

COMMISSIONERS' WORKSHOP MEETING

August 29, 2013

The Cumberland County Board of Commissioners met on Thursday, August 29, 2013, 9:00 a.m., Commissioners' Hearing Room, Courthouse, Carlisle, PA. Present were Commissioners Barbara Cross, Jim Hertzler, Gary Eichelberger; Larry Thomas, Chief Clerk; Ed Schorpp, Solicitor; Heather Ilgenfritz, Commissioners' Office; Carl Goshorn, Conservation District; Dana Best, Sherry Byers, Tammy Bender, Ron Snow, Finance Department; Bob Dagrosa, Mike Clapsadl, Controller's Office; Jack Carroll, Drug & Alcohol; Kirk Stoner, Planning; Mick Burkett, Human Resources; Lisa Reider, Children & Youth; Jody Smith, Sheriff's Office; Ted Wise, Megan Silverstrim, Public Safety; Thomas Imphong, Recycling & Waste Authority; Silvia Herman, MH/IDD; Wendy Sheaffer, Office of Aging & Community Services; Melissa Calvanelli, Court Administrator; Dave Freed, District Attorney's Office; Mark Adams, IMTO; Justin Smith, GIS; Rebekah Finkey, CJP-IPP; Matt Stoner, Coroner's Office; Mike Dillon, Brad King, CNRC; Steve Marroni, The Patriot News; Chris Reitmann; Mary Jane Zeigler.

Chief Clerk Larry Thomas called the Workshop Meeting to order and led the Pledge of Allegiance to the Flag.

Chief Clerk Larry Thomas asked if there was any public comment. Chris Reitmann of Mt. Holly Springs presented to the Board of Commissioners his request that the Board review and adopt the Second Amendment Preservation Ordinance that will preserve the Second Amendment. Mr. Reitmann distributed copies of his proposed Ordinance to the Board and Solicitor Schorpp (see attached).

Mary Jane Zeigler expressed her thoughts regarding the survey that will be sent to a random selection of citizens in Cumberland County. Commissioner Cross suggested at the Finance Meeting on August 28, 2013, that the survey be made available at the public libraries and possibly several other public places. Ms. Zeigler felt this was a good idea as some citizens do not have a computer to access the survey online.

The Commissioners recognized Carl Goshorn for his 25 years of service with the County.

The Commissioners presented the Finance Department with the 2013 Government Finance Officers Association Distinguished Budget Presentation Award (see attached Press Release.)

The Commissioners presented Megan Silverstrim with a Proclamation Regarding National Preparedness Month which has been recognized by the Board as the month of September (see attached Press Release and Proclamation.)

There was a brief summary provided for the following Contracts & Grants for the Board's consideration. Action is scheduled to be taken at the Board of Commissioners' Meeting on Tuesday, September 3, 2013.

Jody Smith discussed the following contract for the Sheriff's Office:

Purchase and Service Contract with Autoclear/Control Screening, LLC. *This contract is to make necessary repairs to the X-Ray machines located at the front entrance of the main Courthouse and Domestic Relations - \$5,538 and also to the Human Services Building - \$5,820.*

Wendy Sheaffer spoke about the following Agreements for the Office of Aging & Community Services:

- Anthony L. Deluca, Esquire – This is a contract to provide assistance to the Office of Aging & Community Services' Protective Services Department when Assistant Solicitor Keith Brennehan is not available. *The hourly rate is \$125.00 and the agreement is capped at \$4,500 for 2013-2014.*
- The Nutrition Group – PCN – The company provides meals to the Senior Centers and home-delivered frozen meals. *The rate is \$4.00 per meal which is the same price as last year.*
- East Pennsboro Township Commissioners – This is an Addendum for Mary C. Shaner Senior Center's 2012-2013 Contract. *It provides an additional \$10,000 for the purchase of My Senior Center System which will allow the Center to provide more accurate activity counts and reduce time spent on reporting.*
- Beverly Christ, R.N. – *This is an Addendum which provides part-time nursing home assessments in lieu of a department staff member who is out on disability.*

Lisa Reider spoke about the following Agreements for Children & Youth Services:

- Bethany Home, Inc.

