on their way.

Mr. Hartwick: I would like to tie that together with their performance reviews and evaluations and specifically design one for directors during the probationary period that is pretty stringent. That will be presented to both of you as well.

Mr. Saylor: Would it be worthwhile to send some kind of communication to the directors outlining the expectations of the Board with regard to the probationary period?

Mr. Haste: If that is an issue or may be we do it in a directors' meeting. As Nick said, I think that sometimes everybody likes to be a nice person and they try to give people the benefit of the doubt. Some of those benefits of the doubt I have seen, at least at the Prison, come back to bite us. I assume that is the case elsewhere.

Mr. DiFrancesco: It certainly is.

Mr. Haste: I would, unless things have changed, when I used to have a little more of an active role in Personnel, I think we are still an at will state, which means that unless you are covered by a contract or protected case, you are in fact an at will employee. I think that means that people have to be held to certain standards and if they are not we ask them to move on their way. Unless that has changed, that is my philosophy. I really think we need to stick to that.

Mr. Hartwick: If they are not going to live up to that standard during a six-month probationary period where they are under serious evaluation I doubt that their performance will improve when they are not on probation.

## **PURCHASE ORDERS**

Mr. Baratucci: You should have received a packet yesterday of the items for approval, since this is a combination meeting. There was only one budget issue. It is on Page 1. It is about \$120 that needs to be transferred. The Controller's Office will take care of that. They couldn't get it done prior to us printing the report. They have assured us that they will move \$120 in there to take care of that service agreement. I wanted to point out something on the top of Page 11 of the packet. That is just because of some discussions that have come up recently about security out at the district justice offices. I know there is a plan floating out there to upgrade the security in the offices. I guess there is some discussion going on right now on how to pay for that. That is kind of on hold. Pages 11, 12 and 13 are for one of the new DJ offices, DJ Jennings. The Office, I guess, is being built right now and there is a \$1,950 security system included. What they want to do is move forward with that one because it is being installed as the building is being built. It is a little bit more money than what the other ones will cost and that is because you are starting from scratch, whereas the other offices do have panic alarms and some stuff now. This will be a complete system from the ground up,

installed while the building is being built. That is the explanation from the Courts as to why they are asking for this one to go through, plus the fact that the money is budgeted for this new DJ Office. You see all the furniture that also is being asked for. All of this money has been budgeted in 2004 as opposed to the other issue which the money wasn't budgeted and I think that is why that one is on hold. I wanted to point out in case an issue comes up as to why we would be going ahead and approving the security system for this one office and haven't finished the ones for the other offices. At some point, once the budget issues get resolved, we will move forward on that. I don't know if you have any more questions. That is what I know about it at this point. Maybe the Courts can give you some more information.

Mr. Haste: Is this the same company that was going to be doing the others?

Mr. Baratucci: I believe so. Is Mr. Pries here? I haven't seen the proposals yet. I was just told that he had three and the lowest one was \$9800. I think it was the same one.

Mr. Haste: Mike, the security system that we looked at for the DJ offices, there is one coming before us now for the DJ office that is being built, I was just asking if it is the same company? I would almost hate for you or any of our folks to have to deal with multiple companies. I just didn't want to get two systems going.

Mr. Pries: It is the same company.

Mr. Baratucci: In addition to the packet, I just handed you a requisition that just came in this morning. The Schaffner Center contacted their oversight (Commissioner DiFrancesco) yesterday and mentioned that they have a dryer that originally they were going to try to repair. My understanding is the dryer is about ten years old and it would cost close to \$2,000 to repair it. It didn't make a whole lot of sense to do that. They contacted Edgar to help them obtain a quote, which is attached to the Requisition. Because we will not have another purchase order approval for three more weeks, they wanted to see if we could have this added and approved today. I believe there is about a three week lead time to get this item in. It does seem to make sense to spend \$4,000 to get a brand new one as opposed to spending \$2,000 to repair something ten years old. Commissioner DiFrancesco did give a preliminary okay and I just wanted to see if we could have that added to the packet and approved today.

Mr. Hartwick: Can you explain to me Page #4 and what that services?

