

COMMISSIONERS' WORKSHOP MEETING
April 10, 2014

The Cumberland County Board of Commissioners met on Thursday, April 10, 2014, 9:05 a.m., Commissioners' Hearing Room, Courthouse, Carlisle, PA. Present were Commissioners Barbara Cross, Jim Hertzler and Gary Eichelberger; Lawrence Thomas, Chief Clerk; Joanne Burkhart, Deputy Chief Clerk; Bob Dagrosa, Deputy Controller; Lynn Grew, Controller's Office; Ed Schorpp, Solicitor; Janet Walter, Paralegal; Keith Brennehan, Assistant Solicitor; Dana Best, Finance; Mick Burkett, Human Resources; Mark Adams and Jessica Flachsmann, IMTO; Karen DeWoody, Claremont Nursing and Rehabilitation Center; Annie Strite, MH/IDD; Ted Wise, Public Safety; Charles Hall, Coroner; Terry Barley, Aging and Community Services; Earl Reitz, Prison; Rebekah Finkey, CJP/IPP; Melissa Calvanelli, Court Administrator; Ed LeClear, Cumberland County Housing and Redevelopment Authority; Donna Kreiser and Brad Remig, Public Financial Management: Tim Horstmann, McNeese, Wallace & Nurick; Steve Marroni, The Patriot News; Daniel Walmer, The Sentinel.

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

Public Comment: Chief Clerk Thomas asked if there was any public comment.

Ordinance 2014-3: Adoption of Ordinance No. 2014-3 Re Authorize and Direct the Incurring of Non-Electoral Debt through the Issuance of General Obligation Bonds. Brad Remig of PFM reviewed the refinancing of the 2009 Bond and funding of the Claremont Nursing and Rehabilitation Center Project (see attached). Solicitor Schorpp raised a question regarding the payment schedule. Mr. Remig explained that the county does have the option to pre-pay within five years without a penalty. Chairman Cross moved to adopt Ordinance No. 2014-3 to authorize and direct the Incurring of Non-Electoral Debt through the Issuance of General Obligation Bonds. Commissioner Hertzler seconded the motion. A roll call vote was taken: Commissioner Cross voted aye; Commissioner Hertzler voted aye; Commissioner Eichelberger voted nay and the motion carried.

Press Releases:

Standard & Poor's Reaffirms Cumberland County's AAA Bond Rating. (see attached) Dana Best announced that Standard & Poor's has reaffirmed the County's AAA Bond Rating based in part on the overall economic health of the County.

Claremont Nursing & Rehabilitation Center to Celebrate Launch of Short Term Rehab Project. (see attached) Karen DeWoody announced the launch celebration will be held on April 21st at 10:00 a.m.

Personnel Transaction: Chief Clerk Thomas reviewed the approval request of the Personnel Transaction (see attached). Chairman Cross moved to approve the personnel transaction. Commissioner Hertzler seconded the motion and it unanimously carried. The County realized

\$77,019 in savings from the refinancing. An internet auction was held yesterday at noon and UBS was the low bidder at 1.48%.

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, April 14, 2014:

- a. **Children & Youth Services:** Wendy Hoverter reviewed the following agreements:
 - The Bair Foundation of Pennsylvania, Inc. – *Addendum – Training program-increase of \$3,600*
 - Diakon Lutheran Social Ministries – *Addendum – Sex offender assessments – no increase*
 - Rocco Manfredi, MD – *Psychiatric Evaluation – evaluations conducted at youth centers - \$250/evaluation*
 - Doubling Gap Center – *Annual Retreat – Training/Team Building – Approx. \$700*
- b. **MH/IDD:** Annie Strite reviewed the following agreement:
 - Central PA Supportive Services, Inc. – *Addendum (MH) – increase to \$90,000*
- c. **Court Administration:** Melissa Calvanelli reviewed the following agreement:
 - Lease Agreement between County of Cumberland and Bruce K. Barclay for Magisterial District Court Office 09-3-05 – *Approx. additional 1,000 sq. ft. expansion of DJ Martin's Office in Mechanicsburg – additional \$3,200/year*
- d. **Department of Public Safety:** Ted Wise reviewed the following agreement:
 - Intergovernmental Agreement between the Commonwealth of Pennsylvania, Pennsylvania State Police and Cumberland County 911 Center – *911 Center will be included on the State Police radio system*
- e. **Prison:** Earl Reitz reviewed the following agreement:
 - HACC Public Safety Center & Law Enforcement Complex – *Addendum – to utilize the firing range for training. - \$20/hour*
- f. **Rebekah M. Finkey Agreement:** Chief Clerk Thomas reviewed the following Agreement:
 - Addendum to Agreement with Rebekah M. Finkey – *additional 100 work hours – not to exceed \$5,300*
- g. **HRG Proposal:** Solicitor Schorpp reviewed the following proposal:
 - HRG proposal for Construction Services for Enck's Mill Road Bridge – *to oversee the bridge project - \$70,000*
- h. **PCCD Grant:** Rebekah Finkey reviewed the following Grant Application: (see attached)
 - Submission of Grant Application to PCCD for Treatment Focused IP Programs - *\$404,125 to fund IP and DUI programs*Commissioner Eichelberger moved to approve submission of the PCCD Grant Application. Commissioner Hertzler seconded the motion and it unanimously carried.

Capital Projects:

Computer Life-Cycle: Mark Adams reviewed the Computer Life-cycle Spring 2014 (see attached) – A study was conducted by IMTO that provides options for replacement of county operating systems. A five year lifecycle has been determined to be the most cost effective solution for replacements and upgrades. A total of 95 computers will need replaced. Eleven of those computers will have upgrades and parts replacement for public use. Total cost - \$111,000 with \$54,000 being General Fund.