- Families United Network, Inc. – Addendum
- Family Support of Central Pennsylvania, Inc. Adelphoi Village, Inc. – Addendum
- Family Care Services, Inc. – Addendum
- YWCA of Carlisle
- Jennifer Bush Archer, Esquire
- Harrisburg Hotel Corporation - *The Harrisburg Hotel Corporation Agreement is for the annual school game that is played every year in late September or early October. This year the Administration Office of Pennsylvania Courts (AOPC) is offering a Grant to have this Agreement reimbursed in an amount of up to \$5,000.*
- Keystone Service Systems, Inc. dba Children & Family Services
- Keystone Service Systems, Inc. dba Children & Family Services – Amendment
- COBYS Family Services, Inc. – Amendment
- Central PA Family Support Services

Half of these contracts are for 2013-2014, the other half of these contracts are Amendments to extend the contracts for 2012-2013 until the 2013-2014 Contracts can be provided. None of the contracts have an increase except for Family Support of Central Pennsylvania, Inc. which provides Parent's Anonymous Services, a preventative service for Children & Youth Services.

Jack Carroll spoke about the following Agreement for the Drug & Alcohol Department:

- Agreement with Daystar Center. This is a half-way house center in Harrisburg. It is a fee for service contract. The rates for residential programs are set through a State-wide rate-setting process. *There is an increase from last year's rate of \$2.00. The new rate is \$98.00 a day.*

Silvia Herman discussed the following Agreement for MH/IDD:

- Agreement with Goodwill Keystone Area, Inc. This is a 2013-2014 IDD Agreement for pre-vocational services. *The Agreement is for \$6,204. The rates are set by the Office of Developmental Programs with the State.*

Justin Smith spoke about the following Agreement for the GIS Department:

- Agreement Between Pictometry International Corporation & Cumberland County, PA. This is the imagery service listed by Pictometry using the property mapper. It is the public portal for anyone in the public to view the Pictometry. *The equipment was purchased last year and this is the first annual maintenance due on this service in the amount is \$1,750.*

Melissa Calvanelli discussed the following Agreement for the Court Administration Office:

- Agreement with Jacqueline M. Verney, Esquire. *There were some provisions which required the Court Administration Office to pay a replacement to handle Ms. Verney's caseload when she is on vacation. Ms. Verney was given four weeks of vacation in her current contract and her replacement had to be paid during this vacation time. With the addition of Ms. Cindy Villanella, Esquire, a provision was made to Ms. Verney's current contract to portray a slight budget reduction. The contract is the same paid amount it simply removes the obligation of the Courts to pay for a replacement for Ms. Verney when she goes on vacation.*

Kirk Stoner spoke about the Agreements for the Planning Department:

- Intergovernmental Agreement with the Pennsylvania Department of Transportation (PennDOT) for the County's Bridge Projects. *At some point there will be bidding projects for the County's bridge replacements and it will need to be completed through PennDOT's established system. Approval of this Agreement will give the Planning Department access to this system.*
- Memorandum Of Agreement Between The Federal Highway Administration, Pennsylvania State Historic Preservation Office, and Cumberland County for the Historic Mitigation Plan for Craighead Bridge. *This is a Memorandum of Agreement that outlines the County's Historic Mitigation Plan for Craighead Bridge. Mr. Stoner discussed the Plan. The Rehabilitation Agreement with Greenling Farms Bridge project was also discussed.*

District Attorney Dave Freed discussed the following Grant Award for the District Attorney's Office:

- Grant Award from the Pennsylvania Commission on Crime & Delinquency (PCCD) for Victims of Juvenile Offenders (VOJO) – Subgrant Number 2013-VJ-ST-24646 for the District Attorney’s Office. *This Grant is a yearly Grant from PCCD that subsidizes service to victims of juvenile offenders. The Grant amount is \$31,191.00.* Commissioner Cross moved to accept the Grant Award from the Pennsylvania Commission on Crime & Delinquency (PCCD) for Victims of Juvenile Offenders (VOJO) – Subgrant Number 2013-VJ-ST-24646 for the District Attorney’s Office. Commissioner Hertzler seconded the motion and it unanimously carried.

