DAUPHIN COUNTY BOARD OF COMMISSIONERS

LEGISLATIVE MEETING

JULY 16, 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; Joseph A. Curcillo, III, Esq., Solicitor; Fred Lighty, Esq., Solicitor’s Office; Mike Yohe, Director of Budget & Finance; Randy Baratucci, Director of Purchasing; Andrew Zwally, Commissioners’ Office; Kay Lengle, Human Resources; Bobby Sisock, Courts; Robert Burns, Director of AAA; Daniel Schramm, Commissioners’ Office; Steve Libhart, Director of EMA; J. Scott Burford, Deputy Chief Clerk; Molly Zarefoss, Solicitor’s Office; Melody Osborn, Commissioners’ Office; Ruby Doub, Commissioners’ Office and Richie-Ann Martz

GUESTS PRESENT

Barbara Miller and Jim Roxbury

MINUTES

CALL TO ORDER

Mr. Haste, Chairman of the Board, called the meeting to order at 10:07 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 25, 2014 Workshop Meeting Minutes, the June 30, 2014 Special Meeting Minutes and the July 2, 2014 Legislative Meeting Minutes; motion carried.

It was moved by Ms. Rebuck and seconded by Mr. Hartwick that the Board approve the July 2, 2014 Salary Board Meeting Minutes; motion carried.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

Mr. Saylor reported that there were no Executive Sessions held between meetings.

PUBLIC PARTICIPATION

There was none.

DEPARTMENT DIRECTORS/GUESTS

A. Robert Burns – Director of Area Agency on Aging
   1. Area Agency on Aging – Kitchen Operation

Mr. Burns stated that last week a discussion was held on the possibility of the County releasing a bid package to providers who might be interested in taking over the home-delivered meals program. He asked the Board if there were any questions.

Mr. Pries asked if Mr. Burns could define again what the Federal regulation is that the County is not in compliance with.

Mr. Burns stated that it is the Older Americans Act, which provides that counties should not operate direct service programs. The County has aides that go into a home to provide personal care; the aides are not county employees. The County contracts with agencies that are experts in those services. The meals program would be the same. The County applies to the State of Pennsylvania, Department of Aging to get a waiver each year to allow Dauphin County to have that provision of the Act waived. The County has been receiving a waiver for each year.

Mr. Pries indicated that the projection is $300,000 per year savings, which over the next ten years would be projected at $3 million.
Mr. Burns stated that is correct.

Mr. Pries stated that Dauphin County is currently paying $7.37 per meal compared to some of the adjoining counties. Cumberland is at $4.05 and Lebanon is at $4.35.

Mr. Burns indicated that is correct.

Mr. Pries stated that looking into the future, even ten years ahead, if another firm came in and did this he doesn't even know if they would reach that number in ten years. It is pretty hard to project whether there would be additional costs or not. It could stay down around that number. Any projections in the future are pretty difficult to make.

Mr. Burns agreed. They would hope that any increases could be related to a tangible figure such as the Consumer Price Index for food.

Mr. Pries stated contractually what is the control over cost increases in the future.

Mr. Burns indicated that they would try to tie cost increases into the contract in terms of spelling out what the maximum increase could be annually. They are working on language that would be acceptable. In some form, he believes that it will be related to a tangible statistical figure.

Mr. Pries stated hypothetically considering the number that the County is at today, the numbers that are out there for adjoining counties, potentially ten years from now if the County would go somewhere else, that number may not even reach $7.37 per meal. That $7.37 number is what the County pays today.

Mr. Burns indicated that he agrees on all points.

Mr. Hartwick stated that the Board is voting today to release a bid package, not to accept any bid packages. That is a very important point. He raised a point last week about only having one provider expressing formal interest and the inability to control the cost, unless the County is successful in contractually obligating the provider to a long term contract that keeps them fixed. Once that initial deal is up there is going to be a renegotiation of terms and the inability to have any other folks who are willing to bid makes it a daunting task to try to keep that savings. It also doesn't equate to the exact savings, because in the first year of this deal you have severance costs and a number of other costs to be able to identify, deal with and spend out of what the potential savings would be ongoing, plus the loss of control and the other issue, which is the communication with the volunteers; ensuring that the County still has a volunteer network that would not be in any way negatively influenced by a private provider, and working along with them in order to provide the boots on the ground and the direct contact with the seniors. The volunteers mean a lot to this organization. The County has been recognized nationally for its public/private partnership that it has particularly with the volunteers. The amount of money that is saved to taxpayers by the volunteers
is in excess of $3 million. The County needs to ensure that volunteers are still committed to this ongoing. When the bid package goes out competition is extremely important. One game in town doesn’t make him feel comfortable. He understands that the County has had only one game in town for years, but when control is lost it is a matter of them reestablishing what that game looks like if the County wants to take it back again. The one thing that was attractive that was raised last week, in reducing costs, the kitchen space. He would like someone to talk to providers and include it in the bid package in two ways. One would be if folks would utilize the kitchen space and then if they want to continue operating out of another facility what opportunities are there for the County to lease that space out. The savings become more attractive if you are able to generate significant revenue from a space that is currently being unoccupied. It is going to be tough to argue with $500,000 if in fact that is what the potential savings are going to be to go back into senior services by renting out that facility. That is something that can guard against any increases from the provider moving forward in the future. He would ask that staff aggressively try to pursue opportunities for other vendors who have the business of food service and what it would take to talk about whether it is an upfront investment to put it in a position to be able to be easier utilized or what it would take to maximize the amount of revenue to be generated from that facility as something that could help guard against the loss of control and future increases, which still remains a concern. He still has a concern and is hopeful that this Board will work with those employees to try to adequately place them either with the company or somewhere internally. They are hardworking employees that deserve respect and they have provided a level of commitment to the County. The skillsets of those individuals will make it difficult to place in the current workforce.

