

COMMISSIONERS' WORKSHOP MEETING

JULY 31, 2014 — 9:00 AM
COMMISSIONERS' HEARING ROOM
COURTHOUSE, CARLISLE, PA

Present: Commissioners Barbara Cross, Jim Hertzler and Gary Eichelberger; Larry Thomas, Chief Clerk; Sandra Moyle, Deputy Chief Clerk/Meetings Manager; Al Whitcomb, Controller; Keith Brenneman, Solicitor; Roxanne Lehman, Paralegal; Dana Best and Lynette McCulloch, Finance; Mick Burkett and Holly Sherman, Human Resources; Mary Brokans, Controller's Office; John Lopp, Facilities Management; Michelle Seibert, Victim Services; Beth Chornak, ERP; Charles Carothers, DRO; Jack Carroll, Drug and Alcohol; Wendy Hoverter, Children and Youth; Sue Carbaugh, MH/IDD; Penny Brown, Elections; Eric Radnovich, Bureau of Justice Services; Jonelle Darr, Library System; Wendy Sheaffer, Aging and Community Services; Rose Cook, Transportation; Chuck Bear, Adult Probation; Senator Vance, Representative Bloom, Representative Regan; Leah Kithcart, for Representative Barletta; Lance Hoover, Shippensburg Borough; Roger Quigley, Patriot News; Joshua Vaughn, The Sentinel; Amanda St. Hilaire, TV 27 News.

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 informed the Board that there are agenda items that need action today due to time restraints. The regularly scheduled Monday Commissioner meeting will be held on Thursday, August 7th due to a CCAP Conference. He also explained the progress of going paperless during meetings and the need to have agenda items to the Commissioner's Office in a timely fashion in order to have ample time to review and prepare for the meeting.

Certificates of Special Recognition and Press Release: Penny Brown introduced Mr. Blaine Shatto, Mrs. Patricia Shatto and Mrs. Rosella Walton, residents who were inducted into the Voter Hall of Fame for voting for the past 50 years. Chairman Cross presented Certificates of Special Recognition to the county residents for being inducted into the Voter Hall of Fame. Leah Kithcart presented Certificates of Special Recognition on behalf of Representative Barletta. Senator Vance, Representative Bloom, and Representative Regan all presented Certificates of Special Recognition (see attached Press Release).

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

Letter of Support: Jim Hoefler of the Cumberland Valley Rails-to-Trails requested a Letter of Support to apply for a DCED Greenways, Trails and Recreation Grant to build a bridge over Big Spring Road. The agency has also received letters of support from various representatives, agencies, and the Big Spring School District. The grant funds are from the Marcellus Shale Fund. Commissioner Hertzler made a motion to send a letter of support. Chairman Cross seconded the motion for further discussion. Chairman Cross asked if Susquehanna Greenway Grant funding is available. Mr. Hoefler stated that it is not the same program. There is a 20% match requirement for the DCED Grant. The vote unanimously carried (see attached).

Letter of Support: Lance Hoover from the Borough of Shippensburg requested a Letter of Support to apply for a DCED Greenway Trails, and Recreation Grant to help fund a construction project to comply with ADA requirements to the restroom at Memorial Park and the same requirement to the Children's Park with new playground equipment. Jim asked if the township received letters of support from others. Mr. Hoover stated they have received letters from Franklin County and the School District. Commissioner Hertzler moved to approve a letter of support. Commissioner Eichelberger seconded the motion and it unanimously carried (see attached).