Tom Imphong discussed the Grant Applications to the Pennsylvania Department of Environmental Protection for the Recycling & Waste Authority as follows:

- Municipal Recycling Program Performance Grant (Section 904). *This is a Grant offered by the State to counties and municipalities for any recycling initiatives they perform. The Grant is awarded based on population and total pounds or tons collected. The Grant amount is \$576.00.*
- Household Hazardous Waste Door-to-Door Collection Program – Cost Reimbursement. This is a reimbursement and operations plan. The Grant is dated from July 1, 2012 through June 30, 2013. *This plan allows for the collection of household hazardous waste. After the program is completed, 50% of the total cost is reimbursed in the amount of \$19,758.*

Ted Wise spoke about the renewal of the contract with Carlisle Insurance Services Underwritten by Volunteer Fireman’s Insurance Services (VFIS) for the Department of Public Safety. This is a health policy that is very specific to the volunteer groups and individuals that perform emergency operations services for the County. The renewal of the contract is in the amount of \$5,000. Commissioner Hertzler moved to renew the contract with Carlisle Insurance Services Underwritten by Volunteer Fireman’s Insurance Services (VFIS) for the Department of Public Safety. Commissioner Eichelberger seconded the motion and it unanimously carried.

Matt Stoner spoke about the Resolution & Project Director Authorization for the Community Traffic Safety Projects 2014 Grant through the Pennsylvania Department of Transportation for the Coroner’s Office. *This is an annual 100% reimbursement Grant from PennDOT for a Highway Safety Grant which provides education for safety projects throughout the County.*

Dana Best spoke about the Review of the Cost Allocation Plan – For Year End 2012 (see attached).

Mike Clapsadl spoke about the Review of the Audit Proposal regarding the Cumberland Area Economic Development Corporation’s Expenditure of County Hotel Tax Dollars. A brief discussion ensued regarding the collection and expenditures of the County Hotel Tax Dollars. Commissioner Eichelberger suggested that the letter be amended to ask that an analysis be provided to address the entire issue of the Hotel Tax collection process. The Treasurer of CAEDC, Gail Bollinger, will be the contact person at CAEDC during the review of the Audit (see attached letter). Commissioner Eichelberger requested clarification of whether it was an audit or a review. After discussion, it was decided the Controller’s Office would amend the engagement letter to clarify the scope of work. This matter will be reviewed by Mr. Clapsadl and he will keep the Board apprised of any updates to the Proposal.

Chief Clerk Thomas spoke about Authorizing the Drafting and Advertising of an Ordinance to Repeal the Per Capita Tax Effective Calendar Year 2014 and Thereafter. An announcement was made back in 2012 that the County was planning to repeal the County Per Capita Tax. At that same time there was a commitment made that the County maintain the rolls for some period of time. No official action was taken to repeal the Per Capita Tax at that time. After further discussion, the Solicitor was asked to prepare an Ordinance to repeal the County’s Per Capita Tax based on 3rd Class County status. The County will commit to maintain the rolls for the Municipalities who still collect a Per Capita Tax until December 31, 2014. The Municipalities will be notified by letter regarding this matter. Commissioner Cross moved to Authorize the Drafting and Advertising of an Ordinance to Repeal Cumberland County’s 3rd Class status Per Capita Tax effective for Calendar Year 2014 and Thereafter. Commissioner Hertzler seconded the motion and it unanimously carried.

Chief Clerk Thomas reviewed for the Board the MH/IDD Advisory Board Bylaws (see attached).

