DAUPHIN COUNTY BOARD OF COMMISSIONERS

WORKSHOP MEETING

MAY 15, 2013
10:00 A.M.

MEMBERS PRESENT

Jeff Haste, Chairman
Mike Pries, Vice Chairman
George P. Hartwick, III, Secretary

STAFF PRESENT

Laura E. Evans, Esq., Chief Clerk; Marie E. Rebuck, Controller; Joseph A. Curcillo, III, Esq., Solicitor; Randy Baratucci, Director of Purchasing; Fred Lighty, Esq., Human Services Director’s Office; J. Scott Burford, Deputy Chief Clerk; Key Lengle, Human Resources; Dave Schreiber, Human Resources; August Memmi, Director of Community & Economic Development; Heather Reardon, Human Resources; Leila Brown, Solicitor’s Office; Amy Harinath, Press Secretary; Julie Mackey, Commissioners’ Office; Melody Osborn, Commissioners’ Office and Richie-Ann Martz, Assistant Chief Clerk

GUESTS PRESENT

Jeff Frantz

MINUTES

CALL TO ORDER

Mr. Haste, Chairman of the Board, called the meeting to order at 10:06 a.m.

MOMENT OF SILENCE

Everyone observed a moment of silence.
PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

APPROVAL OF MINUTES

There are several sets of Meeting Minutes that will be considered at next week’s Legislative Meeting.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

Ms. Evans reported that there were no Executive Sessions held between meetings.

PUBLIC PARTICIPATION

There was none.

DEPARTMENT DIRECTORS/GUESTS

There was none.

HUMAN RESOURCES

Ms. Lengle asked if there were any questions with regard to the Salary Board Packet.

Ms. Rebuck asked since the Board is creating these positions have they gone through the Classification Committee.

Ms. Lengle indicated that both of these positions already exist except the part-timers for the Judicial Center. They will be kept the same as the full-time.

Ms. Rebuck indicated that she wasn’t sure, because the other ones went through that Committee when they were created.

Ms. Lengle indicated that it is the same salary. The Probation Officer I in Work Release that position already exists. These two positions already exist.

Ms. Rebuck stated that it is not clear when certain things go before the Committee and other ones don’t.

Ms. Lengle stated when a new classification is being established. The classification already exists for the Judicial Officers. It just has to be put in the part-time pay scale and the Probation Officer I position already exists.

Mr. Pries asked why not put all new creations through this Committee.
Ms. Lengle indicated that the purpose of the Committee is to make sure the position is slotted in the proper classification. For example, the Probation Officer I position, since it already exists, the Committee does not have to make the determination.

Mr. Pries stated that this is that Board’s decision.

Ms. Lengle stated whether or not to create the position.

Mr. Hartwick stated to make sure that the appropriate classification is correlated at the same level of pay and job duties.

Ms. Lengle indicated that it is the same job duties and starting rate, but there is a part-time scale.

Mr. Hartwick asked if the part-time positions were something that was anticipated.

Mr. Haste indicated that it was a compromise for the Judicial Center. The Center was going to have four per shift and it was reduced to two per shift. The Center would be able to draw from the part-time pool as needed.

Mr. Hartwick questioned the part-timers and if someone is keeping track to make sure they remain part-time so they don’t reach the hours that would allow them benefits. There were some areas that were getting close to that amount. He asked if a report could be done on a quarterly basis so the Commissioners know which departments are reaching that level.

Mr. Pries indicated that the department directors should be keeping an eye on it. It is their responsibility. The report would be helpful for when he schedules meetings with his oversight directors.

Mr. Haste indicated that since it is almost June, a report can be prepared showing the first six months and then quarterly reports can be made thereafter.

Ms. Lengle reported that next year will be done pay period by pay period.

Mr. Haste indicated that Laura can discuss this at the end of the year Directors’ Meeting.

Ms. Evans stated that we may have enough information to start giving them some information now. It will definitely be done at the end of the year. The hours have to be kept every week.

Ms. Lengle asked if there were any questions on the Personnel Packet. (There was none.)
PURCHASE ORDERS

Mr. Baratucci indicated that Page 3 will be pulled from the Purchase Order Packet. He asked if there were any questions pertaining to the Packet.

Mr. Hartwick questioned Page 15 on where the resources are coming from and where is it going.

Mr. Baratucci indicated that the resources are coming from the phone commissions.

Mr. Haste indicated that there will be two more coming. A municipality bought them and could not use them. They found two more at Sutliff. They are on co-stars. These tahoes are better equipped for the correctional officers. It will be used for medical transports, which are up. The correctional officers are currently using an old sheriff’s bus, which has over 270,000 miles on it. It will be used for dialysis, hospital visits and those types of transportation. On the other vehicles, they will be moved into the pool.