Contracts/Grants: Sandy Moyle announced the following:

a. **District Attorney Office** – Eric Radnovich reviewed the following:

- Submission of Grant Application to PA Department of Transportation to Assist in DUI Checkpoints and Underage Drinking Law Enforcement(see attached) - \$41,410 - *Continuation*
- Conservative Environmental Services, Inc. – Infectious Waste Disposal - *Continuation*

Michelle Sibert reviewed the following:

- Submission of National Crime Victims' Rights Week Community Awareness Project Grant Application to National Association of VOCA Assistance Administrators – \$3,289 *for the 2015 Crime Victim's Rights Rally to purchase t-shirts, advertising, flyers, banners, and mailings. Chairman Cross moved to approve the Grant Application. Commissioner Hertzler seconded the motion and it unanimously carried.*

b. **Library System** – Jonelle Darr reviewed the following:

- Addendum to Agreement between Commonwealth of Pennsylvania, Office of Commonwealth Libraries Keystone Recreation Park and Conservation Fund and Cumberland County Commissioners for the Shippensburg Public Library *Contract extension for \$500,000 to replace HVAC system and expansion project. Oct. 2014 – Oct. 2015. Commissioner Hertzler questioned if this is additional funding. Ms. Darr stated yes. Chief Clerk Thomas questioned summer events at the Shippensburg Library. Jonelle stated there is a Summer Reading Program that is funded by donations.*

c. **Claremont Nursing & Rehabilitation Center** – Lynette McCulloch reviewed the following:

- KCI – Extended Warranty Freedom V.A.C. *4th Year - Freedom Room VAC*

d. **Agreements for Drug and Alcohol Commission** – Jack Carroll reviewed the following:

- 2014-2015 Inpatient Agreements
 - Eagleville Hospital - *Renewal - 1 year Hospital & Non-Hospital Svcs.*
 - Pyramid Healthcare – *For 8 various facilities*

e. **Agreements for MH/IDD** – Sue Carbaugh reviewed the following:

- FY 2014-15 Early Intervention Agreements
 - Barbara Weber, MS, CCC-SLP - *Speech Therapist*
- FY 2013-14 Intellectual and Developmental Disabilities
 - Community Services Group, Inc. – *13/14 Startup Funds*

- FY 2014-15 Intellectual and Developmental Disabilities - *Renewals for IDD services - All funded by the State*
 - Addus HealthCare, Inc. DBA Addus HomeCare
 - AHEDD, Inc.
 - Andventure, Inc. DBA Links 2 Care
 - Angels on Call LLC
 - Aurora Social Rehabilitation Services
 - Benevolent Heart Assisted Living LLC
 - Central PA Supportive Services, Inc.
 - Cumberland County (Transportation Department)
 - Goodwill Keystone Area, Inc.
 - Ken-Crest Services, Inc.
 - Keystone Service Systems Inc. DBA Keystone Human Services Central PA
 - Living Unlimited, Inc.
 - Messiah Lifeways Community Support Services
 - PA Lifesharing LLC
 - Perry County Transportation Authority
 - Riverside Associates PC
 - Skills of Central PA, Inc.
 - The ARC of Cumberland and Perry Counties
 - The Cornerstone Agency of PA, Inc.
 - The Devereux Foundation
 - United Cerebral Palsy of Central PA, Inc.
 - Valley Community Services, Inc.

f. **Agreements for Aging and Community Services** – Wendy Sheaffer reviewed the following:

- Big Spring Food Bank - *14/15 renewal no money involved*
- The Bridge - *Same as Above*
- Maxim Healthcare Services, Inc. – *No Increase – In Home Service*
- Addus HealthCare, Inc. – *No Increase – In Home Service*
- The Nutrition Group d/b/a Pittsburgh Companies North, Inc. – *PCN deliver home meals - 4% increase but asked for a waiver which lowered it to 2% = \$4.14*
- American Red Cross - *\$5,000 Homeless Assistance with finding hotel rooms for residents involved with home fires.*

g. **Agreements for Children & Youth Services** – Wendy Hoverter reviewed the following:

- Richard M. Dracha, ACSW, LSW, Agape Associates – *No Increase*
- Appalachian Youth Services, Inc. – *3% increase for two of the group homes*
- Alternative Rehabilitation Communities, Inc. – *No Increase*
- York County Youth Development Center – *For additional placement, if needed.*
- Language Services Corporation, Inc. – *Interpretalk – Interpreter when needed – Extension to the year 13/14 contract*
- The Glen Mills Schools – *Residential / Restitution Programs – Increase, but lower than others*

