

**CUMBERLAND COUNTY
COMMISSIONERS' WORKSHOP MEETING**

**SEPTEMBER 25, 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; Mike Clapsadl, Bob Dagrosa, Mary Brokans, Controller's Office; Keith Brenneman, Solicitor; Roxanne Lehman, Paralegal; Kate Molinaro, Cumberland County Housing & Redevelopment Authority; Jennifer Crum, Commissioners Office; Dana Best, Lynette McCulloch, CNRC/Finance; Mick Burkett, Human Resources; Mark Adams, Ryan Ilgenfritz, IMTO; Beth Chornak, ERP; Justin Smith, GIS; Megan Silverstrim, Communications; Dave Buell, Prothonotary; Jeff Ilgenfritz, Prison; Bob Shively, Public Safety; Jack Carroll, Evelyn Reese, Drug and Alcohol; Chuck Bear, Adult Probation; Wendy Sheaffer, Aging and Community Services; Lisa Reider, Children and Youth Services; Denny Lebo, Clerk of Courts; Melissa Calvanelli, Sharon Anderson, Judge Masland, Sandy Eckenrode, Court Administration; Michelle Sibert, DA/Victim Services; Gary Yorlets, Tax Assessment; Kristen McGough, DA/Forensic Lab; Kirk Stoner, Planning; Justin Miller, Recycling & Waste; Bob Shively, Public Safety; Linda McCulloch, MH/IDD; John Lopp, Facilities Management; Russel Yinger, South Middleton Twp.; Neale Magill, Silver Spring Twp.; Andrea Husler, Lexie Fisher, Brittany Rhodes, Kelly Black; citizens; Daniel Walmer, The Sentinel; Amanda St. Hilaire, ABC 27 News; and Steve Marroni, The Patriot News.

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

Public Comment: Kirk Stoner announced that there is an opening on the Agricultural Land Preservation Board. They are looking for a residential, commercial or industrial contractor representative for a three-year term (see attached Press Release).

Employee Recognition: The Commissioners presented Sharon Lacy an award for 40 Years of Service to the County.

Press Release & Proclamation: The Commissioners presented Megan Silverstrim a Proclamation in Recognition of Cybersecurity Awareness Month October 2014 (see attached). Ms. Silverstrim stated that this was the fourth year that Public Safety has worked in connection with IMTO to focus on the importance of cybersecurity through a variety of programs (see attached press release).

Letters of Support to Local Legislatures Re Opiate Abuse: Jack Carroll reported that in the last few months, there has been a work group that has been pulled together to address the public health and safety challenges facing Cumberland County as a result of the current epidemic of heroin and prescription painkiller abuse. He stated that this is a State-wide issue that is affecting Drug & Alcohol Treatment Systems, Human Services, the Criminal Justice System and the Healthcare System. The workgroup is focusing on various strategies to address the issue, but an area that is out of their control are some State-wide policies. There are some proposals pending right now in the State Legislature that could have a big impact on the problem, so the request from the work group is to have the Commissioners consider sending a letter of support to our Cumberland County State Legislators to support two initiatives: Good Samaritan Protections and Wider Use of Naloxone; and the Prescription Drug Monitoring Program. Mr. Carroll stated that Senator Vance is the

primary sponsor of one of the two bills that could be acted on and passed in the six days that remain in the current legislative session. Commissioner Hertzler moved to approve sending letters to the local legislatures requesting their support of the current statewide public policy initiatives: the Good Samaritan Protections and Wider Use of Naloxone; and the Prescription Drug Monitoring Program. Commissioner Eichelberger seconded the motion and it unanimously carried.

Contracts/Grants: The following Contracts/Grants were reviewed. Action will be taken at the Board of Commissioners Meeting on Monday, September 29, 2014.