Mr. Baratucci: This is a service that is steadily decreasing, from what I understand in the Recorder of Deeds Office. They are trying to get I guess more computer oriented. This expense used to be twice as much. This is an estimate for the year. They use this to do microfilming and have their record books prepared to archive usage. They used this same company for years, but I believe a lot of the services that they get now and again Jim Zugay could give you more detail, but I think he has been much more active since he took over in working with IT to try to eliminate some of this outside costs. I believe this has gone from the vicinity of \$70,000 down to this current estimate of

\$40,000. I think it will go down even further as they get more computer usage in the office and more records management over there. They are working with IT on it. This is an expense that has been going on for years in that office, taking the books out of the office. It is an overnight thing. They take the books at the close of business and do the work and then get them back the next day. I believe, because of the law, they have to be available. They are getting the items ready for microfilming.

Mr. Hartwick: I have a meeting with Tom next week to talk about the whole document management thing.

Mr. Baratucci: This is part of that.

Mr. Hartwick: How does this play in with Iron Mountain?

Mr. Baratucci: They probably use them for the records, like everybody else, that just kind of gets stored and is hardly ever accessed. These are records that are accessed every day. Every so often they need to be microfilmed and stored some where so this company takes them and provides this overnight service and you pay as you go based on what you use type thing.

Mr. Hartwick: Can you explain Page #8?

Mr. Baratucci: That is a good one, because I had a question about that last year. I talked to CID and asked why we are renting night vision goggles. They explained to me that to buy these things they would be \$10,000 a piece or something like that. Occasionally the Task Force in CID use these things in rare incidences. For this \$600 a year they have access to them through this Naval Surface Warfare Center, over here in Mechanicsburg. If they need them for an investigation they can go and borrow them for that particular time and then return them. This was back when Mr. Wenner was in charge. It was much more cost efficient to do it this way as opposed to buying something for that amount of money to just have them stored away and used occasionally.

Mr. Hartwick: When I was the Mayor, they talked me into buying a pair of these. We actually have a pair of night vision goggles and I was wondering if we are only using them in a limited way. Do other police departments have them and is this something that we can share? This is only \$600.

Mr. Baratucci: I think that is what they were trying to do. It is \$300 a piece. It seemed like the most efficient way to do this as opposed to buying them. I don't know if there are other police forces that have them. I know it is something that is used by the New Cumberland Army Depot Tactical Support Team. This is a support team that is drawn from a bunch of different police forces. This is the idea that they are always available. It is like an agreement meaning that a pair will be available when they are needed. Sometimes you need them on pretty short notice.

Mr. Haste: I believe other departments would have that same opportunity to enter into a contract instead of purchasing them.

**It was moved by Mr. Hartwick and seconded by Mr. DiFrancesco that the Board approve the Purchase Order Packet, with the addition of the Requisition for Schaffner Center; motion carried.**

## **REPORT FROM BUDGET & FINANCE – MIKE YOHE, BUDGET DIRECTOR**

Mr. Yohe: I have two items on the Agenda. The first is the Investment Report. There has only been one week since the last meeting. Last Friday was a non-payroll week.

### **Report from the Office of Budget & Finance July 21, 2004**

- **July 16, 2004** transferred **\$450,457.77** to the **Payables** account from the **County's Concentration account** for checks issued that week.
- **Total Term Investments – N/A**
- **Balance today in INVEST account \$121,730.60 rate 1.18%**
- **Balance today in Community Banks investment account \$48,347,864.80 rate 2.25%** (This rate is good through 12/31/04) This is due to MH/MR proceeds (normally they come in and go out the same week and we don't see that, but I believe there is a delay of a week before we are going to get that money out.) That will be sent out next week.
- **Balance today in Commerce Bank investment account \$10,004,919.11 rate 2.25%** (This rate is good indefinitely)
- **Balance today in Waypoint Bank investment account \$10,000,000.00 rate 2.25%** (This rate is good through 11/1/04)

### **\$15M TRAN Line-of-Credit Status at PNC:**

- Draw #1 on 2/5/04 - \$2,850,000.00
- Draw #2 on 2/19/04 - \$1,800,000.00
  - o Total \$4,650,000.00
- April 1, 2004 – TRAN was paid back with \$11,232.21 for interest expense.

Mr. DiFrancesco: They still didn't post?

Mr. Yohe: I don't think we are going to post. I will make sure that we get that day on the July statement.

Mr. DiFrancesco: Just the interest.

Mr. Yohe: It may be a thousand dollars.

