

## COMMISSIONERS' WORKSHOP MEETING

**June 5, 2014 – 9:00 AM**  
**Commissioners' Hearing Room**  
**Courthouse, Carlisle, PA**

**Present:** Commissioners Barbara Cross, Jim Hertzler and Gary Eichelberger; Larry Thomas, Chief Clerk; Heather Ilgenfritz, Commissioners Office; Al Whitcomb, Controller; Keith Brenneman, Solicitor; Janet Walter, Paralegal; Dave Freed, District Attorney; Dana Best, Finance; Holly Sherman, Human Resources; Mary Brokans, Controller's Office; Evelyn Reese, Drug and Alcohol; Lisa Reider, Children and Youth; Linda McCulloch, MH/IDD; Stephanie Williams, Planning Department; Megan Silverstrim and Ted Wise, Public Safety; Carl Goshorn, Conservation District; Penny Brown, Elections; Rose Cook, Transportation; Eric Radnovich, Bureau of Justice Services; Terry Lopp, Ag Extension; Jonathan Bowser, Cumberland Area Economic Development; Charles Seeder, Keystone Human Services; L. Granpin, RWOC; Ed Tosti, Citizens Bank; Rodger Quigley, Patriot News; and 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. There was none.

**Appointment of County Solicitor:** Chairman Cross moved to approve the appointment of Keith O. Brenneman as County Solicitor. Commissioner Eichelberger seconded the motion and it unanimously carried.

**Appointment of Assistant County Solicitor:** Chairman Cross moved to approve the appointment of Jennifer B. Hipp as Assistant County Solicitor. Commissioner Eichelberger seconded the motion and it unanimously carried.

**Approval of Personnel Transactions:** Commissioner Hertzler moved to approve Personnel Transactions (see attached). Commissioner Eichelberger seconded the motion and it unanimously carried.

### **Contracts/Grants:**

- a. **Children & Youth Services:** Lisa Reider reviewed the following:
  - Diakon Lutheran Social Ministries – Memorandum of Understanding - *No additional cost*
  - Hempfield Behavioral Health, Inc. – *Budget year 14/15 – no increase*
  - Richard M. Dracha, ACSW, LSW, Agape Associates – Addendum – *for Child Care supervision – grant funded*
  - Family Support of Central Pennsylvania, Inc. - *\$1,000 Increase*
  - Justice Works Youth Care, Corp. – *Budget year 14/15 contract 3.45% increase hourly per deim*
  - KidsPeace National Centers, Inc. - *No Increase*
- b. **Cumberland-Perry Drug & Alcohol Commission:** Evelyn Reese reviewed the following:
  - FY 2014-2015 Inpatient Agreements
    - Bowling Green, Inn, Brandywine – *Increase for services*
    - White Deer Run – *Increase for adult services*
- c. **MH/IDD:** Linda McCulloch reviewed the following: *Received an additional \$55,000 Revenue Funding from the State.*
  - Advanta Therapy, LLC – Addendum – (EI)
  - Invo HealthCare Associates, LLC – Addendum (EI)
  - Jena Vander Velden, MSPT – Addendum (EI)
  - Jennifer Snyder, MPT – Addendum (EI)
  - Keystone Service Systems, Inc. DBA Keystone Children & Family Service – Addendum – (EI)
  - Kimberly Snowden, MS, CCC-SLP – Addendum (EI)

- Stacy Foreman, MS, CCC-SLP – Addendum (EI)
- Western PA School for the Deaf – Addendum (EI)
- d. Planning:** Stephanie Williams reviewed the following:
  - Subcontract for Park, Trails & Greenway Development under the Cumberland County Land Partnerships Grant Program between County of Cumberland and Lower Allen Township - \$32,500 - *Cedar Spring Park Project*
  - Federal-Aid Bridge Project Supplemental Reimbursement Agreement for Craighead Bridge - \$866,000 *for engineering design, utility relocation, right-of-way*
- e. Public Safety:** Ted Wise reviewed the following:
  - Tower Services Unlimited - \$8,410 – *installation of equipment*
  - Archonix - \$7,715 – *maintenance contract*
  - Harris, Corp. – Amendment No. 1 - \$293,688 – *for ongoing maintenance, a decrease of \$4,500 from the last contract.*
  - MultiComm, Inc. - \$3,485 – *tower inspection service*
- f. Transportation:** Rose Cook reviewed the following:
  - Manito Transportation Services, Inc. - *reimbursement*
- g. Human Resources:** Holly Sherman reviewed the following:
  - Conexis –Administrative Services Agreement – Fee Schedule – Service Appendix – *Increase of \$.25 - \$.50/item*
  - Conexis – Healthcare Flexible Spending Account Agreements - *to carry funds over from previous agreement*
    - Certificate of Corporate Resolution
    - Adoption Agreement
    - Actions Taken And Resolutions Adopted Agreement
    - Amendment to the Cafeteria Plan
- h. Finance:** Dana Best reviewed the following:
  - Wright Express Fleet Card Product Controls – *limits number of transactions per day*
  - Assignment of Rights to Liquid Fuels and Fuels Tax Reimbursements
    - Purchases Under WEX Umbrella - *for Sheriff's vehicles traveling out of state*
    - WilcoHess, LLC for 2013 and 2014
  - Certificate of Buyer of Taxable Fuel for Use by State or Non-profit Educational Organization with WEX, Inc. - *confirms County as government entity*
- i. Claremont Nursing & Rehabilitation Center:** *Request to remove from agenda – item will be added to the next workshop meeting.*
  - Commercial-Industrial Laundry Service, Inc. (CILS)
- j. Solicitor:** Chief Clerk Thomas reviewed the following:
  - Cumberland County Solicitor Fee Remittance Agreement between Keith O. Brenneman, Esquire and Cumberland County - *Finalizes agreement between County and Solicitor*
- k. Agriculture Extension:** Chief Clerk Thomas reviewed the following:
  - Memorandum of Understanding between Penn State Extension and Cumberland County - outlines financial responsibilities. Chairman Cross moved to approve the Memorandum of Understanding between Penn State Extension and Cumberland County. Commissioner Eichelberger seconded the motion and it unanimously carried.

