

**COMMISSIONERS' WORKSHOP MEETING
OCTOBER 23, 2014**

The Cumberland County Board of Commissioners met on Thursday, October 23, 2014, at 9:00 a.m., Commissioners' Hearing Room, Courthouse, Carlisle, PA. Present were Commissioners Barbara Cross, Jim Hertzler and Gary Eichelberger; Larry Thomas, Chief Clerk; Keith Breneman, Solicitor; Sandy Moyle, Deputy Chief Clerk/Meetings Manager; Alfred Whitcomb, Controller; Denny Lebo, Clerk of Courts; Dave Buell, Prothonotary; Lisa Grayson, Register of Wills; Jared McIntire, Conservation District; Kristen McGough, District Attorney's Office; Ryan Simon, Children & Youth Services; Justin Smith, GIS; Mike Clapsadl, Bill Fulton, Controller's Office; Kate Molinaro, Cumberland County Housing and Redevelopment Authorities; Dana Best, Finance Department; Mick Burkett, Holly Sherman, Human Resources; Jack Carroll, Drug & Alcohol; Melissa Calvanelli, Court Administrator; John Lopp, Facilities Management; Wendy Sheaffer, Office of Aging & Community Services; Silvia Herman, MH/IDD; Robin Weigle, Assessment; Rebekah Finkey, CJ Planning and IP Programs; Justin Miller, Recycling & Waste; Annette McCulloch, Mary Jane Fisher, Finance/CNRC; Mark Adams, Adam Green, George Shickler, IMTO; Maryjon Shearer, The Patriot News; Daniel Walmer, The Sentinel.

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

Public Comment: None

Press Release: Commissioner Eichelberger spoke about the Press Release: Cumberland County Planning Commission Seeks New Members for 2015 (see attached). This information will help to recruit citizens within the community. Resumes can be sent to the Planning Commission or the Board of Commissioners.

Discussion of Substance Abuse Services at Cumberland County Prison: Jack Carroll recommended a change in contractors for substance abuse services at the Prison. The present contractor is Gaudenzia West Shore. A Request for Proposal (RFP) was provided. A team of key individuals from the Prison and the County reviewed the five bids received. Mr. Carroll is recommending to contract with Roxbury Treatment Center in the budgeted amount of \$156,000 beginning January 1, 2015. The contract with Gaudenzia West Shore ends December 31, 2014. A brief discussed ensued. Mr. Carroll will visit this matter again at the Commissioners' Workshop Meeting on November 6, 2014.

Discussion of 2015-2019 Consolidated Plan and 2015 Annual Plan for CDBG and HOME Programs and Resolution No. 2014-27: Kate Molinaro discussed the 2015-2019 Consolidated Plan and 2015 Annual Plan for CDBG and HOME Programs and Resolution No. 2014-27 (see attached). The 30-day Public Hearing comment period has passed with no responses received. The amount of the 2015 Annual Plan is: CDBG \$1,001,000 and HOME Programs \$364,000.

Discussion of Renewal of Capital Blue Cross Employee Medical and Dental Benefits for the Year 2015: Holly Sherman stated the current contract expires December 31, 2014. Capital Blue Cross presented a three-year contract. It is a 12% increase for 2015, and not to exceed increase of 14% for 2016 and a not to exceed 15% for 2017. A \$75,000 bonus credit per year, which was given in their previous contract, will continue to be offered for the next three years. The Capital Blue Cross vision plan was also discussed. The dental insurance will be under Capital Blue Cross for a three-year contract of 5% for 2015, 2016 and 2017, not to exceed the rate cap. They will also give a \$10,000 premium credit on the dental insurance over a three-year period: \$5,000 in 2015 and \$2,500 each for 2016 and 2017 (see attached).

