

MEETING OF THE LOCAL GOVERNMENT COMMISSION

Wednesday, January 30, 2019

The meeting of the Local Government Commission (LGC) was called to order by The Honorable John Eichelberger, Jr., at 8:45 a.m. in Room 14 East Wing–Main Capitol Building, Harrisburg, Pennsylvania, with the following individuals present:

MEMBERS

**The Honorable John H. Eichelberger, Jr., Chair
Senator Scott E. Hutchinson
Senator John P. Blake
Senator Judith L. Schwank
The Honorable Kate Harper (via telephone)
Representative R. Lee James
Representative Robert Freeman
Representative Mary Jo Daley**

STAFF

**Philip H. Klotz, Executive Director
David A. Greene, Assistant Director-Legal Counsel
Wanda Snader Dehan, Associate Legal Counsel
Danette H. Magee, Research Associate
Karen S. Bear, Secretary**

GUESTS

**Justin Leventry, Senator Hutchinson's Office
William Casey, Senator Schwank's Office
Brianna Medevich, Representative Freeman's Office
Rob Gaertner, House Local Government Committee (R)
Lisa Schaefer, County Commissioners Association of Pennsylvania
Ed Troxell, Pennsylvania State Association of Boroughs
Joe Regan, Fraternal Order of Police
Hayden Rigo, Greenlee Partners**

As the first order of business, the Members discussed the minutes of the November 14, 2018, business meeting which were unanimously approved on a motion by Senator Hutchinson and a second by Representative Daley. The financial reports for the months of November and December 2018 were presented, and a detailed explanation was given by the Executive Director. The financial reports were unanimously approved on a motion by Representative Freeman and a second by Representative James.

LGC meeting dates for 2019 were presented to the Members for their approval. After briefly reviewing the dates, the Members voted unanimously on a motion by Senator Schwank and a second by Representative Daley to meet on the following dates: March 20, 2019, monthly business meeting and meeting with local government associations; April 10, 2019, monthly business meeting; May 8, 2019, monthly business meeting; June 12, 2019, monthly business meeting and meeting with local government associations; July 10, 2019, monthly business meeting;

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September 25, 2019, monthly business meeting and meeting with local government associations; and December 11, 2019, monthly business meeting and meeting with local government associations. Meeting dates for October and November will be determined at a later date.

The Executive Director explained the next item on the agenda, which was a printing contract to be awarded for the publication and distribution of new cumulative supplements to the First Class Township Code and the Second Class Township Code. Mr. Klotz stated that the information sheet contained in the Members' meeting packets provides an analysis of the bids for the printing, distribution and delivery of the County Code, First Class Township Code and Second Class Township Code Supplements most recently occurring in 2014 and 2016. The handout illustrates the estimated 2018 costs for the First Class Township Code and Second Class Township Code Supplements based on applying the regional Consumer Price Index for All Urban Consumers (CPI-U) to the adjusted bids. The adjusted bids reflect deduction of costs for the County Code Supplement, since it will not be printed and distributed in 2019. The estimated CPI-U 2018 costs are a basis for evaluating a price quote for printing, packaging, distribution and delivery of the First Class Township Code and Second Class Township Code Supplements in 2019. After a discussion, the Members unanimously decided on a motion by Representative Freeman, which was seconded by Senator Hutchinson, to accept the bid submitted by Art Communication Systems, Inc. (ACS) of Harrisburg, Pennsylvania. The bid document from ACS showed a final quote of \$9,326.00 for the printing and distribution of the two new cumulative supplements. The Commission will also reimburse ACS for postage costs associated with the mailing of the cumulative supplements.

The Director revealed that complimentary office space in the Capitol Building now exists for the possible relocation of the LGC office. Meetings have taken place with David Reddecliff, Chief Clerk of the House of Representatives, to discuss office availability on the fifth floor of the Irvis Office Building. The vacant space was occupied by the Commonwealth Court prior to its transfer to the new Judicial Center Building. The LGC's occupancy is subject to the approval of the House Bipartisan Management Committee. A Memorandum of Understanding (MOU) between the House of Representatives and the LGC would set forth the terms and conditions for the use of office space by the LGC in the Irvis Office Building of the Capitol Complex. To obtain the office space, the two senior House Members of the LGC, who are Representative Lee James and Representative Robert Freeman, would seek occupancy approval on behalf of the LGC from House Leadership. Once approved, the MOU would be executed. Similarly, the Senate contacted the Director late last week notifying him that office space may be available next year in the East Wing of the Main Capitol Building. Limited information regarding the Senate office space was available prior to the Commission meeting. Although the Senate space has greater visibility, the Director indicated that the House space has more square footage, better accommodates staff needs, and is currently available. The Director further explained that the LGC's current lease at Forum Place Building is to expire June 30, 2019, and can be extended at the existing price for another year until June 30, 2020. After June 2020, however, the lease could be subject to a substantial cost increase or the Department of General Services could exercise its option under the building master lease to claim the space. Following a lengthy discussion, the Members unanimously agreed on a motion by Representative Freeman and a second by Senator Hutchinson to conditionally authorize approval for the LGC to pursue obtaining office space from the House of Representatives.

At 9:10 a.m. the Members resolved themselves into a brief Executive Session to confer about a personnel matter. At 9:27 a.m. the Members returned to public session and voted

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unanimously on a motion by Senator Blake and a second by Representative Freeman to authorize the Commission to tender an offer of employment to Julia Frey for the position of Research Analyst with the LGC at a starting salary of \$49,000 with a possible adjustment of \$1,000 following a satisfactory six month evaluation. An announcement advertising a research analyst job opportunity with the LGC was submitted to Pennsylvania universities and colleges that offered graduate degrees in the public administration or political science fields, the Caucus Administrators of the Senate and House of Representatives, LinkedIn and *Pennlive*, the Harrisburg *Patriot News* online newspaper. The closing date for application consideration was December 21, 2018, and initial and second interviews with potential candidates were conducted in mid-January 2019.

The Director recognized LGC Research Associate Danette Magee who explained that the handbook *Assessment Office Public Relations: Building a Spirit of Cooperation and Understanding with the Public* was adopted by the Assessors’ Association of Pennsylvania (AAP) Board of Governors’ as best practices on November 14, 2018, at AAP’s fall conference. The document was prepared by the members of AAP Public Relations Subcommittee with assistance from Ms. Magee. The compilation is the last item to be completed as a result of the LGC Assessment Reform Task Force concluded on June 4, 2018.

As the last order of business, the Executive Director apprised the Members that the Commission’s March 20, 2019, business meeting will be held in conjunction with the quarterly meeting of the Pennsylvania State Association of Elected County Officials (PSAECO) at 8:45 a.m. in Room 14 East Wing-Main Capitol Building. When all ten Member appointments have been made to the Commission for the 2019-2020 legislative session, the Director plans to reinstitute the Committee of the Commission on Act 47 that had been established during 2018.

The meeting adjourned at 9:40 a.m.

ATTESTED: _____
February 4, 2019