Review of Capital Project Requests:

Brad King and Mike Dillon reviewed the Claremont Nursing & Rehabilitation Center requests:

- HVAC PTAC Unit Replacements (see attached). This request is for the replacement of 10 PTAX Units. The 128 air conditioning units of the Tower building are 38 years old and in very bad condition. The amount of the request is \$25,125.70.
- Washer Replacement. Mike Dillon stated the washers are 17 years old. He is requesting the purchase of two 55 pound washers. The amount of the request is \$26,000.
- Dryer Replacement. Mike Dillon requested a 170 pound dryer. The amount of the request is \$15,000.

There was a brief discussion regarding the vendors that may be used and if they are the same vendors used at the Prison could there be a cost-savings measure. The matter will be investigated and an answer provided to the Board prior to the Board of Commissioners' Meeting on Monday, September 3, 2013.

Ted Wise discussed the Capital Request for Public Safety:

- CAD CLEAN Interface – To acquire the software for the computer dispatch aided system to accommodate the new network system that the Commonwealth Law Enforcement Assistance Network has created. This is a shared cost with Perry County. Archonix will complete the upgrades to both of the CAD Systems. The cost is \$16,815.

Solicitor Schorpp Reported a Bid Opening was held on August 20, 2013 for the removal of Existing Sound System And Purchase And Installation of a New Audiovisual System for Courtroom #1. There were three bidders: Vector Resources of Torrance, CA, Berkshire Systems Group Inc., Reading, PA and Sage Technology Solutions, Mount Joy, PA. Commissioner Cross moved to accept the bids for the Removal of Existing Sound System And Purchase and Installation of a New Audiovisual System for Courtroom #1. Commissioner Eichelberger seconded the motion and it unanimously carried (see attached).

Melissa Calvanelli recommended to the Board to accept the lowest bidder, Berkshire Systems Group Inc., from Reading, PA. This company was used to complete Courtroom Four. Berkshire Systems Group Inc.'s base bid came in at \$115,988. If the video conferencing capabilities are not included, the amount would be \$60,000. To add the video conferencing capabilities, the added amount would be \$62,848. There was a question presented that if the company is already completing the first half of the project to include the hard wiring, would it be more cost effective to complete the second part of the project at the same time. Further discussion will take place at the Board of Commissioners' meeting on Tuesday, September 2, 2013.

Carl Goshorn spoke about the Recommendation of a Bid Award regarding Request For Proposals for Conservation Planning Consultant Services for the Cumberland County Conservation District and Cumberland County Agricultural Land Preservation Board. Mr. Goshorn stated this contract request is a joint venture between the Ag Land Preservation Board and the Conservation District Board. There are twelve conservation plans to be written by Team Ag out of Ephrata covering 1,800 acres. The total cost of this project is \$18,248.50. The Farmland Preservation Board will pay \$8,000 of the contract. The Conservation District will pay \$10,248.50 which is covered by a Grant from the Chesapeake Bay Program. All of these farms are part of the County Ag Land Preservation Program.

Rebekah Finkey asked the Board for their consideration to Authorize Advertising for Requests for Proposals for Automated Random Drug Testing Selection and Notification Services for the Cumberland County Criminal Justice and Intermediate Punishment Programs. Ms. Finkey stated Paul Polensky has been testing a 90-day pre-trial and automated system. The offenders are tested as many times per month as requested and as randomly as possible. There is a charge of \$1.50 per offender per month. The contract will be with Adult Probation because they would be paying for the service with supervision fees. Ms. Finkey projects the cost of not more than \$3,000 per year. The Treatment Court offenders will pay for their own because they do not pay supervision fees. Treatment Court offenders will be charged a \$30.00 administration fee. This should cover the costs over the course of the program.

Commissioner Liaison Reports:

Commissioner Barbara Cross:

- The Ag Extension – The Master Gardeners will conduct a tour on Sunday, September 8, 2013 from 1:00 to 5:00 p.m. There is additional information on their website or by calling the Extension Office at 240-6500.
- Children & Youth Roundtable will meet on September 9, 2013 and there will be an In-Home Service Providers Fair in the Jury Assembly Room from 9:00 a.m. to 12:00 p.m. on September 16, 2013.