- a. **Adult Probation & Parole Agreements** – Chuck Bear reviewed the following:
 - HACC Public Safety Center & Law Enforcement Complex – *contract for renewal for shooting range for Adult and Juvenile Probation officers. Rent is \$160 and has not changed.*
- b. **Aging and Community Services Agreements** – Wendy Sheaffer reviewed the following:
 - HouseCalls RX, LLC – *rate is same as last year, \$100 per visit.*
 - CONTACT Helpline – *contract for \$500.*
- c. **Children & Youth Services Agreements** – Lisa Reider reviewed the following:
 - Keystone Service Systems, Inc. d/b/a Capital Area Head Start – *collaboration agreement with no money involved.*
 - United Methodist Home for Children Residential Care, Inc.
 - Youth Services Agency
 - Pressley Ridge
 - The IMPACT Project, Inc. – *all four are extension amendments to extend the 2013/14 rates until rates can be established for 2014/15 agreements.*
- d. **Claremont Nursing & Rehab Center Agreements** – Lynette McCulloch reviewed the following:
 - Carlisle Area Religious Council – *on behalf of the Prison and CNRC, the Prison portion - 1.7 percent decrease in cost; CNRC portion is an increase in hours, but at the same rate to extend coverage – 8% increase overall, but in hours.*
 - Family and Morale Welfare Recreation Commercial Sponsorship Agreement – *Advertising & Marketing at the Oktoberfest Event at AHEC.*
 - The Sentinel – (Sentinel (Ads) – *minimal contract for one year advertising - \$5,250.*
 - The Sentinel – (On-line Advertising) – *minimal contract for one year advertising - \$7,767.*
- e. **Clerk of Court Agreements** – Dennis Lebo reviewed the following:
 - Paperless Solutions (Addendum) – *addendum to contract for licenses for onbase Imaging - \$17,000 of their own money.*
- f. **Court Administration Agreements** – Melissa Calvanelli reviewed the following:
 - Stenograph – *two steno machines for court reporters, are over five years old - \$6,000 each.*
 - Thomson West * **Action Requested** – Ms. Calvanelli discussed the agreement to take the existing legal print for Court Administration, District Attorney's Office, Public Defenders, and the Sheriff, and bundle it together in one contract to be locked in at a 5 percent cost for three years resulting in \$72,000 in savings. Action is requested today to get the contract in place by

the October 1, 2014 start date. Chairman Cross moved to approve the contract with Thomson West. Commissioner Eichelberger seconded the motion and it unanimously carried.

- g. **District Attorney/Victim Services** – Michelle Siebert reviewed the following:
- Stop Violence Against Women Grant Program – *continuation of the Stop Violence Against Women Grant for 2015 for \$125,000 split between District Attorney's Office, YWCA, Rape Crisis and Domestic Violence Services of Cumberland/Perry. No action requested today, but the signature page must be signed by October 3, 2014.*
 - Victims of Juvenile Offenders Grant – *was awarded at \$32,000 and just requires signatures to accept the money.*
- h. **District Attorney/Forensic Lab** – Kristen McGough reviewed the following:
- Credit Application for District Attorney/Forensic Lab with UTAK Laboratories – *provides clean human blood without preservatives with costs passed on to the offenders.*
- i. **Drug and Alcohol Commission Agreements** – Evelyn Reese reviewed the following:
- Perry County HSDF – 14-15 Agreement – *Will be receiving \$7,500 from Perry County's Human Services Development Fund; funds are used to fund outpatient treatment from Perry County residents; terms of agreement runs from July 1, 2014 to June 30, 2015, same amount as received before.*
- j. **ERP Department Agreements** – Beth Chornak reviewed the following:
- Kronos – *annual maintenance contract with Kronos which covers the Prison and CNRC, - \$24,220, an increase of \$931 from last year.*
- k. **Human Resources Agreements** – Mick Burkett reviewed the following:
- Robert Half of Pennsylvania, Inc. - *recruiter that will provide assistance to the County in recruiting for CNRC Finance Director. The cost is 25% fee based on the first year of salary and only charge if the right candidate is found.*
- l. **Liquid Fuels Agreements** – Kirk Stoner reviewed the following:
- York County Bridge No. 345 – *for replacement of Old Gettysburg Pike Road Bridge, County share of the project is 2 ½ percent, or \$35,000. It was budgeted as part of the Bridge Capital Improvement Program and the engineers reviewed the estimate.*
- m. **MH/IDD Agreements** – Linda McCulloch reviewed the following:
- Holy Spirit Health System - *HIPPA agreement asking County to sign that they will not use any patient information wrongly.*
 - Early Intervention Specialists, Inc. – *provided requests from two families to provide occupational therapy and nursing to Early Intervention children. Charge is based on services and rates of providers, will not affect County match.*
 - County of Perry – **HSDF funding that Perry County gives Cumberland County money to offset transportation costs, \$4,500, same as previous years.**
- n. **Prison Agreements** – Jeff Ilgenfritz reviewed the following:
- U.S. Army Garrison (USAG), Carlisle Barracks – *continuation of a long-standing agreement between the Prison and the Army War College for the Prison to provide security retention for military personnel who are arrested*

