

**CUMBERLAND COUNTY  
COMMISSIONERS' WORKSHOP MEETING**

**NOVEMBER 20, 2014 – 9:00 AM  
COMMISSIONERS' HEARING ROOM  
COURTHOUSE, CARLISLE, PA**

**Present:** Commissioner Cross, Hertzler, and Eichelberger; Larry Thomas, Chief Clerk; Sandy Moyle, Deputy Chief Clerk/Meetings Manager; Keith Brenneman, Solicitor; Roxanne Lehman, Paralegal; Dana Best and Lynette McCulloch, Finance; Mick Burkett, Human Resources; Mark Adams, IMTO; Mary Brokans, Controller's Office; Dave Miller, Aging and Community Service; Kirk Stoner and Stephanie Williams, Planning; Chris Sechrist, Communications; Michelle Sibert, Victim Services; Silvia Herman and LouAnn Nickel, MH/IDD; Bob Shively, Eric Hoerner, John Quirk, Brian Hamilton, Greg Pickel, Connie Heckard, Public Safety; Justin Miller, Recycling & Waste; Mary Jane Fisher and David Holland, Claremont Nursing and Rehabilitation Center; Toby Fauver, PennDot; Jonathan Bowser, CAEDC; Rebecca Yearick, Housing Authority; 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:** None

**Employee Recognition:** Chairman Cross and Bob Shively recognized Eric Horner from Public Safety for 40 Years of Service.

**Employee Recognition:** Chairman Cross and Silvia Herman recognized LouAnn Nickel from MH/IDD for 25 Years of Service.

**Presentation on Regionalization & County Transit (see power point presentation):** Toby Fauver from PA State gave a presentation on Transportation Regionalization in South Central PA. He discussed the Act 44 funding structure. Act 89 has a provision included in it if the feasibility study results estimate an annual net savings, the local government and transportation organization may implement the recommended action, and the operating match requirement will be waived for five (5) years if consolidation occurs. The completion of PennDOT's Study is estimated to be in the March or April timeframe. The Lancaster/Berks County case referenced a 1960 law that was forgotten that addressed multi-county authorities that automatically gave unions the right to go to binding arbitration. The counties created administrative authorities for that reason. Who is in control, County or the Transit Authority? The County has the authority unless the County gives the Authority to the Transit Authority Board. By-Laws could be created to structure the Authority to be more responsive. Commissioner Hertzler questioned the P3 Project to build a CAT Maintenance Facility with a cost of \$80 million. There was a proposal to share with PennDOT, but it currently does not align with them. They are currently working with CAT in planning a maintenance facility that could be funded through Act 89. They are also working on compressed natural gas fueling stations procurement across the state. There is a cost savings to using natural gas vs diesel in the transportation buses. Commissioner Eichelberger questioned the possible use of hybrid vehicles. PennDot is in the second phase of a study that is looking at service needs to address inefficiencies with merging. Chairman Cross questioned the size of the transportation vehicles, depending on the citizen's needs. Mr. Fauver will provide a vehicle size and cost analysis that shows the size of the vehicle does not make a difference in costs. Commissioner

Eichelberger questioned if would be a good time to revisit the past Corridor I proposal. Mr. Fauver's opinion is that this area does not have the density. The cost containment language requirements in Act 44, CAT requires the county to meet the local match, but determining the match is unclear. PennDot can provide that information on the minimum requirement. CAT may have a system that evens out capital match local requirements and requests the minimum that they need for operating and an amount for capital, weather they use all that capital in that year or not, but it evens funds when they have larger capital spikes when they have a match.

**Cumberland Area Economic Development Corporation:** Jonathan Bowser reviewed the \$400,000 USDA Grant. In September, they were awarded a USDA Grant through the Department of Agricultural. During their October Board meeting, the Board approved acceptance of the grant. This will add additional funds to their \$1.5 million dollar balance and assist with retention and expansion for Agriculture businesses. The loan amounts will be in the range of \$25,000 to \$100,000. They will close on the grant by end of year and market for loans in years 2015/2016 at an interest rate of approximately 3.5%.