Contracts/Grants:

a. Aging and Community Services Agreements:

- Addus Healthcare, Inc. – (Amendment)
- Heritage in Home Care Services, Inc. – (Amendment) Wendy Sheaffer spoke about these two 2014-15 Amendments. *The hourly rate will increase 2%.*
- Medscope America Corporation – This is a new contract. *Monthly rate of \$30.00; 15 senior citizens are currently using this PERS alert system.*

b. Assessment:

- Evaluator Services and Technology, Inc. – Robin Weigle spoke about this Addendum and the software used for approved farmstead properties. Mailings are sent to approved owner-occupied properties; one week later

letters are sent to eligible property owners. *The school districts reimburse the County 100% of the cost of the mailings.*

c. **Tax Assessment/GIS:**

- SDS, Inc. Justin Smith discussed this Contract. This is a two-month project for GIS, property mapping and tax assessment. *Conversion in house will enhance abilities for data capture, data sharing and security stability - \$25,925 from the 2015 budget.*

d. **Bureau of Justice Services Forensic Lab:**

- Stericycle Specialty Waste Solutions
Kristen McGough said this contract renewal is for the disposal of hazardous waste generated in the laboratory – *No change in rate.*

e. **Children & Youth Services Agreements:--**

- Pennsylvania Department of Public Welfare (DPW)
Ryan Simon discussed the Agreement. It is necessitated by the changes in the laws regarding the Jerry Sandusky problems – *No money is involved; it has been reviewed by Solicitor Brenneman.*

f. **Claremont Nursing & Rehab Center Agreements:**

- Hershocks, Inc. – Lynette McCulloch discussed this contract; \$8,090 to replace the frame and the doors for the rehabilitation unit; *this cost is included within the CNRC project cost amount of \$2,008,000.*

g. **Conservation District**

- Grant Application with Pennsylvania Association of Conservation Districts – Jared McIntire is requesting approval to accept a Grant in the amount of \$1,500 from the Pennsylvania Association of Conservation Districts; *it requires no matching funds from the County.*

h. **District Attorney**

- EGrant Application with PennDOT - Kristen McGough spoke about the Application the District Attorney's Office has applied for with PennDOT - *\$41,410. The Application has been approved and Ms. McGough is seeking the Board's approval.*

i. **Finance Department**

- MAXIMUS Consulting Services, Inc. – Dana Best discussed the Agreement. *It is a one-year extension of the existing contract; no change in the rate.*

j. **Human Resources**

- Campbell Durrant Beatty Palombo & Miller, P.C. – Mick Burkett discussed this contract. It is needed regarding the Early Separation Program – It will need to be reviewed by a subcontract legal firm. *The hourly amount is \$225 per hour with the estimated cost of \$1,000.*

k. **MH/IDD Agreements –FY 2014-2015 Early Intervention**

- Leanne Broadbent, MS, CCC-SLP - Silvia Herman discussed this 2014-15 addendum for one of the contracted speech therapists. - *An increase is requested from \$4,288 to \$16,000 based on the projections for services that Ms. Broadbent provides; funds are from Base funds and Medical Assistance funds.*

l. **Recycling & Waste:**

- Grant Application with Pennsylvania Department of Environmental Protection – regarding the Household Hazard Waste event that was held on August 23, 2014. *Materials collected: oil based – 33,302 pounds; corrosives and caustics– 9,193 pounds and pesticides and poisons were 6,885 pounds.*
- Application for Reimbursement – 50% monetary request to the State of the total amount: \$50,849.34. The Department of Agriculture will pay \$9,639.00. The remaining amount is: \$41,210.34 – The reimbursement amount is \$20,605.17 from the State; A \$25,000 private sponsorship donation was received this year. *This event was completed entirely with grant and sponsorship funds.*

Discussion of Recommendation to Engage Monica Gould as Library System/County Commissioner Facilitator – Chief Clerk Thomas stated that Monica Gould was recommended by a five-person committee (see attached). The Library System Board has approved her employment. The \$7,500 cost for her services will be split between the County and the Library System.

Discussion to Renew the Agreement Re: Offender Remote Continuous Alcohol Monitoring Equipment and Services with BI Incorporated: Rebekah Finkey discussed this Agreement. This company also completes GIS monitoring for the house arrest program. It reduces the cost to the offender. There is the option to extend the contract for one year at the same amount (see attached).