and require incarceration and central booking services.

- o. **Prothonotary Agreements** – Dave Buell reviewed the following:
 - Value Payment Systems – *conduit that allows Prothonotary’s Office to collect credit cards, debit cards and electronic checks with no cost to the County.*
- p. **Department of Public Safety Agreements** – Bob Shively reviewed the following:
 - American Tower Corporation – *renewal of the current ten year contract for the tower site at Wagner’s Gap; firsts two years locked in at \$14,163.72, with four additional two year segments with a 3 percent per year escalator.*
 - Nextel Communications of the Mid-Atlantic, Inc. and Nextel West Corp. – *two parts – reconciliation statement which is the final balance sheet; and the closing document. After everything is signed and approved, a check will be received back to the County for \$31,004.54 for the final payment from Spring Nextel for the whole frequency realignment.*

Resolution No. 2014-24 and No. 2014-25 Re: Budget Adjustments: Dana Best reviewed the Budget Resolutions explanations (see attached). Action will be taken at the Board of Commissioners’ Meeting on September 29, 2014.

Discussion of Revisions to the County’s Community Development Block Grant (CDBG) program for 2012, 2013, 2014 Budget Modifications: Ms. Molinaro stated that the Redevelopment Authority is asking for approval from the Board of Commissioners for the Budget Modifications for the CDBG program for 2012, 2013, and 2014 that was reviewed at the Public Hearing today. Action will be taken at the Board of Commissioners’ Meeting on September 29, 2014.

Discussion of Capital Project Requests: The following Capital Project Requests were reviewed. Action will be taken at the Board of Commissioners’ Meeting on September 29, 2014:

- **Website Refresh – (IMTO)** - Mark Adams reviewed the request for \$24,946 to revamp the County website, giving it a fresh, new look and to make it more customer friendly. The existing vendor, Civic Plus, will be used. Going forward, the Communications Team will take a lead role in the project by consolidating and streamlining each department’s information and facilitating updated information on the website in a timely manner.
- **Tax Parcel Migration to Geodatabase – (IMTO)** - Mark Adams reviewed the request for \$25,925 for an upgrade from the Tax Parcel database to migration to a Geodatabase. Justin Smith stated that the upgrade would make a lot of the data sharing easier, and update the Property Mapper, which would allow the public to utilize the Tax Mapper easier.
- **Copier (Commissioners Office)** – Sandy Moyle reviewed the request for \$17,709.12 for a 48-month lease of a new copier with a four-year maintenance contract.
- **Horizontal Wood Recycler Purchase – (Recycling & Waste)** - Justin Miller reviewed the request for \$380,000 for a Horizontal Wood Recycler, related to their yard waste equipment recycling program. This program has run for a long time and Recycling & Waste is facilitating a lot of municipalities in meeting their recycling requirements. Every municipality in Pennsylvania that has reached a certain population level has to have a recycling program for weed waste. Municipalities in our County have met that requirement by constructing their own sites by allowing residents to bring material to their sites and process the material using the County’s equipment. The main goal is to keep yard waste