**Contracts/Grants:** (Sandy Moyle)

- a. **Aging and Community Services Agreements:** Dave Miller reviewed the following:
  - MedCenter Display – (Advertising Agreement) *1 year service for digital advertising health education - \$4,800/yr.*
- b. **Claremont Nursing & Rehab Center Agreements:** Mary Jane Fisher/David Holland reviewed the following:
  - Discussion of Proposed 2015 Rates for the Nursing Home
  - Corporate Banking Resolution between Cumberland County and F & M Trust – *signatures are needed from new administration.- Item Tabled*
  - Annual Review of CNRC Governing Body Bylaws – *Item Tabled*
  - Annual Review of CNRC Notice of Nondiscrimination Policy - *Item Tabled*
  - Annual Review of CNRC Admissions Statement Policy - *Item Tabled*
  - Annual Review of CNRC Statement of Equal Employment Opportunity Policy - *Item Tabled*

*The Commissioners requested clarification on the above listed Annual Review material. These items are Tabled.*

  - Credit Application with Comcast to Promote Grand Opening of Rehab Unit - \$8,500 open credit amount. The Commissioners questioned the details of the advertising. Chief Clerk Thomas explained the work that was put into the marketing plan. - *ItemTabled*
  - Medicare Enrollment Application CMS-855A –Lynette McCulloch reviewed the following: *Requesting permission to add John Belko as the authorized official as the contracted managing employee for Claremont. This item is Tabled.*
- c. **District Attorney/Victim Services Grants:** Michelle Seibert reviewed the following:
  - Rights and Services Act (RASA) Grant Modification (see attached) – *Due November 30<sup>th</sup>. - Includes \$8,000 transferred to salaries, erp, pms law enforcement.*
  - STOP Grant Modification(see attached) – *for YWCA*

- NAVAA Grant Acceptance - \$3,289 for 2015 Victims Rights Rally. November 13<sup>th</sup> the notice was received with a 10-day turnaround time. Chairman Cross moved to approve the grant. Commissioner Hertzler seconded the motion and it unanimously carried.
- d. **Library System:** Commissioner Eichelberger reviewed the following:
- Request Commissioners Consent to Transfer \$349,155 from Strategic Development Fund to Operating Fund on 2015 – *This is annual draw reserve from additional monies from the library tax, which will close the budget gap.*
- e. **Planning:** Stephanie Williams/Kirk Stoner reviewed the following:
- Land Partnership Grant Recommendations (see attached memo and spreadsheet) – \$128,000 funding available from act 13 funds. Received 15 grant applications totaling \$145,000. Commissioner Eichelberger asked if we have ever not awarded all. Stephanie Williams stated no. Commissioner Hertzler questioned the municipalities that received 50% of requested amount. Stephanie stated it is a dollar per dollar match. Rebecca Yearick reviewed her experience in seeing all the projects come together with the funding provided.
  - Repairs to Bishop Bridge - Kirk Stoner- The bridge was closed in June of this year. Planning worked with York County and had public outreach on the project. HRG did another review and determined that the bridge be reopened for a shorter term until January 2015. A cost reduction from \$100,000 to \$62,000 will be shared with York County (see attached).
  - Bishop Bridge Strategy – Kirk Stoner reviewed the strategy (see attached). Planning is looking at surrounding access roads. Solicitor stated it is needed and there are public safety factors to consider. The Commissioners have concerns of emergency services ease of passage on the surrounding access roads. A study shows 155 vehicles pass over bridge on a daily basis. Brian, HRG explained that making a small repair to the bridge is more detailed than realized.
- f. **Public Safety Agreements:** Bob Shively reviewed the following:
- Archonix Systems, LLC – Renewal of annual CAD contract 87,911 decrease from last year.
  - Mission Critical Partners, Inc. – (Addendum) – extension of current contract not to exceed \$60,000. \$13,411 expense to date. Contract is for submission of annual 911plan requirements, wireless funding, and professional services for technology.
  - Priority Dispatch - \$8,376.25 - no increase – for emergency medical dispatch protocols license for updates, cpr, childbirth, and choking.
- g. **Veterans Affairs Agreement:** Neal Delisanti reviewed the following:
- Metro Flag Company – received quotes from three (3) companies. Lowest quote = .54 /flag - 9,720. Made in USA