Mr. Hartwick mentioned that there was a discussion on natural gas.

Mr. Haste indicated that once there are places to buy natural gas that will be an option. He believes that they are putting one in at District 8 and then one supposedly down near Londonderry.

Mr. Pries mentioned that there are two vehicles from Solid Waste that would fall into that category. These vehicles would need to be retrofitted and it would cost $8,000 per vehicle.

Mr. Hartwick also asked if Pages 17, 18 and 19 could be pulled. He would like to get additional information.

Mr. Pries asked about the maintenance contract on Page 6.

Mr. Baratucci stated that the company that had the lowest bid could not get a pesticide license. This company was the second low bidder and they are the current vendor providing the service. The low bidder indicated that he had hoped to have his pesticide license in time for the next bidding opportunity.

He noted that the following Pages will be pulled, #3, #17, #18 and #19.

Mr. Pries asked about Page 6 for Buildings and Grounds.

Mr. Baratucci indicated that the company that did have the lowest bid could not get the pesticide license. They hope to have it by next year. Northeastern is the same company that is currently providing the service. They were the second low bidder. They provide the service four times a year.
There are a couple of budget adjustments that will need to be made. The Purchase Order Packet will be considered at next week’s Legislative Meeting.

**TRAINING PACKET**

It was moved by Mr. Pries and seconded by Mr. Hartwick that the Board approve #25 and #26 of the Training Packet.

**Question:** Mr. Haste – Aye; Mr. Pries – Aye and Mr. Hartwick – Aye; motion carried.

**ITEMS FOR DISCUSSION**

There was none.

**SOLICITOR’S REPORT – JOSEPH A. CURCILLO, III, ESQ.**

Mr. Curcillo reported that there are 18 items listed on the Solicitor’s Report and it looks like all will be ready for a vote next week.

Mr. Hartwick asked if Land Bank Ordinance will be ready for a vote next week.

Ms. Evans indicated that the Land Bank Ordinance was properly advertised in yesterday’s paper for consideration at next week’s Legislative Meeting.

**REPORT FROM CHIEF CLERK/CHIEF OF STAFF – LAURA E. EVANS, ESQ.**

Ms. Evans reported that Dauphin County will host is monthly Diversity Network Forum at 8:00 a.m. tomorrow at CMU, 1100 Cameron Street in Harrisburg. This month Dauphin County’s Children & Youth will discuss Family Group Conferencing. This event is free to attend and open to the public.

Mr. Pries asked about the RFP for the fleet maintenance.

Ms. Evans indicated that a draft has been provided to the Solicitor’s Office. Legal requirements are being added and it should be ready shortly.

**COMMISSIONERS’ COMMENTS**

Mr. Hartwick thanked everyone that has been working on the Human Services Block Grant. It has been challenging. A lot of work is being done to come up with a comparative effective research model. The work that has been put in by the staff has been groundbreaking.

He also indicated that he will be testifying before the House with regard to the expansion of the block grant and revenues and potential concerns on future cuts to
human services. The MH side will be devastated. He has not seen the budget that is being proposed. It does not leave him optimistic about the ability to maintain level funding or to restore some of the cuts. He wants to make that clear.

Mr. Haste indicated that the Judicial Center officially opened on Monday at 4:00 p.m. Twenty-four individuals were brought in to the Center, six of which were processed and sent to jail. They had four fingerprint walk-ins. For the very first night it was busier than anticipated.

He also reported that Wildwood Park will remain closed to the public through the upcoming weekend while crews continue to clean up. A special thank you to the Dauphin County HazMat Team, EMA, PA Game Commission, DEP, U.S. Fish & Wildlife Service, U.S. Department of Agriculture Wildlife Services and the Tri-State Bird Rescue for their assistance with the clean-up. A dozen fuel-coated ducklings and goslings were rescued, but sadly none of them survived. They are cautiously optimistic that it will be successfully cleaned up by next week. Carl is keeping on top of this issue. Hopefully the park will be open to the public next week.

Mr. Pries also extended his thanks to EMA and DEP. It was a monumental undertaking. The cooperation that took place between the County and the State was amazing. Tens of thousands of motorists had to find other alternative roads to use for their commute. The County’s EMA has to be ready for any type of emergency that would pop up.

ADJOURNMENT

There being no further business, it was moved by Mr. Pries and seconded by Mr. Hartwick that the Board adjourn; motion carried.

Transcribed by: Richie-Ann Martz