Mr. Saylor stated that the staff will make sure to look at the utilization of the kitchen as this process moves forward. Discussions have been held about the existing personnel. To be clear, today’s vote is about moving forward with sending out the bid. He asked what the timeline is for the return of bids.

Mr. Burns stated that it is 30 days.

Mr. Saylor stated that in about a month, staff will be back to the Board with the results of the bid. At that point, there will be another vote required to authorize the bid. After the bid is accepted, a contract would be negotiated and then work through the transition of getting out of that business. He anticipates that the County should be out of this business by the end of the year, if not sooner.

Mr. Haste noted that it is Item CC on the Agenda.

**SALARY BOARD**

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

Ms. Lengle asked if there were any questions on the Personnel Packet. (There was none.) A new listing was circulated due to an addition. There was one effective date change that was mentioned last week and it is corrected in the new listing.

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

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

**PURCHASE ORDERS**

Mr. Baratucci stated that the Purchase Order Packet is unchanged from last week. There were a few minor budget adjustments that were made. 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 – Site Improvements at the Prison & Work Release Center**

Mr. Baratucci stated that a bid award was just completed for some site improvements at the Prison and Work Release Center. It is the parking lot and sidewalk improvements. Seven bids were received. HRG reviewed the bids and is recommending the low bidder, Farhat Excavating, LLC. If approved today, the contracts will be prepared.

Mr. Hartwick asked what the budgeted amount was for this project.

Mr. Baratucci indicated that he wasn’t sure of the exact amount, but this is below. He believes the estimate was around $120,000.

*It was moved by Mr. Pries and seconded by Mr. Hartwick that the Board approve the bid award for Site Improvements at the Prison and Work Release Center to the low bidder, Farhat Excavating, LLC at a bid price of $95,250.00.*

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

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

Mr. Yohe presented the following Report:
Report from the Office of Budget & Finance  
July 16, 2014

- **July 3, 2014** transferred $1,330,663.46 to the Payables account from the County’s Concentration account for checks issued that week.

- **July 11, 2014** transferred $5,590,037.21 to the Payables account and $1,880,046.31 to the Payroll account from the County’s Concentration account for checks issued that week.

- Wire Payments since last report: $150,537.59

- Debt Service Payments since last report: $0.00

- 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: $1,380.34 rate 0.050%

- Balance today in Susquehanna Bank investment account #10013172621: $25,236,182.61 rate 0.250%

- Balance today in Susquehanna Bank investment account #119002023: $1,068.63 rate 0.110%

- Balance today in First National Bank investment account #97014743: $9,571,580.33 rate 0.300%

- Balance today in Integrity Bank Money Market Checking account #2206001209: $36,764,671.30 rate 0.260%

- Balance today in Santander Bank investment account #9551017714: $15,015,694.52 rate 0.300%


REPORT FROM CHIEF CLERK/CHIEF OF STAFF – CHAD SAYLOR

Mr. Saylor reported that Mr. Burford and he have been meeting with IT and staff from the Solicitor’s Office to talk about the County’s retention policy, specifically electronic emails. He would like to move forward. The County has a retention policy of 90 days for emails that are in the inbox. After 90 days the email will be discarded. The only problem is that the County does not enforce that. He would like to begin notifying employees that the County will begin to enforce that. Employees individual PCs, after
90 days, email will be deleted unless they save it to a folder. IT does maintain an archive where all of those emails will continue to be stored. This small step does not address the growing problem of warehousing all the data and dealing with it as required by State law. However, it is an important step forward. It will have the added benefit of reinforcing with employees the fact that the computers and County email is not their own email. It is not their personal email. In the coming days, they will start announcing that the 90 day rule will be enforced.

He asked if the Commissioners had any questions of him. (There was none.)

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

Mr. Curcillo indicated that there are 27 items on the Solicitor’s Report and they have all been approved by his Office for the Board’s vote today.

MATTERS REQUIRING BOARD ACTION

A. CDBG-Disaster Recovery Agreements between Dauphin County and:
   1. Mifflin Township - $30,000
   2. Royalton Borough - $90,000

B. Subordination Agreement between Dauphin County and Sara Yeckley on property located at 306 Lincoln Avenue, Harrisburg, PA 17111.