Duress Alarms for MDJ Offices: Melissa Calvanelli reviewed the Purchase of Duress Alarms for MDJ Court Offices (see attached). A reimbursement for the purchase of shatterproof glass, monitor and camera for Magisterial District Judge Martin’s court renovations. Full reimbursement of \$24,500 for the project will be paid by AOPC so there is no cost to the County.

Purchase of Vehicle for Office of Aging: Terry Barley reviewed the request to Purchase a Vehicle for the Office of Aging (see attached). The current vehicle used by staff is twelve years old. The purchase of a new vehicle is 100% State funded. The approximate cost is \$28,000.

Resolution: Dana Best reviewed Resolution No. 2014-11 Re Budget Adjustments (see attached).

- CJ and IP Programs - contract– increase of \$5,395
- Fiscal Employer agency – increase \$1,000
- CJ and IP Programs – RIP 34 funding - increase - \$2,780

Proposed Resolution: Chief Clerk Thomas reviewed Proposed Resolution 2014-12 Re Delegating Limited Authority to the Director of Facilities Management to Approve Certain Change Orders During the Course of Construction of Renovations to the Claremont Nursing & Rehabilitation Center Project (see attached). The expense amount authorized to approve is \$5,000 per change order. Approvals cannot exceed the aggregate total of the change orders, in the amount of \$30,000.

Support Letter: Deputy Chief Clerk, Joanne Burkhart reviewed the Request for a Letter of Support for Carlisle Borough’s TIGER Grant Project Application to the U.S. Department of Transportation. (see attached) The grant is for funding of their “Carlisle Connectivity” Project to improve transportation and revitalization to the Historic area of Carlisle.

Facilities Management: John Lopp

Renovations and Redecorating Policy: The policy is a guideline to address department renovations and redecorating needs. (see attached)

Federal Surplus Property Program: The application is to be updated and submitted every three years for the County to qualify to participate in purchasing items from the Federal Surplus Property Program.

Advertisement of Ordinance 2014-2: Assistant Solicitor Keith Brennenman reviewed the Authorization to Advertise the Proposed Ordinance 2014-2 Reaffirming and Imposing the Hotel Room Rental Tax to Fund Tourist Promotion in Cumberland County, Imposing a Rate of Tax,

Providing for the Collection, Deposit and Distribution of Tax Revenues, Authorizing Expenditures of the Tax and Repealing in Part Ordinance 2001-3 as Subsequently Amended. (see attached) The advertisement is to revise the 2001 Ordinance that conforms to amendments to the statute authorizing the collection of hotel taxes. Significant revisions include: definition of Permanent Resident; Collection and Disposition of Revenues.

RFP Award: Rebekah Finkey recommended that the RFP for Automated Drug Testing Assignment Web-Based System be awarded to American Court Services in the amount of \$437.50/month or \$5,250/year, with two free months being May and June since the grant does not start until July 2014.

Bid Opening: Solicitor Schorpp reported on the Bid Opening for the Enck's Mill Road Bridge Replacement Project. Bids were opened on Wednesday, April 9th at 11:00 a.m. There were six bidders (see attached)

Chairman Cross moved to acknowledge receipt of the bids. Commissioner Hertzler seconded the motion and the motion unanimously carried.

Commissioner Liaison Reports

Commissioner Cross reported on the following:

- The Ag Extension Board mtg. - a dairy presentation on cash flow was presented. Penn State Extension has added a weather app to their website.
- Children and Youth received additional State funding of approximately \$8,000.
- Conservation District Board mtg. – Annual tree seedling sale will be held in May
- Drug and Alcohol Board mtg. - A letter from the State regarding contract compliance confirms there are no outstanding issues. There will be a drug take-back program on Saturday, April 26th.
- PEW Foundation reported on elections and where each State stands on election compliance and the County ranks 16th out of the national average.

Commissioner Hertzler reported on the following:

- Last Wednesday Commissioner Hertzler and Commissioner Eichelberger attended a Team Building meeting with EDC, Planning, and Ag Extension.
- Attended a 225th Celebration for the Union Fire Company in Carlisle and presented a Certificate of Recognition.
- Attended a 50th Celebration for the Radisson Hotel and presented a Certificate of Recognition.
- Affordable Housing Trust Fund Board met – additional residents received assistance bringing the total to 555 families.
- Ag Land Preservation Board met yesterday. So far this year four farms have been approved totaling 341 acres for the 2014 program year.
- LEPC meets tonight.
- Housing and Redevelopment Authority will meet tomorrow.

Commissioner Eichelberger reported on the following:

- MH/IDD will meet next week.
- COG will meet next week.
- Library System Board will meet in two weeks.
- Recycling and Waste Authority – a proposal on recycling issues will be discussed.
- Planning Commission – Bridge bids show a savings of \$100,000.
- Planning and Cumberland Area Economic Development Corporation will meet and discuss economic development components to include in the County's Comprehensive Plan.
- EDC had a team building session and the EDC Board discussed revision of the mission statement.
- Chris Gulotta will discuss with EDC their policy goals to align with Transportation, EDC, and Planning.

Executive Sessions: Chief Clerk Thomas reported that an Executive Session was held on April 1, 2014, 2:40 p.m. and April 2, 2014, 10:30 a.m. regarding Acquisition of Real Estate.

Other Business: None.

Chief Clerk Thomas requested an Executive Session Re Personnel Issues at 10:16 a.m.

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

Respectfully Submitted,

Jennifer Crum
Administrative Assistant