DAUPHIN COUNTY BOARD OF COMMISSIONERS

LEGISLATIVE MEETING

SEPTEMBER 19, 2018
10:00 A.M.

MEMBERS PRESENT

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

STAFF PRESENT

J. Scott Burford, Deputy Chief Clerk; Tim DeFoor, Controller; Joseph A. Curcillo, III, Esq., Solicitor; Randy Baratucci, Director of Purchasing; Mike Yohe, Director of Budget & Finance; Fred Lighty, Esq., Solicitor’s Office; Melissa Bradley, Human Resources; Jennifer Simpson, Court Administration; Donna Miller, Commissioners’ Office; Amy Harinath, Press Secretary; Steve Libhart, Director of Public Safety; Troy Petery, Deputy Court Administrator; DiAndra Pena, Human Resources; J. Kiss, Public Safety; Adriana Vukmanic, Solicitor’s Office and Richie-Ann Martz, Assistant Chief Clerk

GUESTS PRESENT

Gary Holtzapple and Lindsey Hippensteel

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. Hartwick and seconded by Mr. Pries that the Board approve the August 29, 2018 Workshop Meeting Minutes and the September 5, 2018 Legislative Meeting Minutes; motion carried.

It was moved by Mr. Haste and seconded by Mr. Hartwick that the Board approve the September 5, 2018 Election Board Meeting Minutes; motion carried.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

There were no Executive Sessions held between meetings.

PUBLIC PARTICIPATION

There was none.

DEPARTMENT DIRECTORS/GUESTS

A. Melissa Bradley, Human Resources
   1. Volunteer Employee Benefits Committee (VEBC) Presentation

Ms. Bradley reported that the Voluntary Employee Benefits Committee (VEBC) is tasked with reviewing the deferred compensation plan with Stephen Hetrick, as well as reviewing new programs that would enhance the current benefit package. There are three programs that the VEBC is recommending.

The first two programs are similar. One is Perks Program and the other is Tickets at Work. Both programs offer employee discounts at various theme parks, concerts, travel and shows. The Perks Program also offers local discounts from local businesses. Tickets at Work is on a larger scale

Mr. Haste indicated that HersheyPark could be included.

Mr. Hartwick suggested that Melissa work with the Tourism Bureau so that more restaurants and businesses can be included.

Ms. Bradley indicated that if a business is not listed, employees can reach out to the programs to see if a business can be added.
If the Board would decide to offer these programs, she will work with Amy Harinath and Ruby Doub to set up a landing page that is County specific.

The last program is Armed Forces Benefit Association. This is a free $5,000 insurance policy for all first responders. All County employees are considered eligible. In addition to the free policy, employees will be eligible to purchase additional life insurance through their first responders group term life insurance. The additional policies purchased help pay the premiums for the free $5,000 policies. This came about through September 11 when first responders were denied life insurance policies through the act of terror.

If the Board approves these programs, they will be introduced during open enrollment. Information will also be posted on Dauphin County Connect.

Mr. Haste noted that the County employees take the initiative to sign up.

Ms. Bradley indicated that it is term insurance.

All three programs are being recommended by the VEB.

**It was moved by Mr. Hartwick and seconded by Mr. Pries that the Board approve the following programs that are offered to County employees: Perks Program, Tickets at Work and the Armed Forces Benefit Association Program.**

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

**SALARY BOARD**

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

**HUMAN RESOURCES**

Ms. Pena noted that changes were made, and a new listing was distributed. There were no questions.

**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 reported that no changes were made, and that budget adjustments were corrected. There were no questions.

It was moved by Mr. Pries and seconded by Mr. Hartwick that the Board approve the Purchase Order Packet.

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
September 18, 2018

- **September 7, 2018** transferred **$1,162,630.09** to the Payables account from the County’s Concentration account for checks issued that week.

- **September 14, 2018** transferred **$5,828,630.72** to the Payables account and **$2,002,064.60** to the Payroll account from the County’s Concentration account for checks issued that week.

- Wire Payments since last report: **$1,069,578.57**

- Debt Service Payments since last report: **$0.00**

- Term Investments
  - 4/3/18 - **$10,000,000.00** 180-day CD – PLGIT Term – **2.400%** - matures 9/28/18
  - 4/19/18 - **$10,000,000.00** 26-week CDARS CD – Customers Bank – **2.400%** - matures 10/18/18

- Balance today in PA INVEST account #2100017144860: **$1,416.13** rate **2.064%**

- Balance today in First National Bank investment account #97014743: **$103,527.06** rate **1.410%**

- Balance today in S&T Bank Money Market account #0206001209: **$1,097,284.63** rate **1.870%**

- Balance today in Santander Bank investment account #9551017714: **$1,087,967.98** rate **1.740%**
• Balance today in Customers Bank investment account #6459102: $25,597,971.87 rate 2.400%

• Balance today in PLGIT Prime investment account #5033023: $53,848,293.88 rate 2.110%

• Balance today in Riverview Bank investment account #227069210: $3,574,379.38 rate 2.150%


Mr. Yohe noted that one CD came due and he will be moving it to Customers Bank and will also be moving some of PLGIT prime into Customers. Customers’ rate is 2.400%

Mr. Haste asked if there are any surprises so far with his budget meetings.

