

COMMISSIONERS' WORKSHOP MEETING

January 2, 2014

The Cumberland County Board of Commissioners met on Thursday, January 2, 2014, 9:00 a.m., Commissioners' Hearing Room, Courthouse, Carlisle, PA. Present were Commissioners Barb Cross, Jim Hertzler and Gary Eichelberger; Lawrence Thomas, Chief Clerk; Joanne Burkhart, Deputy Chief Clerk; Heather Ilgenfritz, Commissioners' Office; Bob Dagrosa and Mike Clapsadl, Controller's Office; Ed Schorpp, Solicitor; Janet Walter, Paralegal; Dana Best and Lynette McCullough, Finance; Mick Burkett, Human Resources; Mark Adams and Jessica Flachsmann, IMTO; Kirk Stoner, Planning; Bonnie Mahoney, Assessment Office; Kristin Lehman, Board of Assessment Appeals (BOAA); John French, Solicitor to BOAA; John Lopp, Facilities Management; Karen DeWoody and Scott Sowers, Claremont Nursing Home; Neal Delisanti, Veterans Affairs; Silvia Herman, MH/IDD; Steve Marroni, The Patriot News; Christen Croley, The Sentinel.

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

Public Comment: Chief Clerk Thomas asked if there was any public comment. There was none.

Contracts/Grants: 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, January 6, 2014:

Silvia Herman reviewed the Agreements for MH/IDD:

- Contract for Professional Services with Linda K. Shumaker (MH) – *Special trainings provided - State funded as previous years*
- Renewal of Lease Agreement with Antonia & Rosario Tripoli for property located at 10 W. Main Street, 1st Floor Unit, New Bloomfield, PA – *Perry County Office used by MH/IDD- No Increase = \$780/Month*

Kirk Stoner reviewed the Agreements for the Planning Department:

- Subcontract between the County of Cumberland and Hampden Township for Park, Trails & Greenway Development Under the Cumberland County Land Partnerships Grant Program - \$32,500
- Submission of Hazard Mitigation Grant Application to the Pennsylvania Emergency Management Agency (PEMA) - *County Mitigation Plan requirement. Planning and Department of Public Safety update the Plan every 5 years in preparation of disasters. – grant amount is \$35,000 is with 3% County match of in-kind services.(see attached)*
- Agreement between the County of Cumberland and Metropolitan Edison Company for the Encks Mill Bridge Project – *To relocate utilities as part of the project – \$43,000.*

Proposed Revised Rules and Amended Fee Schedule for Real Estate Assessment Appeals:

John French reviewed the summary provided regarding the Proposed Revised Rules and Amended Fee Schedule for the Reinstatement of Real Estate Assessment Appeal Filing Fees. Changes that were made to correlate with the County Assessment Law include: definition of the Board, simplifying the time frame for filing, exemption requirements were expanded with more detail, filing fees were added, and petitioners can get an exchange of information with the Assessment Office prior to a hearing. The 40 Day Assessment Notice of Appeal was explained that no filing fee is collected if the owner appeals within the 40 days. Commissioner

Eichelberger asked for clarification concerning the waiver as to whether it applies to residential appeals only. That was confirmed.

Commissioner Eichelberger moved to approve the proposed revised rules and the amended fee schedule for the Reinstatement of the Reassessment Appeals Filing Fee. (see attached)
Commissioner Hertzler seconded the motion for further discussion. The fee schedule was discussed and it was confirmed that there was a unanimous consensus to the changes among the Assessment Board. The motion carried, with Chairman Cross voting no.

Acknowledgement of Fixed Asset Capitalization Policy and Control of Non-Capitalized Items Policy: Mike Clapsadl reviewed the Acknowledgement of the Controller's Fixed Asset Capitalization Policy and Policy for Control of Non-Capitalized Items. The change lessens the burden on departments by raising the Capitalization threshold from \$500 to \$5,000 and establishes independent accountability by departments for annual inventory of some items such as computer equipment under the new \$5,000 threshold. (see attached)

Capital Project Request for a 14 Passenger Bus for County Honor Guard: Neal Delisanti reviewed the Capital Project Request for the Purchase of a 14 Passenger Bus for the Cumberland County Honor Guard with Funds Donated by the G.B. Stuart Charitable Foundation. – *Donation – no cost to County – The Capital Request is an administrative formality. (see attached)*

Bid Award Recommendation for Renovations to the Claremont Nursing Home & Rehab Center: John Lopp reviewed the Recommendation of Bid Awards for the Renovations to the Lower Levels of the "C" and "D" Buildings at Claremont Nursing & Rehabilitation Center. He recommended the bids be awarded to the lowest bidders as follows:
General Construction – East Cost Contracting, Inc. - \$1,077,700.00
Plumbing – Jay R. Reynolds, Inc. - \$284,400.00
HVAC – Midstate M/E - \$324,900.00
Electrical – Midstate M/E - \$474,900.00

5% Contingency fee - \$108,095.00

There is an existing contract with Noelker and Hull for architectural design services that has a balance of \$11,200. It is recommended that the contract amount be added to the project.

Total Project Cost = \$2,281,195.00 (see attached)

Mr. Lopp noted that the time frame for completion of the project is approximately 8 – 10 months. There will be minimal impact to the daily operation of the Nursing Home. Discussion followed regarding construction details, funding the project and the cost of maintaining the new Rehab Center. Chief Clerk Thomas stated that he will work with the Nursing Home staff and provide an Executive Summary to include a complete market analysis before a vote is made on the project at the next Board of Commissioners Meeting on January 6th.

2014 Holiday Schedule: Chief Clerk Thomas reviewed the 2014 Holiday Schedule. The Christmas Day Holiday is on a Thursday this year. The proposal is that Christmas Eve Day be a half day and the day after Christmas be a full day Holiday for a cost savings from utility use and staff time. An estimate of \$1,500/day would be the utility savings. It was suggested the same schedule for the New Year's Holiday be followed with the exception of the half day. There was a question of work productivity lost.

Commissioner Liaison Reports

Chairman Cross reported on the following:

- Attended a meeting on Monday with the Director of Children and Youth Services and State Auditors. There were no findings. Impacts made by the General Assembly regarding child predators will increase future reporting costs associated with the new law.
- The Conservation Board will have personnel changes due to the Chesapeake Bay Technician position vacancy.
- Drug and Alcohol will meet next Thursday.

Commissioner Hertzler reported on the following:

- There will be appointments and reappoints to the Tri-County Regional Planning Commission.
- Next Wednesday the Farm Land Preservation Board will meet.
- The Emergency Service Action Panel will meet Wednesday evening.
- The Redevelopment Authority will meet next Friday.

Commissioner Eichelberger reported on the following:

- There is a meeting today with the Residential Task Force of MH/IDD.
- Western Cumberland COG reappointments.

Other Business: Scott Sowers reviewed the Capital Project Request for the purchase of a Wheelchair & Accessories for a MA Resident medical necessity at the Nursing Home. - \$18,000 - grant reimbursed by PA Department of Welfare. (see attached)

Chief Clerk Thomas requested an Executive Session Re Personnel Issues.

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

Respectfully Submitted,

Jennifer Crum
Administrative Assistant