The other item is the second quarter budget amendment reports. Back on July 14, 2004, I distributed the reports. There are two of them. One that shows all the calendar year funds, where we are now at the end of the second quarter. The second report is the fiscal funds, which would be the final budget figures for 2003/04. These are changes in the bottom line and are highlighted in gray those that happened during the quarter. If there are any questions, I would be happy to answer them. If not, I would ask that they be approved.

**It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve the second quarter budget amendments for the 2004 Budget and the fourth quarter budget amendments for the Fiscal Year 2003/04 Budget; motion carried.**

### **REPORT FROM CHIEF CLERK/CHIEF OF STAFF – ROBERT BURNS**

Mr. Saylor: I do not have anything to report.

Mr. Haste: Is there anything that we need to know on the training packet?

Mr. Saylor: No, everything has been pre-approved and we are going to be approving it today. You should have eight items.

Mr. Hartwick: Do you have any additional information on the Drug Task Force one? It seems like a pretty high request.

Mr. Haste: It is out of the Drug Forfeiture Funds and approved by the District Attorney. There are no General Fund dollars. I had asked the same question.

### **SOLICITOR'S REPORT**

Mr. Tully: I have nothing to add.

### **MATTERS REQUIRING BOARD ACTION**

Mr. Haste: We have Items A through R. Are there any items that need to be pulled out or discussed separately?

Mr. Hartwick: Just one comment on Item Q. We are currently, as you are aware, looking for a location and forming a committee in the upper end to address the human services needs in a much more proactive way. We are moving forward in identifying buildings that are more centrally located and more suitable for delivery of services. We will be having the first organizational meeting of that upper end group that was recommended by Judge Hoover. I will circulate that to both Nick and Jeff as soon as we get a date. We are actively looking for another site for the Upper Dauphin Human Services Center.

Mr. Haste: You are including in that the existing Upper Dauphin Human Services Committee?

Mr. Hartwick: We are.

Mr. Haste: Item D, the pledge to HACC, this morning the Dauphin County General Authority agreed to fund that for us so the General Authority will be giving the proceeds to the County for that pledge to occur. Mr. Ramper gave a presentation, on behalf of HACC, regarding the new nursing facility at HACC; which hopefully will be a benefit to us at Spring Creek. Item F, Edgar, is this for the old elevators.

Mr. Edgar: Yes.

Mr. Haste: Any other questions?

**It was moved by Mr. DiFrancesco and seconded by Mr. Hartwick that the Board approve Items A through R, as listed below; motion carried.**

- A. Training Packet
- B. Approval of FY04/05 Per Diem rates between Children & Youth and providers. (per distributed list)
- C. Adopt Resolution No. 20-2004 authorizing execution and delivery of Supplemental Bond Retirement Agreements to reflect substitution of escrow securities consistent with the SLGs trading program heretofore approved for escrows accounts for this County's General Obligations Bonds, Series of 1998, 1999, Second Series of 2001 and General Obligation Notes, Series A of 2003. (Entire Resolution is on file in the Commissioners' Office.)
- D. Authorizing a \$25,000 Pledge to the Harrisburg Area Community College Foundation in support of the Select Medical Health Education Pavilion Capital Campaign. Five installments of \$5,000 will be paid over a five year period of time.
- E. Satisfaction Piece for Pere and Melanie Brown on property located at 3229 N. 4<sup>th</sup> St., Harrisburg, PA.
- F. Repair Order between Dauphin County and ThyssenKrupp Elevator Corporation for elevators located in the Dauphin County Courthouse.
- G. Agreement/Proposal between Spring Creek and G. R. Sponaugle for the installation of one (1) new 6" pressure-regulating valve.
- H. Agreement between Dauphin County Security and Sonitrol Security Services for the installation of the Security and Surveillance System at Spring Creek.
- I. Engineering Services Agreement between Dauphin County and Herbert, Rowland, & Grubic, Inc., to complete a Comprehensive Watershed Management Plan in accordance with the requirements of Act 167 for the Beaver, Bow & Manada Creeks and Kellock Run (Multi-Creek) Watershed (Dauphin County Conservation District).