- h. **Adult Probation & Parole** – Chuck Bear reviewed the following:
 - BI, Inc. – Extended Warranty & Support Services – *Maintenance Contract*
- i. **Finance Department** – Dana Best reviewed the following:
 - Liquid Fuels Agreements
 - Proposal with HRG for Engineering Services for Kunkle Bridge and Bernheisel Bridge - *funded using liquid fuels*
 - Proposal with HRG for Engineering Services for Hertzler Bridge – *Using Act 13 Marcellus Shale Funds*
 - Associate Products Services, Inc. – Bishop Bridge – *for Signs - \$450/month for 12 months*
 - HRG Part 1-Preliminary Engineering Time Extension – Craighead Bridge – *Extension - Reimbursement*
- j. **Enterprise Resource Planning** – Beth Chornak reviewed the following:
 - Business Software, Inc. – Renewal – *Annual maintenance – Tax factory software for calculating payroll taxes. \$5,342 – 5% increase*
- k. **Human Resources Department** Holly Sherman reviewed the following:
 - Service Agreement with Inservco Insurance Services, Inc. – *3 ½ yr contract – paid from the Workers Comp Fund*
- l. **Domestic Relations Office** Charles Carothers reviewed the following:
 - Value Payment Systems – *For collection of child support with a credit card reader or the option to pay online – no cost to the County. Convenience fee of 2.95% is charged to client to use the service. Larry would like an update on how the system is going. This may be an opportunity for other departments to use the same payment system.*
- m. **Transportation Department** – Rose Cook reviewed the following:
 - Federal Fiscal Year 2014 Certifications and Assurances for Federal Transit Administration Assistance Programs – *Compliance from the State*

Resolution No. 2014-21: Solicitor Brenneman reviewed the Resolution No. 2014-21 regarding 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. Solicitor Brenneman explained that when change order amounts are \$5,000 or less the Director of Facilities Management can approve and execute up to an aggregate amount of \$75,000. Chairman Cross moved to accept Resolution No. 2014-21 as presented by the Solicitor. Commissioner Eichelberger seconded the motion and it unanimously carried.

Change Order: John Lopp reviewed the Change Order Nos. 7 and 8 for the Claremont Nursing & Rehabilitation Center Rehabilitation Unit Project. Change order totals - \$17,387.14 and \$25,543 for a Call Bell System. The cost was lowered to \$116,000 by purchasing materials internally. Commissioner Hertzler moved to approve change order. Commissioner Eichelberger seconded the motion and it unanimously carried. Gary questioned if the newly approved Resolution 2014-21 is currently in effect. Solicitor Brenneman stated yes.

Report of Bid Opening: Solicitor Brenneman reviewed the bid opening regarding Modernization of One Elevator at Claremont Nursing & Rehabilitation Center. Re-bid – two bids were received – Eastern Elevator Service = \$97,482 and OTIS Elevator = \$107,924.

Recommendation of Bid Award: John Lopp reviewed the Modernization of One Elevator at Claremont Nursing & Rehabilitation Center. Chairman Cross moved to select Eastern Elevator Service in the amount of \$97,482 as the lowest responsible bidder. Commissioner Eichelberger seconded the motion and it unanimously carried. Solicitor Brenneman requested the Commissioners take two additional actions. The first action is for a Notice of Award to be sent to Eastern Elevator Services. Commissioner Eichelberger moved to approve sending a Notice. Commissioner Hertzler seconded the motion and it unanimously carried. The second is to execute the project agreement to Eastern Elevator Service. Commissioner Hertzler moved to approve executing the project agreement. Commissioner Eichelberger seconded the motion and it unanimously carried.

