DAUPHIN COUNTY BOARD OF COMMISSIONERS

LEGISLATIVE MEETING

JULY 2, 2014
10:00 A.M.

MEMBERS PRESENT

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

STAFF PRESENT

Chad Saylor, Chief Clerk; Marie E. Rebuck, Controller; Janis Creason, Treasurer; Mike Yohe, Director of Budget & Finance; Steve Libhart, Director of EMA; Randy Baratucci, Director of Purchasing; Kay Lengle, Human Resources; Fred Lighty, Esq., Solicitor’s Office; Molly Zarefoss, Solicitor’s Office; Andrew Zwally, Commissioners’ Office; Daniel Schramm, Commissioners’ Office; Bobby Sisock, Court Administration; Gerald Feaser, Jr., Director of Voter Registration and Elections; J. Scott Burford, Deputy Chief Clerk; George Connor, Community & Economic Development; Amy Harinath, Press Secretary; Melody Osborn, Commissioners’ Office and Richie-Ann Martz, Assistant Chief Clerk

GUESTS PRESENT

Fred Boylstein, James Roxbury, Christine Vendel and Julie Mattera

MINUTES

CALL TO ORDER

Mr. Haste, Chairman of the Board, called the meeting to order at 10:29 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. Pries and seconded by Mr. Hartwick that the Board approve the June 11, 2014 Workshop Meeting Minutes and the June 18, 2014 Legislative Meeting Minutes; motion carried.

It was moved by Ms. Rebuck and seconded by Mr. Hartwick that the Board approve the June 18, 2014 Salary Board Meeting Minutes; motion carried.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

Mr. Saylor reported that there was one Executive Session held this morning to discuss matters of personnel and litigation.

PUBLIC PARTICIPATION

There was none.

DEPARTMENT DIRECTORS/GUESTS

A. Dauphin County Commissioners

1. Stephen Libhart – Presentation of Advanced Certification

Mr. Libhart introduced Fred Boylstein of PEMA.

Mr. Boylstein thanked the Commissioners for allowing him to present a certification to Mr. Libhart. PEMA has a certification program-basic, professional and advanced. Pennsylvania is one of a few states within the United States that actually has a certification program. It provides creditability to the program, but it also recognizes Steve and the County for their hard work. Fred has worked with Steve the past few years and any time anything happens Steve is on the phone with PEMA. PEMA and Dauphin County have an excellent relationship. On behalf of Director Cannon and Deputy Full, he presented Steve with his Advanced Certification.

(Applause was given.)

Mr. Haste congratulated Steve. The Board has noticed that ever since Steve became Director things have gotten a lot livelier. Since he has been the Director, the County has had floods, tornadoes, etc.
Mr. Hartwick stated that Mr. Libhart fully engages the Commissioners with the information related to flooding events, all things that happen within the community, regardless of oversights. He keeps the Board engaged and informed related to events that could cause a significant threat to the residents. He has great confidence in Steve’s ability and his certification is just another check on the wall to an already verification of what this Board knows is true. He appreciates Steve’s service.

Mr. Pries stated that as proud as this Board is of Steve and his staff and the outstanding work that Steve does, the Board is just as proud of the intergovernmental cooperation that exists between Dauphin County, EMA and PEMA. When things are going bad out there PEMA and EMA are on the phone and that is how things get done. He thanked Mr. Boylstein and his staff for all their help at the state level.

Mr. Hartwick mentioned the 9-1-1 funding issue.

Mr. Haste stated from CCAP’s perspective, he also thanked the Director and staff at PEMA for helping CCAP move forward the 9-1-1 issue. It hasn’t moved forward yet, but CCAP and PEMA are working together to do that.

Mr. Boylstein stated that he will take that back and will talk to Director Cannon.

**SALARY BOARD**

A complete set of Salary Board Meeting Minutes are on file in the Commissioners’ Office.

**HUMAN RESOURCES**

Ms. Lengle stated that there was a change to the name of new hire #11 and asked if everyone got that change. (Everyone did.)

Mr. Hartwick noted that the Board acted on Item #1 last week.

*It was moved by Mr. Hartwick and seconded by Mr. Pries that the Board approve the Personnel Packet, as amended.*

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

**PURCHASE ORDERS**

Mr. Baratucci stated that he did add the requisition from last week. It is on Page 11. It’s for the ammunition out at the Prison to do their certification training. Everything else is as presented last week. He asked if there were any questions. (There was none.)
It was moved by Mr. Hartwick and seconded by Mr. Pries that the Board approve the Purchase Order Packet as presented.