- The Conservation District Board met on August 28, 2013 and the Clean Water Award was given to John Gleim, Jr. Incorporated. This award is given to a contractor or plan preparer who works to minimize adverse impacts to water quality in Cumberland County. The Wearys received the Conservation Farmer of the Year Award. The Conservation District is in the process of remodeling their offices at Allen Road.
- The Commission For Women are completing their Strategic Plan.
- Drug and Alcohol Commission will meet in Perry County, New Bloomfield, on September 5, 2013.
- Stop Violence Task Force met last Friday and it is planning a day-long program. There will be additional information on the concerns of human trafficking in Cumberland County.
- Commissioner Cross has been asked by the Warden and Prison staff to acknowledge a volunteer. Thelma Odessa Wright who is also known at the Prison as Mother Wright. Today she turns 100 years old. Mother Wright has been meeting at the Prison on Monday evenings for the men and women's church services for the last 20 years. The Commissioners have signed a Birthday card to recognize Mrs. Wright.

Commissioner Jim Hertzler:

- The Tri-County Regional Planning Commission Executive Committee met on August 22, 2013. Kirk Stoner attended the meeting for Commissioner Hertzler. The Commission is working on their budget for 2014. Their request of Cumberland County will be somewhat more than the amount that the County has paid this year. Mr. Stoner stated there is a \$4,000 increase for the Transportation Program. There will be a 95% match. All other items in the budget will stay the same as last year.

Commissioner Gary Eichelberger:

- Capital Region Council of Governments: Commissioner Eichelberger attended it as the alternate. The strategic vision exercise was completed for the main phase of the strategic vision.
- CREDC has a planning session scheduled later this month with CAEDC. Director Jonathan Bowser will be attending.
- Library System Board meeting took place on August 19, 2013. The Board congratulated Larry Thomas for his appointment to Chief Clerk. August 30, 2013, Mr. Thomas will attend the Library System Orientation. There was discussion at the meeting of the modifications in the health insurance plan, the mid-year statistics and System-wide priorities. The circulation is up 6%. This is attributed to the reopening of Bosler Library.
- Attended the CAEDC Executive Committee Meeting on August 20, 2013. There was a considerable amount of discussion regarding the County Hotel Tax. Rob Fulton, the President of the Pennsylvania Association of Travel and Tourism, was a guest speaker who spoke about travel and tourism trends in the Commonwealth and Hotel Tax Legislation. Three items were specifically discussed: the need for greater flexibility to the Counties in terms of the rate setting for the Hotel Tax; better enforcement in collection at the local levels; safe guard measures for the proper use of the Hotel Tax monies.
 - The WIB/LEO. There was discussion that there is a need for the WIB/LEO to designate an alternate attendee in the instance that perhaps the delegate Commissioner would not be available. There will be continued discussion regarding an alternate.
 - Recycling & Waste Authority: Tom Imphong addressed plan initiatives earlier in today's meeting.
 - Municipal Advisory Board met and discussed various items including the Cumberland County Tax Bureau and also the Application of the Biosolids which entails the controversial fertilization method.

Commissioner Cross noted that Doug Hill of the County Commissioners Association of Pennsylvania (CCAP) has posted his testimony on CCAP's website regarding their position on the Hotel Tax.

Chief Clerk Thomas reported an Executive Session was held on August 21, 2013 at 2:00 p.m. regarding Personnel Issues.

Chief Clerk Thomas asked if there was other business before the Board. Commissioner Hertzler spoke about the presentation Ron Fulton provided relative to the status of the Hotel Tax. Commissioner Hertzler spoke about the potential sale of surplus County land. He would like the Industrial Development Authority to assist the County with direction from their legal counsel to prepare a proposal for review by the County Solicitor. A brief discussion ensued regarding a proposal by the Industrial Development Authority and their role regarding the sale of County surplus land.

There being no further business before the Board, Chief Clerk Thomas requested an Executive Session regarding Personnel Issues and the meeting adjourned.

Respectfully Submitted,

Laurie Mazarella
Administrative Coordinator