Discussion of Capital Project Request:

a. **Digital Crime Scene/SAN Project** – Mark Adams discussed this request. The Digital Crime Scene/SAN Project will create better storage for digital crime scene photos, videos, diagrams and other digital evidence. *The cost is \$446,937. There is Grant funding in the amount of \$250,000 and \$130,000 from the Records Improvement Committee fund. The budgeted General Fund expense is \$66,937.*

b. **Discussion of a Project Modification Request for Grant #24081 and the SAN (Cloud) Project from PCCD:** Rebekah Finkey spoke about this Grant. The Project Modification Report will reflect the \$250,000 Grant project (see attached). There was a brief discussion regarding recommendations from the Records Improvement Committee regarding the Capital Project Request. The Board of Commissioners can alter the vote of the Committee. Solicitor Brenneman stated this is a State law. For the record, Commissioner Cross said there are sufficient funds within the Records Improvement Fund to fund this project. The Board of Commissioners can expend money without the majority vote of the Records Improvement Committee.

Discussion of Staff Recommendation Re: CAT's 2015 Funding Request: Mike Clapsadl discussed the Capital Area Transit (CAT) Staff Budget Recommendation (see attached). Mr. Clapsadl recommended the amount of \$277,702 for 2015 which is a \$53,000 reduction from the amount the County paid CAT last year. Mr. Clapsadl also spoke about the staff's recommended revised five-year capital improvement plan pursuant to the requirements of the 2014 funding agreement. Mr. Clapsadl recommended notifying CAT that the 2016 local funding request will not be honored unless significant, meaningful progress occurs on cost containment and regionalization. A brief discussion ensued.

Discussion of Bid Opening and Bid Award for Removal of Existing Sound System and Purchase and Installation of a New Audiovisual System for Courtroom #3:

- Authorize Request for Motion to Select Contractor as Lowest Responsible Bidder for Either Courtroom #3 or Courtrooms #2 and Courtroom #3.
- Authorize Request for Motion to Issue Notice of Award and Authorize Execution of the Contract Subject to the Solicitors' Approval

Melissa Calvanelli discussed the options and recommendations.

Solicitor Brenneman stated the bid opening took place on October 17, 2014. There were two responsive bidders regarding this project (see attached).

Berkshire Systems Group Inc., Reading PA

- \$144,228 – Courtroom #2
- \$280,088 – Courtroom #2 and #3

Sage Technology Solutions, Mount Joy, PA

- \$128,743 – Courtroom #2
- \$253,974 – Courtroom #2 and #3

Melissa Calvanelli's recommendation is to award added alternates to the base bid as follows:

- Extended Warranty, The Remote Power Control and ISO Transformer

There was a brief discussion. Chief Clerk Thomas requested Ms. Calvanelli to research these options and obtain more information from the consultant and the IMTO staff before the Board of Commissioners' Meeting on October 27, 2014.

Discussion of Bid Opening for Towing and Light Maintenance and Repair Services for Heavy Duty Recycling Equipment and Vehicles: Solicitor Brenneman stated there was a bid opening held on October 20, 2014 for two projects. There was one bid received from John's Mobile Repair. The towing portion was \$10,675. The maintenance portion was \$4,800. However, the bid was non-responsive, and it did not include the required bid security, so that bid cannot be considered. Therefore, this project cannot be awarded.

Discussion of Bid Opening for Heavy Maintenance and Repair Services for Industrial Composting Equipment:

- There was no bid received for this project.
- Justin Miller will request that both projects be re-bid. A brief discussion ensued.

Discussion for a Ghost Hunters Episode to be filmed at the Old Prison: Solicitor Brenneman and John Lopp discussed this request. Solicitor Brenneman has two agreements regarding this matter. John Lopp stated the Cumberland Valley Visitors Bureau contacted the County regarding The Ghost Hunters' request to film at the Old Courthouse and the Old Prison. Security and liability were discussed. Mr. Lopp's recommendation is that before the matter moves forward, the Board of Commissioners should discuss it to see if they would like to pursue this option.

A brief discussion ensued. More information will be forthcoming before the Board of Commissioners' Meeting on Monday, October 27, 2014.

