

COMMISSIONERS' WORKSHOP MEETING

August 15, 2013

The Cumberland County Board of Commissioners met on Thursday, August 15, 2013, 9:00 a.m., Commissioners' Hearing Room, Courthouse, Carlisle, PA. Present were Commissioners Barbara Cross, Jim Hertzler and Gary Eichelberger; Lawrence Thomas, Chief Clerk; Heather Ilgenfritz, Commissioners' Office; Bob Dagrosa, Deputy Controller; Ed Schorpp, Solicitor; Janet Walter, Paralegal; Dana Best, Lynette McCullough, Ron Snow, Finance; Mark Adams, IMTO; Penny Brown, Elections; Sue Carbaugh, MH/IDD; Mick Burkett, Human Resources; Wendy Hoverter, Nikki Gresh, Lisa Reider, Children and Youth Services; Wendy Sheaffer, Aging and Community Services; Bob Shively, John Quirk, Public Safety; Earl Reitz, Prison; Ed LeClear, Rebecca Yearick, Cumberland County Redevelopment Authority; Crystal Brallier, Claremont Nursing and Rehab Center; Tom Imphong, Recycling & Waste; Mary Jane Zeigler, Carlisle; Steve Marroni, The Patriot News; Travis Keller, The Sentinel.

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

Chief Clerk Thomas asked if there was any public comment.

Public Comment: Penny Brown, Director of Elections, announced that the Bureau of Elections Office has moved from Allen Road to 1601 Ritner Highway, Carlisle, PA.

Chief Clerk Thomas requested a change to the order of the Agenda to move number 13 - Other Business.

Other Business: Wendy Hoverter, Director of Children and Youth Services discussed an Agreement with Cindy Vellanella, Esquire, for the Courts. She explained that there are two Ad litem contracts. Caseloads are more than one attorney can handle. Adding another attorney will be a cost savings because outside attorneys cost more than a contracted attorney. There is also an issue with the insurance coverage, so staff will work with the attorney to resolve this issue.

There was a brief summary provided for the following Contracts and Grants for the Board's consideration. Action is scheduled to be taken at the Board of Commissioners' meeting on Monday, August 19, 2013.

- Tom Imphong discussed the Recycling & Waste contract with Vermeer North Atlantic. The vendor provides parts and service to yard waste equipment in the Joint Municipal Agreement Program. This is a yearly agreement with hourly service rates.
- Wendy Sheaffer reviewed the Office of Aging and Community Services Agreements:
 - Domestic Violence – Emergency Shelter – *Addendum – receiving an additional \$2,400*
 - Carlisle CARES – Emergency Shelter – *Addendum – receiving an additional \$5,000*
 - New Hope Ministries - Food Bank – *Contract Renewal*
 - Contract for Professional Services with J. Douglas Price – *Renewal with an Hourly Wage Increase which is 100% State Funded*

- Messiah Lifeways Community Support Services, Non-Profit Multi-Service Senior Citizen Center – *Renewal \$39,000*
- Notice of Termination of Lease Agreement with Rovegno Properties – Moving the Homeless Assistance Program to Business Central. *Termination has a 60 Day Notice = October 18th. Action requested.*

Commissioner Cross made a motion to provide Notice for termination of the Lease Agreement with Rovegno Properties, effective October 18, 2013. Commissioner Hertzler seconded the motion and it unanimously carried.

