

WORKSHOP/BOARD OF COMMISSIONERS MEETING

FEBRUARY 18, 2014

The Cumberland County Board of Commissioners met on Tuesday, February 18, 2014, 2:05 pm, Commissioners Hearing Room, Courthouse, Carlisle, PA. Present were Commissioners Barbara Cross, Jim Hertzler and Gary Eichelberger; Al Whitcomb, Controller; Ed Schorpp, Solicitor; Larry Thomas, Chief Clerk; Joanne Burkhart, Deputy Chief Clerk; Janet Walter, Paralegal; Heather Ilgenfritz, Commissioners' Office; Lisa Grayson, Wanda Zeigler, Register of Wills; Frank Goshorn, Beverly Hinson, Domestic Relations; Sue Carbaugh, Mental Health/IDD; Michelle Sibert, Victim Services; Mick Burkett, Human Resources; Lynne Grew, Controller's Office; Dana Best, Ron Snow, Finance; Stephanie Williams, Planning; Wendy Sheaffer, Aging & Community Services; Lisa Reider, Children & Youth Services; Chuck Bear, Adult Probation; Ted Wise, Public Safety; Mark Adams, Jessica Flachsmann, IMTO; Jamie Mitchell, Jen Bray, Court Administration; and Roger Quigley, The Patriot News.

Call to Order: Chairman Cross called the meeting to order and led the Pledge of Allegiance to the Flag. Chairman Cross turned the Workshop Meeting over to Chief Clerk Thomas.

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

Employee Recognitions: The Commissioners recognized Beverly Hinson for 30 Years of Service and Wanda Zeigler for 25 Years of Service.

Review and Approval of Contacts/Grants: There was a brief summary provided for the following contracts and grants for the Board's consideration. Commissioner Hertzler moved to approve the following Contracts/Grants with the exclusion of the three Transportation Department agreements. Commissioner Eichelberger seconded the motion and it unanimously carried.

Wendy Sheaffer reviewed the Agreements for the Office of Aging & Community Services:

- AmTrust (formerly First Non-Profit OA13-0115) Re Worker's Compensation Insurance
- Guard Insurance Group, Inc. Re Worker's Compensation Insurance
both provide workers comp insurance to consumer employee attendants in the state-funded options program. No change to the amounts.

Lisa Reider reviewed the Agreements for Children & Youth Services:

- Mechanicsburg Area School District for Transportation Services
- NHS Youth Services, Inc. – Addendum – To Provide Care and/or Treatment for Children Under the Custody of the Court

Sue Carbaugh reviewed the agreements for MH/IDD:

- PMHCC, Inc. - for Professional Services (MH) - *\$4,900 –from one time State money*
- Kelly L. Rice, OTR/L dba Sovia Therapy – Therapy and Special Instruction – *name change*

Agreements for Human Resources:

- Mick Burkett reviewed the agreement for US Healthworks for Employee Testing/Vaccinations – *same cost*
- Ron Snow reviewed the Amendment to Agreement Between Cumberland County and Wilmington Trust, N.A. Re Payment of Workers' Compensation by Public Sector Self-Insurer ("Trust Agreement") – *the amendment will not lock them into anything lon- term, will still have the same cancellation policy, it is taking the 1993 agreement and putting some restrictions on investments of the money.*

Michelle Sibert reviewed the agreements for District Attorney's Office – Victim Witness:

- Domestic Violence Services of Cumberland and Perry Counties – Pass Through from State for STOP Grant
- YWCA of Carlisle, Sexual Assault/Rape Crisis Services – Pass Through from State for STOP Grant

Stephanie Williams reviewed the Intergovernmental Cooperation Agreement Between Cumberland County Planning Department and Newburg Borough for Participation in the Land Partnership Grant Program

Ted Wise reviewed the agreement with Cummins Power Systems LLC for Preventive Maintenance for nine Emergency Power Generators for Department of Public Safety *no change in cost of contract - \$6,450.36.*

Agreements for Transportation Department: *Discussion on these agreements postponed to the next Workshop Meeting.*

- Alternatives in Community Treatment, Inc. - To Provide Transportation Services to Day Programs within Cumberland County
- NHS PA – Re Contract Amendment for Fare Increase Effective July 1, 2013
- Keystone Service Systems - To Provide Transportation Services to Day Programs within Cumberland County

Jamie Mitchell reviewed the agreement Between Court Administration and Stenograph, LLC – *old contract expires February 28, 2014, new contract would provide the software update and customer support with price of \$5,630 a year, paid through the Courts.*

Chuck Bear reviewed the agreement Between Adult Probation & Parole and Digital Solutions, Inc. Renewal – *annual maintenance agreement with no change in costs.*

Approval of Resolution No. 2014-5: Dana Best reviewed the Budget Adjustment explanations (see attached). Commissioner Eichelberger moved to approve Resolution No. 2014-5 Re Budget Adjustments. Commissioner Hertzler seconded the motion and it unanimously carried.

Review and Approval of Revised Travel Reimbursement Policy: Mick Burkett discussed revising the Travel Policy to tie the reimbursement mileage allowance to the Internal Revenue Service index so Human Resources would not have to keep coming back before the Board of Commissioners to reset the rate as it changes. The IRS rate is currently at 56 cents a mile. There was discussion on the reimbursement rate and it was decided to set the rate five cents below the index instead of the six cents that is currently being paid. Currently the rate is six cents below the IRS rate, but by changing to five cents, that additional 1% would add \$17,500 to the General Fund. The new mileage rate would be effective on March 1, 2014. Commissioner Hertzler moved to set the Travel Policy mileage allowance to five cents below the index set by the Federal Government. Commissioner Eichelberger seconded the motion with the stipulation that the policy be re-evaluated in the near future. The motion unanimously carried.