#### **Review of Capital Project Requests:**

- District Attorney's Office – Lab Equipment - \$45,000 - Dave Freed explained that the box truck was seized during a contraband investigation. Facilities Management Department purchased the vehicle from the District Attorney's Office for \$45,000. The \$45,000 will be used to purchase camera equipment, smart phone downloading equipment, and various other operating expenses (see attached).
- Conservation District – Vehicle Purchase - \$27,500 To replace a 14 year old Chevy Blazer with high miles and extensive maintenance costs. There is no cost to the General fund. Marcellus Shale and other funds will be used to purchase the new vehicle (see attached).

- Bureau of Elections – Replace Internal Batteries on Voting Machines - \$52,555 Penny Brown explained that the Warranty Agreement with the vendor recommends battery replacement to extend the life of the voting machines (see attached).

**Letter of Support:** Request for a Letter of Support for Shippensburg University’s Campus Surface Transportation Improvement Plan. Chairman Cross explained this is the remaining segment that will provide access to the H. Ric Luhrs Performing Arts Center, to the Conference Center, to downtown Shippensburg, and then to the Cumberland Valley Rail Trail (see attached).

**CCIDA:** Cumberland County Industrial Development Authority Tax Exempt Financing Request Re Keystone Human Services Project. Jonathan Bowser explained that the project is for refinancing debt expenses for approximately 70 properties throughout Central Pennsylvania (see attached).

**2014/2015 Fiscal Budget:** Adoption of 2014/2015 Fiscal Budget Scheduled for the Board of Commissioners’ Meeting on Monday, June 9, 2014 Dana Best stated that the 2014/2015 Fiscal Budget is 87% State/Federal and 7% General Fund. No changes have been made since placed on public view May 12, 2014.

**Advertise RFP:** Authorization to Advertise for the Modernization of One Elevator at the Claremont Nursing & Rehabilitation Center. Solicitor Brenneman explained that the Nursing Home elevator needs upgraded and is requesting a Bid be advertised for a lower cost.

### Commissioner Liaison Reports

#### **Commissioner Cross:**

- The Ag Extension Office met June 3rd. Two positions will be added for nutrition education - no General Fund expense. Farm Tour Program has received a National Award. Heather Weeks will receive that award on behalf of the program.
- Children and Youth received \$76,740 from an audit that will go back to the County budget.
- Conservation District met on May 27th – Dirt & Gravel Program training will be provided to Municipalities in the Fall. The Chesapeake Bay Program received - \$14,500 and the Tree Sales brought in \$2,000.
- Drug and Alcohol Commission will meet next week.
- Stop Violence Task Force met last week – training on strangulation vs choking procedures was provided to police departments. PFA violations are up 41%, which is double from last year at this time.
- Attended Planning Department’s Outreach East on Tuesday where 14 Municipal representatives attended – topics were Comprehensive Plan, Farm Land Preservation, Recycling Grant Programs, and Blighted Properties.

#### **Commissioner Hertzler:**

- Tri-County Executive Committee met May 22nd – discussion on notices from Public Utilities regarding Sunoco Pipeline requesting eminent domain for their pipeline project.
- Library System Board had their Annual Breakfast Thursday, May 29 – additional State funding needs to be provided for the Library System.
- Attended Outreach East on Tuesday – the eastern end of the County has the highest population growth and Southampton has the largest growth in the western end of the County.
- Shippensburg Senior Center meeting – a State grant of \$112,000 was received by Messiah Lifeway’s that will help fund the Center’s HVAC system expenses.
- There is a CCAP conference call today.
- Farm Land Preservation Board will meet next week.
- Redevelopment Authority will meet next week.

#### **Commissioner Eichelberger:**

- The Library System Board met – discussion on strategic direction for right sizing the technical part of their system. Attended their Annual Legislative Breakfast.
- Economic Development is working on their Code of Ethics. Comments are due by June 6 and to be reviewed by June 17.

- MH/IDD met and discussed the State funding situation. The Nominating Committee is still seeking candidates for the Board. The Solicitor has reviewed their confidentiality statement.
- The Planning Commission meeting is Thursday, June 12 at 7:30a.m. – Commissioner Hertzler will attend.

Commissioner Eichelberger raised a question for the Solicitor regarding the Commissioners obligations as a Board Liaison. Examples of policy for voting, confidentiality, attendance, etc. He asked that the Solicitor research.

**Report of Executive Sessions:** Chief Clerk Thomas reported on Executive Session for May 28, 2014, 2:25 p.m. and June 3, 2014, 10:15 a.m. Re Personnel Issues.

**Other Business:** Solicitor Brenneman requested agenda item j. under contracts, Solicitor Fee Remittance Agreement, be approved per County Code. Chairman Cross made a motion to approve the agreements With Solicitor Brenneman and Assistant Solicitor Hipp and the County. Commissioner Eichelberger seconded the motion and it unanimously carried.

Chief Clerk Thomas requested an Executive Session Re Personnel Issues.

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

Respectfully Submitted,

Jennifer Crum  
Administrative Assistant