- Wendy Hoverter reviewed the Children & Youth Services Agreements:
 - Cornell Abraxas Group, Inc. – *No Increase*
 - The Bair Foundation of Pennsylvania, Inc. – *No Increase*
 - Commonwealth Affiliates, P.C. – *No Increase*
 - The Glen Mills Schools – *Increase 2% & 1.73%*
 - Richard M. Drachbar, ACSW, LSW, Agape Associates – *No Increase*
 - Family Care for Children & youth, Inc. – *No Increase*
 - Hempfield Behavioral Health, Inc. – *No Increase*
 - Youth Services Agency of PA, Corporation – Addendum – *No Increase*
 - Common Sense Adoption Services, Inc. – Addendum – *No Increase*
 - Pressley Ridge, Inc. Parent Works Program – *No Increase*
 - Justice Works Youth Cares, Corporation – *Adding a Program = Increase 3.57%, Mileage from \$.45 to \$.55*
- Sue Carbaugh reviewed the MH/IDD Agreements:
 - Supports Coordination Organization Annual Qualification Application – *State requires signatures from Commissioners and submission by the end of September.*
 - Cumberland County Transportation Department (IDD) - *\$951,460*
 - International Corporate Training & Marketing, LLC (EI)- *\$4,000*
 - Roger Morgenthal, Esquire (MH) – *Hearing Officer - \$36,600*
 - National Alliance for Mental Illness (NAMI) of Cumberland and Perry Counties (MH) - *\$36,600*
- Lynette McCullough reviewed the Addendum to the Agreement with Penrac, LLC: *They are providing a larger network of rental agencies with no cost increases.*
- Mark Adams reviewed the IMTO Microsoft Licensing Agreement: *Support for the software*
- Crystal Brallier reviewed the Claremont Nursing and Rehab Center Agreements:
 - Kenneth J. Harm, Jr., M.D. – *Renewal of Medical Direction Services - 3% Increase*
 - Hospice for All Seasons, LLC – *Revenue generating Contract*

On behalf of the Transportation Department, Heather Ilgenfritz reviewed a Resolution for Execution of Grant Agreements with the Pennsylvania Department of Transportation: *An administrative change to add the new Chief Clerk to the Resolution (see attached.)*

Pat Slattery reviewed Change Order HC-10 for the Prison Renovation & Expansion Project: *Four Changes for the Contractor – (see attached)*

Dana Best reviewed the Budget Adjustment Resolutions Nos. 2013-23 & 2013-24: (*see attached*)

Rebecca Yearick reviewed the Loan Request from Pippa S. Calland for a new business, Mid State Taco, to the Cumberland County Commercial Revitalization and Shopsteading Loan Program: Pippa Calland, owner of Mid State Taco in Lemoyne, is requesting loan assistance from the Program- \$35,000 at a 2% interest rate for 25 years (see attached).

Ed LeClear reviewed the Budget Modification Request from the Affordable Housing Trust Fund Board. The Redevelopment Authority and the County Planning Department are working together to address housing needs and regulatory requirements to the federal HOME Program and Community Development Block Grant Program. The Authority is requesting a Budget Adjustment of \$15,000 from the Accessibility Grant Program to a new budget line item, Cumberland County Housing Planning and Market Analysis. (see attached)

Wendy Hoverter reviewed the Children and Youth Services Needs Based Plan and Budget for FY 2014-2015. Program submission requires the Chief Clerk's signature. 2012-2013 over match will be lower than last year. The projections show an over match of \$121,000, County share on the Act 148 Report is approximately \$2.4 million adding the over match it is approximately \$15,000 above the County budget. Certified allocation for 2013-2014 looks good. Intakes are up since January of this year because of mandate requirements and new staff training. A Quality Assurance Supervisor position has been submitted in the budget to the State the past four years. The position would be 80% State funded and 20% County funded.

Bob Shively discussed the proposed Deed of Easement and Right-of-Way Between Middlesex Township and Cumberland County. Middlesex Township Municipal Authority has suggested extending their hydrant water line and sewer line along Army Heritage Drive. It would run in front of County property at the Fire Training Grounds. The Right-of-Way request is for 30 feet from the edge of the roadway and 20 feet which will be used as a temporary construction easement. Hydrants would be placed every 600 feet. This is no cost to the County.

Earl Reitz discussed the Capital Project Request for the Prison – Livescan Machine for Central Booking: The machine is an electronic fingerprinting machine. Pennsylvania Police Association negotiates volume pricing and notified the Prison that they will no longer support the current machine in use and recommended a replacement. The cost for a new machine is \$25,335 (see attached).

Commissioners' Liaison Reports

Commissioner Cross reported on the following:

- The Army Heritage Education Center Foundation Board is in receipt of her Letter of Resignation.
- The Conservation District will meet on the 27th of August- same night as MAB Meeting
- STOP Task Force will meet next Friday the 23rd.
- The Criminal Justice Policy Team will meet at noon today.
- On Tuesday, August 13th Commissioner Cross testified at a hearing in Lewistown held by the House Committee on Emergency Preparedness, regarding rewrite of the 1990 Telephone Act.

