

LANCASTER COUNTY COMMISSIONERS' MEETING

AGENDA

MARCH 30, 2016



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Dennis Stuckey.
2. Pledge of Allegiance
3. Minutes as Distributed: Postpone approval of March 2, 2016 Commissioners' Meeting Minutes, March 9, 2016 Evening Commissioners' Meeting Minutes, March 16, 2016 Commissioners' Meeting Minutes and March 23, 2016 Commissioners' Meeting Minutes.
4. Old Business:
5. New Business:
 - a. Resolution No. 33 of 2016 – Appointment of County Solicitor
 - b. Emergency Management Agency – Grant Agreement
Randy Gockley, Coordinator, Emergency Management Agency
 - c. Prison – Authorization of Use of Funds from the Prison's Store Account
Cheryl Steberger, Warden, Prison, and/or
Benjamin Lefever, Lieutenant, Prison
 - d. Human Resources - Revision to Employment of Relatives Policy
E. William Peters, Director, Human Resources
 - e. Request to Support Granting Tax-Exempt Status to the Masonic Center Property
Randy Patterson, Director, Economic Development and Neighborhood Revitalization, City of Lancaster
 - f. Discussion re. Second Amendment to Legal Consultant Agreement
6. Business from Guests
7. Adjourn

RESOLUTION NO. 33 OF 2016

On motion of Commissioner _____, seconded by Commissioner _____;

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA,
That Christina L. Hausner, Esquire, Attorney-At-Law, admitted to practice in the Courts of the Commonwealth of Pennsylvania, be and is hereby appointed Solicitor for the County of Lancaster, Pennsylvania effective May 2, 2016.

I, Robert T. Still, Chief Clerk to the County of Lancaster, Pennsylvania, do hereby affirm that the above motion was adopted by the Lancaster County Board of Commissioners at its Work Session held on the 30th day of March, 2016.

ATTEST:

Chief Clerk
County of Lancaster, Pennsylvania
Date: March 30, 2016

3/30/16

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Emergency Management Agency, to approve the following:

Grant Agreement With:

Pennsylvania Emergency Management Agency
Harrisburg, Pennsylvania

For:

Hazardous Material Emergency Preparedness funding for hazardous materials planning, preparedness and training through the Public Safety Training Center to approximately 3,500 County personnel and emergency responders.

Amount/Term:

\$55,200.00 State funding and \$13,800.00 County funding in the form of cash expenditures or in-kind services for the period September 30, 2015 through September 30, 2016.

3/30/16

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Prison, to authorize the use of funds in the amount of \$7,500.00 from the Prison's "Store Account" (C1200 22021 AA 6535) to purchase a trained dog from Connecticut K-9 Services, Bethany, Connecticut, for the Prison's K-9 Unit to replace a current K-9 Unit dog that needs to retire.

3/30/16

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Human Resources Department, to approve revisions to the Employment of Relatives Policy, effective March 30, 2016, to allow the hiring, promotion, transfer and demotion of County employees with close relatives in County supervisory positions while insuring there is no direct reporting responsibility to each other, and outlines the direct involvement of Human Resources in any potential conflict of interest prior to any personnel action.

The full text of "A-4 Employment of Relatives" Policy is listed below:

A-4 EMPLOYMENT OF RELATIVES

Purpose: To establish guidelines for the appointment of relatives for vacant positions within the County of Lancaster and address current employee relationships.

Scope: This policy applies to all County of Lancaster employees and departments.

Policy: The County of Lancaster wants to ensure that its hiring practices do not create situations such as a conflict of interest or favoritism. This extends to practices that involve hiring, promotion, separation, and transfers. Close relatives, those dating, or members of the same household are not permitted to be in positions that have a direct reporting responsibility to each other.

A supervisor-subordinate relationship shall not occur at the time of employment or thereafter, nor shall a relative assume for the other the role of advocate with respect to conditions of employment, promotion, demotion, reassignment, or transfer. In the event a family relationship between two employees is created during employment, the Department Head, in conjunction with the Human Resources Department, shall ensure that a supervisor-subordinate relationship does not exist.

For the purposes of this policy, close relatives include:

- Husband
- Wife
- Father
- Mother
- Father-in-Law
- Mother-in-Law
- Grandfather
- Grandmother
- Son
- Son-in-Law
- Daughter
- Daughter-in-Law
- Uncle
- Aunt
- Nephew
- Niece
- Brother
- Sister
- Brother-in-Law
- Sister-in-Law
- Step relatives
- Cousin

Individuals will not be hired, transferred, or promoted into a position that would create an actual or potential conflict of interest. If employees begin a dating relationship, become relatives, or establish a shared residence, and one employee has direct supervision or authority over the other, it is the higher level employees' responsibility to notify the department head and the Office of Human Resources within five business days of the circumstances so that appropriate remedial measures may be taken. The failure of the supervisory employee to report the relationship may result in disciplinary action up to and including termination of employment.

Resolution

The County will allow sixty (60) days for the employees to resolve the situation on their own by means of a transfer (if the employee qualifies, interviews, and is offered a position within the County), or resignation. After sixty days, if the employees have not resolved the situation, the department head, in consultation with the Office of Human Resources, shall determine the most appropriate action for the specific situation.

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to support granting tax-exempt status to the Masonic Center on the following property:

Property ID No. 3317710200000
213 West Chestnut Street (use of property is for charitable purposes)
Lancaster, PA

Note: The Masonic Lodge will submit an appeal to the County Board of Assessment Appeals requesting the tax-exempt status. The basis for this request is the City of Lancaster's intent to sell property it currently owns at 5-21 West King Street, Lancaster, to a private developer, including a former Masonic Lodge Hall with certain deed restrictions impacting the City's ability to sell the property. With the City of Lancaster's intent to sell this property to a private developer the properties from 5-21 West King Street will be returned to the tax rolls.

3/30/16