Mr. Yohe indicated that he hasn’t had any so far.

REPORT FROM CHIEF CLERK/CHIEF OF STAFF – J. SCOTT BURFORD

Mr. Burford had no report and no questions were asked.

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

Mr. Curcillo reported that everything listed on the Agenda is ready. There were no questions.

MATTERS REQUIRING BOARD ACTION

A. Release and Hold Harmless between Dauphin County and Sarah E. Hoffman.

B. Comcast Business Service Order Agreement between Dauphin County (Public Safety) and Comcast for business TV service.

C. Engagement Letter with Maher Duessel to perform a detailed review of the audit workpapers and make reporting recommendations for the following audits: 4 hotel tax audits, 2 MDJ audits, 6 tax collector audits, 1 row officer audit and 1 prison audit.

D. Satisfaction Piece for Geraldine Link on the property located at 1802 Penn Street, Harrisburg, PA 17102 (Mortgage from 1996 and is forgivable).

E. Financial Statement for funds received through the Juvenile Court Judges’ Commission during FY 2017/2018.

F. Performance Agreement between Dauphin County (Parks & Recreation) and Debra Susan Naha – Wild Edibles Program (September 29, 2018) - $150.00.

G. Performance Agreement between Dauphin County (Parks & Recreation) and Leonard M. Tepsich – Celebrate Wildwood (September 23, 2018) - $525.00.
H. Intergraph CAD Software Purchase Agreement between Dauphin County (Public Safety) and Intergraph Corporation (Hexagon Safety & Infrastructure) for three I/CAD Software Licenses.

I. Agreement between Dauphin County (Public Safety/South Central Task Force-Information Technology Working Group) and ManTech Advanced Systems, International, Inc. for WebEOC Board Maintenance, support and development services.

J. Contract between Dauphin County (Parks & Recreation) and Construction Masters Services, LLC for paving sections of the Capital Area Greenbelt.


L. Adoption Assistance Agreement #2016-25 – Amendment #1.

M. Purchase of Service Agreements between Dauphin County (Drug & Alcohol) and:
   1. YWCA of Greater Harrisburg, Inc.
   2. Contact Helpline, Inc.
   3. Alder Health Services, Inc.
   4. Shalom House, Inc.

N. Purchase of Service Agreement between Dauphin County (MH/ID) and Harrisburg Home Health Holdings, LLC t/d/b/a Angels on Call.

O. Amendment #1 to Purchase of Service Agreement between Dauphin County (MH/ID) and Keon Enterprises, LLC.


Q. U.S. Department of Homeland Security Federal Fiscal Year 2018 State Homeland Security Grant Program Agreement between Dauphin County (Public Safety-South Central Counter Terrorism Task Force) and the PA Emergency Management Agency.

R. Subrecipient Agreement between Dauphin County and the Borough of Dauphin for Dauphin Borough Parks Project Accessibility Phase – CDBG to improve ADA accessibility between the Lions Club Park and the Market Square Park - $50,000.

S. Change Order No. 03E – Wassertech Engineering, Ltd. (Human Services Building) – adding $5,180 for the removal and abandonment of the existing light bollards and the installation of temporary lighting along Blackberry.

T. Agreement between Dauphin County and Lobar Associates, Inc. for debris removal of County-owned bridges - $59,875 (contingent upon Solicitor’s review and approval).

U. Administrative Services Agreement between Dauphin County and Highmark Blue Shield for health care benefits for a term of three years (January 1, 2019 to December 31, 2021).

V. Change Order No. 02B – Perrotto Builders, Ltd. (Human Services Building) – adding $26,288.04 for the reduction of the sidewalk width along Blackberry and install ADA curb ramps, removal of light pole bases and signage and contract time extension.
W. Change Order No. 03B – Perrotto Builders, Ltd. (Human Services Building) – adding $47,251.62 for the provision and installation of additional anchors to the existing roof.

X. Change Order No. 04B – Perrotto Builders, Ltd. (Human Services Building) – adding $21,061.67 for the provision and installation of new pressure plates and cover plates on the clerestory glass.

Y. Change Order no. 05B – Perrotto Builders, Ltd. (Human Services Building) – adding $7,833.94 for the installation of seven additional metal brackets and to address a broken interior curbed island and wall crack.


AA. Training Packet.

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

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

FORMER BUSINESS

There was none.

NEW BUSINESS

There was none.

COMMISSIONERS’ DISCUSSION & ACTIONS

Mr. Haste noted that the Retirement Board will convene at 10:40 a.m. and the Prison Board Meeting today will be at 3:00 p.m.

CORRESPONDENCE

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

A. Notification from J.D Environmental, Inc. advising that Pennsylvania State University – M.S. Hershey Medical Center is applying to DEP for a Site-Specific Installation Permit for a 30,000-gallon diesel fuel tank to be constructed at its existing emergency generator farm at Milton S. Hershey Medical Center.

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