**Commercial Revitalization and Shopsteading Loan Program:** Rebecca Yearick reviewed the Gray Water Ops, LLC, owner Bill Zutell (see attached). New business expansion into a vacant building in New Cumberland and opens this Saturday, November 22<sup>nd</sup>. He is requesting \$30,000 to expand the business for embroidery work and purchase additional equipment. Chairman Cross asked if he has internet sales. Rebecca stated he does, but his largest business is through his sales force.

**Cumberland County Commercial Façade Loan Program:** Rebecca Yearick reviewed the Recommendation to Become Cumberland Streetview Grant Program (see attached). This is similar to Carlisle Borough – Carlisle Street View. Requesting approval for a name change and other various program changes. Chairman Cross asked if they have to go before the Historical Society Board. Rebecca stated that they do work with the Historical Architectural Review Board (HARB). There is \$56,000 in loan funds available to use from the existing program since 2008. The Authority is requesting \$27,500 from CDBG funds for the year 2015 plus the existing balance to be combined into the new program for a total of \$83,500.00

**Discussion of Capital Project Requests:** Mark Adams reviewed the following:

- a. IMTO – Replacement of two Cisco Switches – *replace damaged switches at the Old Prison - \$15,572.00- this is covered by insurance.*
- b. Kronos Implementation at the Public Safety building – *for scheduling employees work time as they do at the Nursing Home and Prison. – Total cost - 23,187.80*

**Report of Bid Openings:** Solicitor Brenneman reviewed the following bids that were opened on November 17, 2014 (see attached):

- Heavy Maintenance and Repair Services for Industrial Composting Equipment
  - Groff Tractor & Equipment for the Trommel Screen \$9,572.50 and the Windrow Turner for \$9,572.50
  - Plasterer Equipment Co., Inc. for the Trommel Screen \$8,045.00 and the Windrow Turner for \$8,045.00
- Towing and Light Maintenance and Repair Services for Heavy Duty Recycling Equipment and Vehicles
  - Johns Mobile and Repair - Towing \$10,675.00 and Maintenance \$4,800.00

All bidders are responsive bids and all the bids are in order. The Recycling & Waste Authority recommended approval at their Monday evening meeting.

**Authorize Advertising:** Chief Clerk Thomas reviewed the request to authorize advertising for Requesting Proposals for Claremont Nursing Home Management Services. – With the change in administration at the Claremont Nursing Home, the current temporary management with Premier provides time to advertise a competitive RFP for a longer term management service. The Solicitor will review the RFP.

**Vehicle Registration Fee Ordinance:** Solicitor Brenneman reviewed the request to authorize the Solicitor to Prepare and Advertise the \$5.00 Vehicle Registration Fee Ordinance. – A Law has been enacted that allows a County to collect a \$5.00 Vehicle Registration fee. This is done by an Ordinance and by the statute that enabled it to be done. It must be adopted and enacted, but no sooner than January 1<sup>st</sup>, 2015. There is a 90 day period that a notice is given to PennDOT, then it becomes effective after that 90 day period. Solicitor Brenneman requested authorization to prepare and advertise the \$5.00 Vehicle Registration Fee Ordinance for consideration and enactment at the January 5, 2015 Board of Commissioners meeting. Chairman Cross moved to approve preparing and authorize advertising the Ordinance. Commissioner Hertzler seconded the motion and it unanimously carried. Commissioner Hertzler questioned if this has already been voted on requesting authorizing to prepare and advertise the ordinance. Solicitor Brenneman does not recall an ordinance being advertised on any particular date. This request will override any previous authorization. Commissioner Eichelberger questioned the timeframe to advertise. Solicitor Brenneman stated there is no timeframe. Chairman Cross made a motion to table the request to prepare and advertise the ordinance. Commissioner Eichelberger seconded the motion and it unanimously carried. Chief Clerk Thomas stated that the past ordinance request will be researched.