Recommendation of Bid Award: Installation of Two Prison Chillers: John Lopp recommended awarding the bid for the Installation of the two Prison Chillers to Frey Lutz Corporation with the low bid of \$48,800 (see attached). Commissioner Hertzler moved to award the bid to Frey Lutz Corporation for the Installation of the two Prison Chillers. Commissioner Eichelberger seconded the motion and it unanimously carried.

Review and Approval of Capital Project Request for the IMTO Office Re IMTO Dell KACE: Mark Adams explained that IMTO has the software SCCM that was purchased about six years ago, but does not support their newer operating systems. After looking at other products, they found Dell

has a product called KACE that offers the features needed and will cost \$60,339.64 for five years. This will be a substantial savings in upgrading the technology and will allow them to be more efficient and support some new requirements as far as asset management (see attached). Commissioner Eichelberger moved to approve the Capital Project Request for the IMTO Dell KACE for \$60,339.64. Commissioner Hertzler seconded the motion and it unanimously carried.

General Disbursement Transfer Authorizations: Commissioner Eichelberger moved to approve the following General Disbursement Transfer Authorizations. Chairman Cross seconded the motion and it unanimously carried.

a.	2/4/2014	\$	10,616.59
b.	2/4/2014		6,864.08
c.	2/7/2014		1,221.78
d.	2/7/2014		2,756,615.75
e.	2/7/2014		112.00
f.	2/7/2014		961.50
g.	2/7/2014		3,211.04
h.	2/7/2014		16,874.39
i.	2/12/2014		180,635.52
j.	2/12/2014		224.24
k.	2/14/2014		1,914,398.89
l.	2/14/2014		7,799.28
m.	2/14/2014		2,620.17

Acceptance of Monthly Reports: Chairman Cross moved to accept the monthly reports from the Recorder of Deeds, Register of Wills, Clerk of Court, Prothonotary, and Recycling & Waste Authority. Commissioner Hertzler seconded the motion and it unanimously carried.

Commissioner Liaison Reports:

Chairman Cross reported on the following:

- Conservation District issued a Press Release Re College Scholarships available for 2013/2014 school year in the amount of \$500 with the selection being made by the Board of Directors of the Conservation District (see attached).
- Stop Violence Task Force Against Women met and there will be a training day at North Middleton on February 28, 2014 for law enforcement, medical and prosecution personnel. They also provided the state statistics looking at the end of the year 2013 and Chairman Cross has the documents if anyone is interested in looking at them.
- Drug & Alcohol Commission Meeting that was scheduled in Perry County this month was cancelled due to snow. The meeting will be rescheduled.
- CCAP Governance Committee is holding a conference call on Friday, February 21, 10:00 am.
- A Resolution was prepared by Berks County Board of Commissioners. A packet with the Resolution on paycheck protection was handed out to the Board for their review in the next few days. The resolution will come before the membership of the Resolutions Committee during the Spring CCAP Conference for consideration as an organization as a whole.

Commissioner Hertzler reported on the following:

- The State Department of Aging has released details on the availability of State grants for Senior Centers in the current year's State budget. The maximum grant under the program is \$150,000 and applications are due by March 31, 2014. Messiah Lifeways is the

Shippensburg Senior Citizen's Center new sponsor. They will be making the application for the grant to assist in bringing the Borough of Shippensburg's former community center up to par for use as a permanent location for the Shippensburg area's senior citizens. If successful, \$150,000 would go a long way towards that objective. He stressed the importance for the Board and all of the municipal partners involved to prepare letters of support to be submitted along with the grant application.

- LEPC meeting that was scheduled for February 13th was cancelled due to the weather.
- The County's Housing and Redevelopment Authority Boards met February 14th and it was reported that the Housing Authority has begun to try to address the backlog on the waiting list for housing choice vouchers and they expect to sign them on the average of 15 a month through 2014. The waiting list for rent assistance under the program has grown to more than 900 citizens from our County and some of whom have been waiting for this assistance for up to two years. The good news is that the funding for the federal housing programs has loosened up a bit, primarily as a result of the partial end of the sequester, but funding for these federal housing programs is still below 2010 levels.
- Capital Region Council of Governments met February 17th. He was unable to attend, but had a conversation with Ann Simonetti, the Executive Director. The Municipal Advisory Board will meet on February 25th and the federal flood insurance law and its impacts will be discussed.

Commissioner Eichelberger reported on the following:

- Planning Commission and MH/IDD Boards will both meet on Thursday, February 20th. The Planning Commission's Workshop for last night was cancelled due to the weather.
- Recycling & Waste Authority is scheduled to meet tonight, February 18th. Justin Miller and Tom Imphong of Recycling & Waste were both at the Outreach Meeting that Planning held in Upper Allen last weekend for discussion on recycling programs.
- Economic Development Corporation met this morning, February 18th, and the main topic was the setup of the business alliance County-wide which will facilitate some additional fundraising opportunities. There was discussion on the upcoming Planning Session for April 2, 2014 and its goals.
- Library System's Board meeting was cancelled last month due to the combination of bad weather and migration of the new Sierra on-line system and the 2014 system priorities. There will be an upcoming discussion on the Amazon Smile program which allows participants to contribute to various charities. Jonelle Darr will report on the current numbers of circulation for 2013. The Sierra system did go live last month and they are still finishing up some of the rollout on a number of the features.

Report of Executive Session: Chief Clerk Thomas reported that there was an Executive Session held on February 18, 2014, 9:00 am. Re Personnel Issues.

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

Respectfully submitted

Ruth Ann Ciecierski
Administrative Assistant