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

Bid Award – On Lot Disposal System-Elevated Sand Mound

Mr. Baratucci reported that yesterday he received a recommendation from HRG. Bids were opened last week for the septic system at Fort Hunter Station. Three bids were received. HRG is recommending the low bid submitted by Penn Harris Construction in the amount of $35,200, which is under the estimated budget.

It was moved by Mr. Hartwick and seconded by Mr. Pries that the Board award the bid for the On Lot Disposal System-Elevated Sand Mound project at Fort Hunter Station to the low bidder, Penn Harris Construction, at a bid price of $35,200.

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

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

Mr. Yohe provided the following Report:

**Report from the Office of Budget & Finance**

**July 2, 2014**

- **June 20, 2014** transferred $1,029,600.62 to the Payables account from the County’s Concentration account for checks issued that week.

- **June 27, 2014** transferred $3,130,274.23 to the Payables account and $1,862,406.26 to the Payroll account from the County’s Concentration account for checks issued that week.

- **Wire Payments since last report:** $4,363,370.34

- **Debt Service Payments since last report:** $108,290.00

- **Term Investments**
  - 3/25/14 - $5,000,000.00 7-month CD – Centric Bank – 0.77% - matures 10/25/14

- **Balance today in PA INVEST account #2100017144860:** $1,380.28 rate 0.050%

- **Balance today in Susquehanna Bank investment account #10013172621:** $28,736,182.61 rate 0.250%
• Balance today in Susquehanna Bank investment account #119002023: $1,068.58 rate 0.110%

• Balance today in First National Bank investment account #97014743: $9,569,142.17 rate 0.300%

• Balance today in Integrity Bank Money Market Checking account #2206001209: $36,756,816.42 rate 0.260%

• Balance today in Santander Bank investment account #9551017714: $15,012,116.29 rate 0.300%


Mr. Pries indicated that several months ago some banks reached out to Mr. Yohe with some questions and/or meeting opportunities. He asked if anything came about from those inquiries.

Mr. Yohe stated nothing. He laid out what the County is getting and where the County is at and have not heard back from any of them.

REPORT FROM CHIEF CLERK/CHIEF OF STAFF – CHAD SAYLOR

Mr. Saylor stated that he has nothing to report, unless the Board has any questions. (There was none.)

SOLICITOR’S REPORT – FRED LIGHTY, ESQ.

Mr. Lighty reported that there is nothing new to add. He advised Commissioner Hartwick to items P, Q2 and S, the Catholic Charities items.

MATTERS REQUIRING BOARD ACTION

A. Training Packet.

B. Satisfaction Pieces for:
   1. Nicole M. Morrison on the property located at 912 Swatara Drive, Harrisburg, PA 17111 - $3,000.00
   2. Clarence Woods, III on the property located at 2008 Swatara Street, Harrisburg, PA 17104 - $2,450.00

C. Subordination Agreements for the following:
   1. Michael A. Mattis on the property located at 331 Oak Hill Drive, Middletown, PA 17057
   2. Nicole M. Brown on the property located at 9124 Joyce Lane, Hummelstown, PA 17036


F. Function Agreement between Dauphin County (Dauphin County Tax Assessment) and Hilton Harrisburg for an event on September 15, 2014.

G. Performing Artist Agreement – Dauphin County Cultural Fest – August 1, 2014 – The WonderTwins, Billy and Bobby McClain - $1,500.00.

H. Performing Artist Agreements – Dauphin County Jazz & Wine Festival – September 6, 2014:
   1. Burnett Stevenson, The Stevenson Twins featuring Mitessa Hill - $1,600.00
   2. Ervin Curtis (X Factor) - $1,000.00


J. Independent Contractor Agreements – Brew Fest – July 19, 2014:
   1. Wesley Alexander – Admissions, Set-Up and Security - $125.00
   2. Breagan Moore – Admissions, Set-Up and Security - $125.00
   3. Stephanie Barnes – Admissions, Set-Up and Security - $125.00
   4. Samantha Latham – Admissions, Set-Up and Security - $125.00
   5. Larondo Tucker – Admissions, Set-Up and Security - $125.00
   6. Russell Corkle, Jr. – Admissions, Set-Up and Security - $125.00
   7. Rasheeda Fussell – Craft Brewery Assistance – $125.00
   8. Katie A. Hornberger – Craft Brewery Assistance - $125.00
   9. Debbie Jo Bostdorf – Craft Brewery Assistance - $125.00

K. Master Subscription Agreement between Dauphin County (IT) and Govolution, LLC for county-wide Internet-based electronic payment services for processing credit cards and/or ACH payments.