Discussion of Salary Ordinance for Elected Officials: Chief Clerk Thomas and Solicitor Brenneman discussed this matter. The procedure of the County Code states that the Board has until the end of this year to fix the salaries for all Elected Officials' positions in Cumberland County. It will require a special meeting to be held with at least ten days' published notice. At this meeting there will be several choices:

- Implement and adopt an Ordinance at that meeting establishing the salaries.
- By vote, fix those salaries and follow up later with an Ordinance.

Solicitor Brenneman's recommendations for addressing increases in salaries:

- a fixed percentage across the board that must apply to all, or
- a linkage to the Consumer Price Index (CPI) based on a particular base.

Other options were discussed:

- MAXIMUS Consulting Services
- Comparisons of Cumberland County and Benchmark Counties' Elected Officials' salaries
- CPQ – Pay for Performance

The special public evening meeting is tentatively scheduled for November 18, 2014 at 6:30 p.m. in the Jury Assembly Room.

Commissioners Liaison Reports:

Commissioner Cross:

- A Children & Youth Roundtable will be held on Nov 3, 2014.
- Wendy Zimmerman has been recommended as an appointment for the Cumberland County Commission for Women for a three-year term to expire December 31, 2017.
- A Conservation District newsletter has been published. Carl Goshorn attended the Planning Outreach meeting in North Newton Township to promote the Dirt and Gravel Road Program.
- Mapping questions can be addressed by Stephanie Williams in the Planning Department. The small 15-foot cell towers were discussed because there was a residential concern about them.
- The Drug and Alcohol Commission has recommended the reappointment of Ted Foor to the Cumberland-Perry Drug and Alcohol Commission Community Advisory Board for a three-year term to expire October 31, 2017.

Commissioner Hertzler:

- The County's Affordable Housing Trust Fund Board met on Tuesday, October 14, 2014. The Board adopted a proposed \$240,000 budget for 2015.
- The Aging Advisory Board met on Friday, October 17, 2014 at Doubling Gap in conjunction with the annual chicken barbeque. Terry Barley spoke about the details of two recent State grants awarded to the Shaner Center in East Pennsboro Township. He also reported they are moving forward with collaboration agreement with Holy Spirit Hospital on the Care Manage Program which helps to reduce hospital readmissions.
- On October 17, 2014 he presented, on behalf of the Board of Commissioners, a Certificate of Special Recognition to the surviving members of the 1959 East Pennsboro football team – in honor of their 55th Anniversary. The last team in Pennsylvania history to go undefeated, untied, unscored upon for the entire season.
- The Capital Region Council of Governments met Monday, October 20, 2014. The Council ratified the 2014- 15 Salt Bid. They also discussed addressing the latest MS-4 Chesapeake Bay pollution reduction requirements. This should be a subject for a Municipal Advisory Board meeting. Also addressed was the creation of a proposed Resolution in response to the Chesapeake Bay Foundation request for a Clean Water Resolution.

Commissioner Eichelberger:

- A CAEDC Board meeting was held on October 17, 2014. Economic data was provided from Dave Swartz of the County Extension Office. A CAEDC focus group will provide an analysis from these findings.
- Notification that the Cumberland Valley Rail Trail is to receive two State Grants.
- The Library System Board met on October 20, 2014. He will receive a comprehensive update from Jonelle Darr. The recommended facilitator is Monica Gould. The Library System is conducting an online survey October 31, 2014 – regarding the use of internet services Cumberlandcountylibrary.org. There was a brief discussion regarding the Fredricksen Library event on October 15, 2014 regarding the roles of libraries in improving education.

- The MH/IDD Board met on October 16, 2014. Silvia Herman shared pertinent information. An MH/IDD retreat is planned for the new board.

Executive Sessions: Chief Clerk Thomas reported Executive Sessions took place on: October 13, 2014, at 2:20 p.m., October 20, 2014 at 3:15 p.m. and October 22, 2014 at 2:45 p.m. Re: Personnel Issues.

Request for an Executive Session: Chief Clerk Thomas stated there is a Request for Executive Session Re: Personnel Issues – **(No Action to Be Taken)**.

Other Business: None. There being no further business before the Board, the meeting adjourned.

Respectfully submitted,

Laurie Mazarella
Administrative Coordinator