material out of landfills. The 2002 grinder that is currently being used is at the end of its life and does not work efficiently. Grant money was awarded from the State for \$250,000 to buy a new machine and one vendor has offered \$40,000 on a trade-in for the grinder. Also over the last two years, municipalities have been paying money into a Capital Replacement Fund which has \$106,000 in revenue, so those three sources would cover the entire cost of a new machine. Mr. Miller invited two township supervisors to comment on the program. Neale Magill, Silver Spring Township, stated that it is a very important program in Silver Spring Township and appreciate the use of the grinder. Russel Yinger, South Middleton Township stated that he also appreciates the program and it affords them a nice piece of equipment that they couldn't afford to buy on their own.

Discussion of Capital Area Transit Local Funding Agreement – Chief Clerk Thomas called on Mr. Stoner to discuss the proposed Capital Area Transit (CAT) Local Funding Agreement. Mr. Stoner discussed the five-year funding agreement between CAT, Cumberland and Dauphin Counties, and the City of Harrisburg. The new agreement includes many of the cost-savings and transparency provisions with some new language that the Commissioners requested in order to provide our local share to support CAT (see attached). Mr. Stoner stated that a financial analysis, completed by Deputy Controller Mike Clapsadl, compared CAT with nearby transit organizations Red Rose Transit, Rabbit Transit and Lebanon Transit. Mr. Clapsadl stated that CAT receives 7 percent of its funding from local government subsidies, while the other transits only receive about 2 percent. Essentially that is about 1 million dollars in real estate taxes, a burden on Cumberland County's residents. Mr. Stoner suggested that to look at true cost savings to sustain over the long term, the focus needs to be on regionalization. It was discussed that CAT officials attend the next Commissioners Workshop Meeting on October 9th to present the 2014/15 CAT Budget to the Board of Commissioners.

Request to Authorize Advertising for Recycling and Waste: Justin Miller reviewed the following requests to advertise bids relating to the Yard Waste Equipment Program (see attached). Action will be taken on the Board of Commissioners' Meeting on September 29, 2014.

- Towing and Light Maintenance and Repair Services for Heavy Duty Recycling Equipment and Vehicles
- Heavy Maintenance and Repair for Industrial Composting Equipment

Notice of Termination with Carrier Service Agreement with Cumberland County Prison:

John Lopp discussed the request for authorization to terminate a service agreement with Carrier for two chillers at the Prison that are no longer there. Action will be taken at the Board of Commissioners Meeting on September 29, 2014.

Discussion on Proposed Ordinance Providing for Salary Adjustments for County Officers:

Solicitor Brenneman stated that the Board has until the end of the year to adopt an ordinance to provide salary adjustments for the elected County officials which would include the office of Commissioners. It has been done on a four-year cycle and must be done this year to cover the period beginning the first Monday in January, 2018 for the next four years. There is a 10 day period by which notice must be given of a special meeting to be held between 6:00 pm and 9:00 pm, located at a central location in the County. Solicitor Brenneman stated that he will need direction to advertise the special meeting and the ordinance to establish the conversation. After further discussion, it was decided that Solicitor Brenneman will gather information per the Commissioners' requests, the Commissioners will talk to the Chief Clerk individually and then bring all the ideas together for discussion.