- J. Professional Services Agreement between Dauphin County Solid Waste Management & Recycling and Navarro & Wright Consulting Engineers, Inc., for the construction services of the recycling facility.**
- K. Purchase of Service Agreements for FY04/05 between Area Agency on Aging and:**
1. Maxim Healthcare Services, Inc.
  2. Automated Security Alert
  3. GTL Inc., Link to Life
- L. Family Center Grant Agreement for FY04/05 between the Dauphin County Human Services Directors' Office and Community Action Commission.**
- M. Purchase of Service Agreements for FY04/05 between the Children & Youth Agency and:**
1. ViaQuest Behavioral Health of Pennsylvania dba Seven Mountain Academy
  2. Boy's Club and Girl's Club of Lancaster, Inc.
  3. New Passages, Inc.
  4. Alternative Behavioral Services, Inc. dba The Pines Residential Treatment Facility
  5. Glen Mills School, Inc.
  6. Bair Foundation of Pennsylvania
  7. NHS Youth Services
  8. Children's Home of York
  9. The Impact Project, Inc.
  10. Pinnacle Health Hospital – Women's & Children's Services
- N. Purchase of Service Agreements for FY04/05 between Mental Health/Mental Retardation and:**
1. K & W Medical Services, Inc.
  2. Bonnie J. Glass, MA, CCC-SLP
  3. Bobbi Butch, M.S. OTR/L
  4. Hempfield Behavioral Health, Inc.
  5. Central Pennsylvania Supportive Services
  6. Family Service Partners
  7. James M. Petrascu
  8. Tyler Personal Assistance Associates
  9. Northwestern Human Services of the Susquehanna Valley dba Susquehanna Developmental Services
- O. Homeless Assistance Program Fund (HAP) Agreement for FY04/05 between Mental Health/Mental Retardation and Shalom House.**
- P. Real Estate Tax Refunds/Exonerations:**
1. Partial refund of 2002 real estate taxes to ISG Steelton Inc., Bethlehem Steel, parcel #59-019-001, Steelton Borough, in the amt. of \$15,893.25.
  2. Partial refund of 2004 real estate taxes to C.R.E.D.C., S. Front St. L4, Steelton Borough, parcel #57-029-005, in the amt. of \$3,390.63.
  3. Partial refund of 2003 real estate taxes to ISG Steelton Inc., Bethlehem Steel, parcel #'s 59-019-001, 61-016-001, 58-015-001 & 57-028-002, Steelton Borough, in the amt. of \$15,029.06.

- Q. **Service Agreement and Sublease Agreement between Dauphin County and the Upper Dauphin Human Services Center, Inc. for room #1, room #2, room #7, room #6, room #15 and room #3.**
- R. **Contract for Emergency Shelter Program between Dauphin County and the PA Dept. of Community and Economic Development.**

### **FORMER BUSINESS**

(There was none.)

### **NEW BUSINESS**

(There was none.)

### **COMMISSIONERS' COMMENTS**

Mr. Hartwick: During the Directors' Meeting we had, I believe Chad and Chip Vance asked directors to forward any policies for the update of our Policy and Procedures Manual. We are very serious about getting this together. I want to make it very clear to directors that they need to comply with Chip's efforts and make sure that they forward that information to Chip ASAP. Those who don't, we will be having discussions with individually.

Mr. DiFrancesco: I will echo it to my oversights as well, that should not be something that has to be asked for twice.

### **CORRESPONDENCE**

Mr. Haste: The correspondence listed below will be handled by the staff appropriately.

- A. Notification from Environmental Quality Management, Inc., indicating Fort Indiantown Gap has submitted a general plan approval and general operating permit application to DEP for the operation of three cedarapids crushers; three cedarapids diesel generators; ten conveyors; and one screen.
- B. Notification from Sanchez & Associates, Inc., on behalf of Sanjay Patel, indicating they will be applying to the Dauphin County Conservation District for an NPDES permit for construction activities related to a 30 Unit Motel, West Hanover Township, Dauphin County.
- C. Received a letter from the PA Dept. of Health in reference to an audit performed for Dauphin County for the period ending December 31, 2001.

### **PUBLIC PARTICIPATION**

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

A reminder to the Board that we do have a Prison Board Meeting at 1:30 p.m. It is important that we be there. I understand the pickings are slim for a quorum.

**ADJOURNMENT**

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

Respectfully submitted,

Chad Saylor, Chief Clerk/Chief of Staff

Transcribed by: Richie Martz  
PRINTED 10/11/04