## **Commissioners' Liaison Reports:**

### **Commissioner Cross:**

- Children and Youth was involved in a quality service review. It showed status over the past 30 days and practices the past 90 days. Stability, permanency, resources training, family, school, and individual education plans. Interaction with Courts and administration of the department were highly rated. Team Building training was suggested for families, schools, teachers, and physicians. It also showed the need for fathers to be more involved. Children & Youth Advisory Board met Monday, November 24<sup>th</sup>. Information was provided regarding the new mandated checks that will be required by a variety of agencies.
- Stop Violence Task Force met Friday, November 21<sup>st</sup>. PFA pamphlets were provided to Police Departments and the County.
- Central Penn Business Journal focused on Veterans workforce. County Veterans Affairs Director, Neal Delisanti was interviewed for a magazine article that highlighted opportunities and services for veterans.
- The Fall CCAP conference begins on Sunday, November 23<sup>rd</sup>. They will be setting the top priorities for next year. The new president Craig Lehman from Lancaster County asked that Membership review the issue of 911.
- Commissioners meeting will be on Tuesday, November 25<sup>th</sup> at 3:00 p.m.

### **Commissioner Hertzler:**

- Tri-County Community Action met on November 6<sup>th</sup> and presented Terry Barley with a Certificate. Terry was recognized for 32 years of volunteer service. Sue Carbaugh from the counties IDD Department will serve on the Board. Alecia Covington had assistance from Tri-County services in finding a job.
- Attended the Veterans Day County Ceremony at the Old Courthouse. The music and Honor Guard had a very impressive presentation.
- Ag Land Preservation Board met Wednesday, November 14<sup>th</sup>. The 2014 farms preserved to be preserved are still in process. There will be two Board appointments and a developer position on the Board to replace Don Mowery who will retire from the board.
- The Aging Advisory Board will have two reappointments, one for Mary Bloom for a 3 year term and Rachel McKinney for a 3 year term to expire December 2017. Two Board members will retire due to term limitation, so Thank You letters should be sent to them.
- LEPC met last Thursday evening. There was a Special presentation by Carol Freedman, Administrative Officer for the State Department of Occupational Industrial Safety on PATTS which is Pennsylvania Two Tier System. Federal EPA'S online reporting system for organizations to report hazardous materials.
- Housing and Redevelopment Authority met last Friday, November 14<sup>th</sup> and approved modification to procedures and received an excellent review rating by HUD of 99%.
- Capital Region COG met on Monday, November 17<sup>th</sup> and working on the final selection of a Firm to assist interested municipalities in a coordinated effort to save costs to comply with the States MS4 Storm Water Management permitting requirements.

### **Commissioner Eichelberger:**

- Recycling & Waste Authority met Monday and discussed bid results. Recycling will be the topic of a future finance meeting. Equipment demos were held at a municipal yard waste site to provide feedback from municipal equipment users. There will be a Board vacancy. The monthly activity report was provided.
- Planning Commission met this morning. Their monthly report will be provided to the Board.

- Library Board met on Monday, November 17<sup>th</sup> and discussed the strategic transfer of funds. Monica Gould the Facilitator hired to assist and answer questions was introduced to the Board. There was a review of Technology survey. Over 4,000 responded to the survey.
- MH/IDD Board will meet today and discuss the financial review. New Board members are on board and they will assemble service committees and chairs. Topics for next year's monthly meetings were discussed housing, employment, transportation, health choices, and legislative issues.
- Economic Development Corporation met and discussed USDA lending and their monthly financials. Received a summary of the tourism grants. The Cumberland Valley Rail Trail thank you reception will be held today.
- In CCAP Commissioner Eichelberger is transitioning to the County Professional Development Program which includes design programs and development training. Heather Ilgenfritz is graduating the Academy for Excellence from the CCAP program.

**Report of Executive Sessions:** Chairman Cross reported an Executive Session was held on November 12, 2014, Re: Personnel Issues.

**Executive Session:** Chief Clerk Thomas Requested an Executive Session Re: Personnel Issues

**Other Business:** None.

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

Respectfully Submitted,

Jennifer Crum  
Administrative Assistant