DAUPHIN COUNTY BOARD OF COMMISSIONERS

WORKSHOP MEETING

JANUARY 3, 2018
10:00 A.M.

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

STAFF PRESENT
Chad Saylor, Chief Clerk; Tim DeFoor, Controller; Joseph A. Curcillo, III, Esq., Solicitor; Randy Baratucci, Director of Purchasing; Fred Lighty, Esq., Solicitor’s Office; Gerald Feaser, Jr., Director of Registration/Elections; Matt Krupp, Prothonotary; Donna Miller, Commissioners’ Office; Amy Harinath, Press Secretary; Holly Martz, Tax Claim; Kay Lengle, Human Resources; Adriana Vukmanic, Solicitor’s Office; Jennifer Simpson, Court Administration; Julie Mackey, Commissioners’ Office; Melody Osborn, Commissioners’ Office and Richie-Ann Martz, Assistant Chief Clerk

GUESTS PRESENT

MINUTES

CALL TO ORDER
Mr. Haste, Chairman of the Board, called the meeting to order at 10:11 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 three sets of Meeting Minutes that will be considered at next week’s Legislative Meeting.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

Mr. Saylor noted that there was an Executive Session held this morning to discuss litigation.

PUBLIC PARTICIPATION

There was none.

DEPARTMENT DIRECTORS/GUESTS

There was none.

HUMAN RESOURCES

Ms. Lengle asked if there were any questions on the Personnel Packet. (There was none.) She indicated that there will be a Salary Board Packet for next week. She also requested a vote on Item #20.

   It was moved by Mr. Pries and seconded by Mr. Hartwick that the Board approve New Hire #20 of the Personnel Packet.

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

The remaining items in the Personnel Packet, as well as a Salary Board Packet will be considered at next week’s Legislative Meeting.

PURCHASE ORDERS

Mr. Baratucci noted that he does not have a Purchase Order Packet for today. He could not enter requisitions until yesterday. He will have a Packet for the Board to consider at next week’s Legislative Meeting and he will make sure that there are no budget issues.
**Bid Award – Office Supplies**

Mr. Baratucci noted that bids were received for the office supply contract for 2018. He noted that last year it was W.B. Mason. This year the low bidder was Office Basics. He is asking the Board to award the bid to Office Basics at a bid price of $35,885.40 (Part A) and $78,836.20 (Part B). These prices are estimates for the year.

It was moved by Mr. Hartwick and seconded by Mr. Pries that the Board award the bid for office supplies for 2018 to the low bidder, Office Basics, at a bid price of $35,885.40 (Part A) and $78,386.20 (Part B).

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

**TRAINING PACKET**

It was moved by Mr. Pries and seconded by Mr. Hartwick that the Board approve Items 1 and 2 of the Training Packet.

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

**ITEMS FOR DISCUSSION**

A. Ratification of the Management Agreement between Dauphin County and the Dauphin County General Authority. *(A Vote is Requested 1/3/18).*

B. Interest-Free Grace Period for Property Owners with 2017 Delinquent Taxes. *(A Vote is Requested 1/3/18.)*

C. 2018 Mileage Rate – 54.5 cents per mile. *(A Vote is Requested 1/3/18.)*

D. Agreement between Dauphin County (Parks and Recreation) and W. C. Eshenaur & Son for Fort Hunter Barn HVAC Renovations. *(A Vote is Requested 1/3/18.)*

It was moved by Mr. Pries and seconded by Mr. Hartwick that the Board approve Items A through D listed above.

**Discussion:**

Mr. Hartwick indicated that the County is in the position to offer the interest free grace period. This gets money into the County a lot earlier. In 2017, 11,074 first class letters were sent out, of which 2,500 property owners paid their 2016 taxes. During the interest free grace period (February/March 2017), the following was collected: $37,861.70 (Library), $820,658.16 (County), $580,721.00 (Municipal) and $3,076,729.40 (School).
Mr. Hartwick also asked if we could find out what the mileage rates are in other counties. He thought other counties used rates other than the IRS rates. (The Chief Clerk’s Office will check with other counties.)

It was moved by Mr. Pries and seconded by Mr. Hartwick to amend the previous motion to note that Item C – the 2018 Mileage Rate is approved only for the 1st quarter of 2018 (January 1 to March 31, 2018).

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

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

Mr. Curcillo noted that everything requiring review by the Solicitor’s Office will be ready for next week’s Legislative Meeting.

**CHIEF CLERK’S REPORT – CHAD SAYLOR**

Mr. Saylor reported on the following:

For the record, at the meeting on December 13, 2017, the Board approved the financing for the Sheriff’s vehicles. The finance company is now BB&T instead of Susquehanna Finance, Inc.

Mr. Saylor noted that he will be attending the CAT Board Meeting tomorrow. The CAT Board will be accepting a management contract that has been negotiated with Rabbitt Transit to commence in February 2018. 2018 will be a big year for CAT – union negotiations, triennial audit and continued discussions on consolidation.

Mr. Haste asked if the routes will be changed.

Mr. Saylor indicated that he was not sure if CAT was done with the public meetings. He will check on that matter.

Mr. Pries thanked Mr. Saylor for keeping the Commissioners informed on what is happening at CAT.

**COMMISSIONERS’ COMMENTS**

Mr. Hartwick welcomed Mr. Krupp, the new Prothonotary for Dauphin County to the meeting. He also thanked the staff for their assistance in the Inauguration Ceremony yesterday.

Mr. Pries echoed Mr. Hartwick’s comments.

Mr. Haste noted that the candidates and newly elected officials made the day.
Mr. Saylor stated that the staff team came together and did a great job.

PUBLIC PARTICIPATION

Mr. DeFoor noted that Dave Skinner and Jim Markel passed their exams to earn the designation of Certified Fraud Examiners with the Association of Certified Fraud Examiners.

CORRESPONDENCE

The following correspondence was received and will be handled by the staff appropriately.

A. Notification from Snyder, Secary & Associates, LLC advising that Calabria Estates, LLC is applying to DEP for a NPDES Permit for stormwater discharges associated with construction of thirteen single family dwelling lots – Parkway Estates.

B. Notification from Light-Heigel & Associates, Inc. advising that Wayne Township is applying to DEP for a General Permit 11 for the replacement of existing CMP culverts with a new SLCPP culverts and place riprap.

C. Receipt of a copy of a notice from Exelon Generation to the U.S. Nuclear Regulatory Commission regarding their submission of an Emergency Plan Annex revision for Three Mile Island Nuclear Station.

D. Notification from Michael Baker International advising that PA Department of Transportation is submitting a Joint Section 404 SPGP-5 and Standard Chapter 105 Replacement of Water Obstructions/Encroachments Permit Application and Chapter 102 Erosion and Sediment Control Plans to DEP for the Bridge Replacement Project, SR 0441, Section 028 over unnamed tributary to the Susquehanna River in Royalton Borough.

E. Notification from Bitner Family Funeral Homes advising that they are submitting a “Renewal” State-Only Operating Permit application to DEP for the human crematory controlled by an afterburner.

F. Notification from Penn Environmental & Remediation, Inc. advising that PPL Electric Utilities Corporation is applying to DEP for a NPDES Permit for stormwater discharges associated with the construction of protective fencing and other associated security upgrades at the existing Copperstone Substation in South Hanover Township.

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