Advertise a Request for Proposal: Chief Clerk Thomas reviewed the Authorization to Advertise Request for Proposals for a Facilitator/Consultant to Support and Facilitate a Consensus-Building Process Between the Cumberland County Commissioners and the Cumberland County Library System for Library Services. Larry reviewed the history of the library system funding and the RFP request. He then reviewed the Library Board request for Proposals Presentation (see attached). The RFP is to establish guidelines for funding the County Library System. The County and Library will split the cost of \$7,500. Commissioner Hertzler clarified that there was not a vote by the Board either way regarding additional Library Tax funding from a tax increase. The Board sent a letter of support to State Legislators requesting additional funding for the Library System. Chairman Cross explained that when the Budget is put on display there is routinely two transactions that take place for the millage and the Library millage. There was a vote to increase property millage. There was not a vote for the Library millage, but there was a vote to transfer money from reserves to the Library Fund. Gary stated it was a lack of a vote; rejected the option to vote. Barb questioned who would select the facilitator. Chief Clerk Thomas stated it would be a joint effort. Barb asked the Solicitor if there would be sunshine law violations during discussions. The Solicitor stated to advertise when there are two or more Commissioners discussing as a public meeting. Chief Clerk Thomas stated there would be one on one discussion, then public meetings will be held for discussion.

Discussion on Issuance of COLA: Chief Clerk Thomas reviewed the allocated 1.75% COLA increase in budget for non-union employees. A 1.50% was implemented and the remaining .25% was withheld depending on performance goals. A total of 80% of departments are in line with their performance goals. Commitments have been met so Chief Clerk Thomas asks the Board of Commissioners to consider approving the remaining .25% of COLA adjustment to non-union employees effective the next pay period. Commissioner Hertzler requested something in writing in regards to COLA rationale

Commissioners' Liaison Reports:

Chairman Cross:

- Ag will meet next week.
- Conservation District met last night. They received three applications for the Chesapeake Bay Technician position and are going through the interview process. They received additional funding of \$90,000 for the Dirt & Gravel Roads Program. A Policy for Letters of Support and Grant Sponsorships will be posted on their website. Vince McCollum has been reappointed to the PA Envirothon.
- Local Emergency Planning Commission – Dennis McGee received a Certificate of Appointment by PHEMA to sit on the LEPC Board.

Commissioner Hertzler:

- Capital Regional Council of Governments met last Monday, July 21st and voted to pass a Resolution to Sunoco Pipelines to grant the company power of eminent domain. Also, a solicit for joint municipal waste/recycling bid to save costs to residents and a collaborative partnership for storm water management. DEP/EPA has not mandated the requirements for the storm water management plan or where money will come from. Groups need to work together to save money.
- Affordable Housing Trust Fund elected Kelly Neiderer, Chairman and Ted Herold, Vice-Chairman. 569 families received help in purchasing their first home.
- Tri-County Regional Planning Commission met last Thursday, July 24th. A Letter of Support for grant application for another study of the CAT Bridge. The Commission voted to not support the study.

Commissioner Eichelberger:

- Last week MH/IDD had a meeting in Perry County. September starts the search for new Board members and there are vacancies to fill.
- Library System Board approved a three-year Audit contract with Smith, Elliot, & Kerns. Hampden Twp delivery services were on a limited basis and Frederickson library provided limited delivery services to Hampden Twp library; a savings of \$3,000 to \$4,000 a year for adding that service. Regarding the Budget the library card service did not pass. There has been discussion regarding a facilitator to help with funding. Jonelle Darr explained the Seed library program – Simpson library was the pilot library. There were State Law issues with the program that are in violation of the 2004 Seed Act.
- South Central Work Force Investment Board – met the new Board member last week.
- Recycling & Waste did not meet last week. Justin Miller has circulated a new format for the monthly report that is in line with Planning Department's report.

Other Business: None

Executive Business: Request for an Executive Session Re Potential Litigation & Personnel Issues.

Adjourn: There being no further business to come before the Board, the meeting Adjourned.

Respectfully Submitted,

Jennifer Crum
Administrative Assistant