L. Letter of Engagement between Dauphin County and The Kapoor Company for economic analysis in support of interest arbitration.

M. Lease Agreement between Dauphin County and HP Financial Services, Schedule #103108000057.

N. Purchase of Service Agreements between Dauphin County (Children & Youth) and:
   1. Affinity Forensic Services, LLC
   2. The Children’s Home of Reading, Inc.
   3. Brethren Housing Association, Inc.
   5. Pennsylvania Counseling Services, Inc.
   7. Harrisburg Area YMCA, Inc.
   8. YWCA of Greater Harrisburg, Inc.

O. Memorandum of Understanding between Dauphin County (Drug & Alcohol) and the School District of the City of Harrisburg (Student Assistance Program).
P. Purchase of Service Agreement between Dauphin County (Drug & Alcohol) and the Catholic Charities of the Diocese of Harrisburg, Pennsylvania, Inc.

Q. Purchase of Service Agreements between Dauphin County (MH/ID) and:
   1. Fetterhoff & Zilli

R. Budget Modification Request #2 to the 2012 Emergency Solutions Grant (MH/ID).

S. Homeless Assistance Program Fund Agreement between Dauphin County (MH/ID) and Catholic Charities of the Diocese of Harrisburg, Pennsylvania, Inc.

T. Appointment of Michael Musser, II to the Dauphin County Housing Authority. Mr. Musser’s term will expire August 26, 2019.

U. CDBG – Disaster Recovery Funds between Dauphin County and Middle Paxton Township for the Potato Valley Road Bridge Replacement Project - $75,000.

V. Proposal from Hamilton Development Partners, LLC for the publication of a senior newsletter.

Mr. Haste asked if there are any items that need to be pulled out and discussed and/or voted on separately.

Mr. Hartwick indicated that he would like to pull Items P, Q2 and S.

   It was moved by Mr. Pries and seconded by Mr. Hartwick that the Board approve Items A through V, minus P, Q2 and S listed above under Matters Requiring Board Action.

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

   It was moved by Mr. Pries and seconded by Mr. Haste that the Board approve Items P, Q2 and S listed above under Matters Requiring Board Action.

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

FORMER BUSINESS

There was none.

NEW BUSINESS

There was none.
COMMISSIONERS’ DISCUSSION & ACTIONS

There was none.

CORRESPONDENCE

The following correspondence was received in the Commissioners’ Office and will be handled by the staff appropriately.

A. Notification from Tetra Tech advising that Sunoco Pipeline, LP is applying to DEP for coverage under the Erosion and Sediment Control General Permit (ESCGP-2) for earth disturbance associated with oil and gas exploration, production, processing or treatment operations or transmission facilities for the Middletown NGL Pump Station.

B. Notification from RJ Fisher & Associates, Inc. advising that they are applying to DEP for a NPDES Permit for stormwater discharges associated with the Huntleigh Project on Lyter’s Lane and Conway Road in Lower Paxton Township.

C. Notification from Capital Region Water advising that they are applying to DEP for a NPDES Permit for a project located at the Advanced Wastewater Treatment Facility in Harrisburg.

D. Notification from Stover Engineering advising that Linda Klutas is applying to DEP for a General Permit for the replacement of an existing driveway culvert on an unnamed tributary to Stony Creek in Middle Paxton Township.

E. Receipt of a Notice Granting Intervention from the U.S. Federal Energy Regulatory Commission with regard to the York Haven Power Company, LLC.

F. Notification from Michael Baker Jr., Inc. advising that the PA Department of Transportation is applying to DEP for a Joint Section 404 SPGP-4 and General Chapter 106 Replacement of Water Obstructions/Encroachments Permit Application and Chapter 102 Erosion and Sediment Control Plans for the Bridge replacement project in Conewago Township.

G. Notification from Grant A. Marshall advising that Michael Henry is applying to DEP for a NPDES Permit for the construction of a proposed garage and parking area on two acres of land located at 7261/7262 Union Deposit Road in South Hanover Township.

PUBLIC PARTICIPATION

There was none.

ADJOURNMENT

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

Transcribed by: Richie-Ann Martz