C. Bill of Sale for the transfer of Public Safety Communications Equipment between Dauphin County and Lykens Borough - $1.00.

D. Resolution #23-2014 authorizing the submission of an application to the PA Department of Community & Economic Development for a Watershed Restoration Program Grant on behalf of the Capital Area Greenbelt Association for a tributary of Spring Creek.

E. Amendment to Agreement #1 between Dauphin County (Parks & Recreation) and the PA Fish and Boat Commission regarding a canoe/kayak launch project at Fort Hunter. Amendment extends the project to June 30, 2015.

F. Preventative Maintenance Agreement between Dauphin County (Judicial Center) and Winter Engine-Generator Service, Inc. for the emergency generator at the Center.

G. Submission of the Dauphin County Juvenile Justice System Enhancement Grant to the PA Commission on Crime and Delinquency.

H. Bailment Agreement between Dauphin County and Tom Stewart (West Hanover Township).

I. Bailment Agreement between Dauphin County and Laurie Little (Gratz Borough).

J. Agreement and Bond Forms between Dauphin County (Prison) and Lobar Associates, Inc. for the Prison Kitchen Floor Rehabilitation Project.

K. Resolution #24-2014 approving the DUI Checkpoint and Enforcement Project Grant and designating Project Director authorization to Detective Jerome P. Wood.
L. Purchase of Service Agreements between Dauphin County (Children & Youth) and:

1. Families United Network, Inc.
2. The Sarah A. Reed Children’s Center, Inc.
3. VisionQuest National, Ltd.
4. Antioch Assembly, Inc.
6. Cornell Abraxas Group, Inc.
8. Harrisburg Area YMCA, Inc.
9. Knowledge Learning Corporation
10. The Program for Female Offenders of South Central Pennsylvania, Inc.
11. United Methodist Home for Children Residential Care, Inc.
12. Barb Ulmer

M. Addendum #1 to Purchase of Service Agreement between Dauphin County (Children & Youth) and Alternative Rehabilitation Communities, Inc.


O. Memorandum of Understanding between Dauphin County (Children & Youth) and the Middletown Area School District.

P. Student Affiliation Agreement between Dauphin County (Children & Youth) and Temple University of the Commonwealth System of Higher Education.

Q. Purchase of Service Agreements between Dauphin County (Drug & Alcohol) and:

1. Dr. Jaime Houston-Mulligan
2. Barry I. Nazar

R. LTSR Agreement between Dauphin County (MH/ID) and Franklin/Fulton Counties.

S. Violent Crimes Task Force Grant Agreement between Dauphin County (IT) and Halifax Borough.

T. Family Center Intergovernmental Grant Agreement between Dauphin County (Human Services Director’s Office) and the Commonwealth of Pennsylvania Department of Public Welfare.

U. Promoting Responsible Fatherhood Intergovernmental Grant Agreement between Dauphin County (Human Services Director’s Office) and the Commonwealth of Pennsylvania Department of Public Welfare.

V. 2015 Gypsy Moth Suppression Program.

W. Amendment to the Commercial Energy Sales Agreement between Dauphin County and Champion Energy Services, LLC for an additional delivery point.

X. Proposal from HRG to provide engineering services for the River Alley Parking Project.

Y. PCCD – National Forensic Science Improvement Act Grant for IT forensic equipment for CID.
Z. Sponsorship Agreement between Capital BlueCross and Dauphin County (Parks & Recreation) for the 2014 Capital BlueCross Diabetes Collaborative Interaction Movement Program.

AA. Approving the 2014 BrewFest Applications:

1. Appalachian Brewing Company
2. Victory Brewing Company
3. Millbock Brewing Company
4. Troegs Brewing Company
5. Long Trail Brewing Company
6. Boston Beer Corporation
7. Delmar Brewing Co.
8. Straub Brewery
9. Liquid Hero Brewery, LLC
10. Lancaster Brewing Company

BB. Training Packet.


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

Mr. Hartwick asked that CC be voted on separately.

It was moved by Mr. Pries and seconded by Mr. Hartwick that the Board approve Items A through BB, 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 Item CC listed above under Matters Requiring Board Action.

Question: Mr. Haste – Aye; Mr. Pries – Aye and Mr. Hartwick – No; 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 Light-Heigel & Associates, Inc. advising that Middle Paxton Township is applying to DEP for a General Permit #11 to replace 8 existing CMP culverts with 8 new SLCPP culverts and place riprap.

A. Notification from CH2M-Hill advising that Texas Eastern Transmission, LP is applying to DEP for an ESCGP-2 Major Modification from the Dauphin County Conservation District for the TEAM 2014 Project – Shermans Dale Loop.

B. Notification from H. Edward Black & Associates, Ltd. advising that River Drive Service Center, Inc. is applying to DEP for a General Permit #5 for Utility Line Wetland Crossing at the facility located at 4613 North Front Street, Harrisburg.

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; motion carried.

Transcribed by: Richie-Ann Martz