Commissioners' Liaison Reports:

Commissioner Cross

- **Children & Youth Advisory Board** met on September 24th and copies of the Budget Indicators are available for viewing. She reported that there may be some costs on the training for staff on the new reporting laws coming up. On September 19th, two Intake Supervisors, Audra Hennessey and Chris Roland, were recognized at an event by PinnacleHealth's Children's Research Center. Later today she will attend the 26th Annual School Meeting to be held at Central Penn Business Center.
- **Conservation District:** USDA gave a presentation on no-till vs. plowing and the importance of cover crops.
- **LEPC:** She attended for Commissioner Hertzler on September 18th. The October Meeting is going to be their reorganization meeting.
- **CCAP's Veteran's Meeting**, which is statewide, was held on September 19th in Cumberland County in conjunction with the statewide recertification of every county director. Both Neal Delisanti and Sharon McLaughlin of Veteran's Affairs received their recertification. The VA is going paperless and are looking to have those changes by the end of this year. There may be some costs for the software, but it will eliminate the backlog of claims.
- **Human Services:** The Housing and Homeless Seminar was held on September 23rd with 25 agencies attending. The name for DPW has been changed to the Department of Human Services (DHS).

Commissioner Hertzler

- **Tri-County Regional Planning Commission (TCRPC) Meeting, Executive Committee** will be held this afternoon. Chris Knarr, the Chairman of the Commission has stepped aside and they are currently in the cycle where the chairman of Cumberland County has the chairmanship. He made a recommendation for Scott Wyland, who is a member of the Commission and former member of our County Planning Commission, to be considered for the position. TCRPC will have a discussion on a proposed budget at the meeting today.
- **HATS** will meet September 26th to discuss transportation projects in the region.

Commissioner Eichelberger

- **Planning Commission:** has updated their work plan, issues discussed were centered around TCRPC vacancies to be filled.
- **Housing & Redevelopment Authority:** Attended Meeting as a fill-in. Most of the discussion centered around the CDBG and HOME funds alterations. Received a report on the Downtown Program Services Manager. The program may possibly be relocating in the Borough Basement along with the Carlisle Downtown Association.
- **Library System Board:** was held on September 15, they implemented a number of policy changes relating to customer behavior and records retention. Also offered a letter of support for the Keystone Grant application for Fredricksen Library Expansion for a community library to be located in the East Pennsboro Township building. There was discussion and encouragement for Board members to attend an upcoming program on October 15, 4:30 pm at Fredricksen Library for a presentation on *Funding and Future of Libraries* by the

Honorable Frank J. Lucchino. In regards to the Library Facilitator for the structured discussions, three proposals were received but one was eliminated due to excessive costs. A five member team was put together that will evaluate and do the interviews in October. The System submitted a Broadband micro grant for \$50,000 to replace the system's aging wide area network routers and switches.

- **MH/IDD:** Mental Health Awareness Week is October 5th- 11th and some activities are being planned for the week; a Candlelight Vigil will be held on the Carlisle Square on October 5, 6:00 pm. They received a preview of some of the early work on the service announcements that are being done. They received their official notification from DHS that their funding is flat, which was reported on previously and are in the process of finalizing the contracts for the current fiscal year. The Center for Excellence in Washington is the sponsor of an effort which involves various County staff and Criminal Justice in behavioral health areas. They will be doing a review of the systems and the processes of what the County is doing in the behavioral health areas and will be addressing a number of issues and developing strategies to enhance the system. Discussion will be held today at 1:00 pm and final results will be coming to the Advisory Committee in October. The IDD side is equally flat funded. Action was taken at the Advisory Committee on potential Board appointees to be approved at the Board of Commissioners' Meeting on September 29th.
- **EDC** has been working with DCNR and DCED with regards to a significant grant for the rails-to-trails project. This past week was the Highway Growth Event that was reported on by the media.

Report of Executive Sessions: September 17, 2014, @ 1:30 p.m. Re: Personnel Issues; September 23, 2014 @ 12:00 p.m. Re: Personnel Issues; and September 24, 2014 @ 3:55 p.m. Re: Personnel Issues.

Other Business: Commissioner Cross reported that Hampden Township is putting together a letter for their Multimodal Transportation Project. Commissioner Hertzler stated that even if we do not meet the deadline, he would like to consider writing a letter to the Board in support of the request.

Request for Executive Session: Chief Clerk Thomas reported that there was a request for an Executive Session Re: Personnel Issues.

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

Respectfully submitted

Ruth Ann Ciecierski
Administrative Assistant