- CCAP will be well represented next year with Jeff Haste as President, Craig Lehman as first VP, Franklin County Commissioner Bob Thomas as 2nd VP, and Scott Martin from Lancaster to represent District 6.

Commissioner Hertzler reported on the following:

- The Housing and Redevelopment Authority Board met last Friday. There was discussion the Regional Office providing a reprieve to the Housing Authority with respect to the sequester and our current funding allocation for this year for the Housing Choice Voucher Program. They are working on a new website that will go live after Labor Day.
- The Agricultural Land Preservation Board met yesterday morning. They interviewed Adam Dellinger of Carlisle to fill a vacancy on the Board and recommended he be appointed. The Board has also requested reappointment of two current members who have indicated a willingness to continue serving, Diane Stamey and Denny McCullough whose terms expire in November and December of this year. The Board approved a proposal to Team Ag for development of Conservation Plans for preserved farms which has been partially funded by a grant. The Ag Board voted unanimously to recommend to the Board of Commissioners to consider a \$250,000 County contribution for the 2014 Farmland Preservation Program. A letter will be forwarded to the Commissioners from the Ag Board.

Commissioner Eichelberger reported on the following:

- The Blighted Property Reinvestment Board is working on two Lemoyne Properties.
- Capital region COG continues with their visioning planning process. They are having a special August meeting on Monday.
- MH/IDD is working on their By-Laws and will need an action from the Board in the future.
- The Planning Commission met this morning and they are working on plan reviews and assisting the municipalities. Letters regarding the Open Space Grants have been sent out.
- The Work Force Investment Board needs an alternate Board Member and suggested appointing the new Chief Clerk at a future meeting.
- Recycling & Waste Authority has appointed new Officers on July 15th, Dale McLane, Chairman; Michael Grove, Vice-Chairman; Tony Lepore, Secretary; John Thomas, Treasurer.

Larry Thomas, Chief Clerk, reported that an Executive Session was held on August 8th at 2:15 p.m. and August 14th at 12:00 p.m. regarding personnel issues.

Commissioner Hertzler had additional comments to add: He stated that it is unfortunate that Commissioner Cross had to resign as the County representative from the Army Heritage Education Foundation Board. He feels there has been unfair criticism in the newspapers. The newspapers have requested the County Solicitor's opinion be released on the matter. Commissioner Hertzler made a motion for the County Solicitor to release his opinion relative to what would have been the situation if Commissioner Cross had not recused herself. Commissioner Eichelberger seconded the motion and the motion unanimously carried.

Commissioner Hertzler reviewed a Draft of the Proposed County Ethics Policy. He mentioned that many of the items in the draft are already in place, but he would like to see them extended to

all Boards created by the County. He asked that the County Solicitor review and give an opinion whether the document should be a Resolution or a Policy.

Commissioner Hertzler made a motion to request a review by the County Controller's office on how all hotel taxes were expended according to the law; and to review all agreements in place between the County and the Cumberland Area Economic Development Corp. pertaining to this issue. He also stated that the findings and recommendations should be made public when the review is complete. Commissioner Cross seconded the motion. There was discussion on the scope of the review and the cost involved. Commissioner Eichelberger suggested that the review of agreements would ensure they are in compliance with State law as well as the Bylaws drafted by the Commissioners in partnership with the CAEDC. It was agreed that the review should cover the last four years. The question was called and unanimously carried.

There was discussion on the liaison roles the Commissioners have on many Boards and Authorities in the County and there was agreement that a comprehensive examination should be made to see if changes should be made or if others could represent the Commissioners on some Boards. Commissioner Cross made a motion that the Chief Clerk review this issue and recommend to the Board a process to use to evaluate service on these Boards and Authorities. Commissioner Eichelberger seconded the motion and it was unanimously carried.

Commissioner Cross requested a motion for the Chief Clerk to review the Boards & Organizations Commissioners sit on and recommend a process to reevaluate. Commissioner Eichelberger seconded the motion and the motion carried.

Larry Thomas, Chief Clerk, requested an executive session regarding personnel issues.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,

Jennifer Crum
Administrative Assistant