

COMMISSIONERS' WORKSHOP MEETING

DECEMBER 4, 2014

The Cumberland County Board of Commissioners met on Thursday, December 4, 2014, at 9:04 a.m., Commissioners' Hearing Room, Courthouse, Carlisle, PA. **Present:** Commissioners Barbara Cross, Jim Hertzler, Gary Eichelberger; Larry Thomas, Chief Clerk; Keith Brenneman, Solicitor; Sandy Moyle, Deputy Chief Clerk/Meetings Manager; Alfred Whitcomb, Controller; Michael Clapsadl, Deputy Controller; Charley Hall, Coroner; Tammy Shearer, Recorder of Deeds; Ben Laudermilch, Cumberland County Redevelopment Authority; Kirk Stoner, Planning; Lynne Grew, Controller's Office; Dana Best, Finance Department; Lynette McCulloch, Finance/CNRC; Melissa Calvanelli, Court Administrator; John Lopp, Facilities Management; Bob Shively, Public Safety; Monica Ayer-Silvious, Transportation; Frank Goshorn, Conservation District; Wendy Sheaffer, Aging & Community Services; Sue Carbaugh, MH/IDD; Robin Weigle, Assessment; Melissa Mixell, Tax Claims; Mark Adams, IMTO; Mick Burkett, Holly Sherman, Human Resources; Rick Rovegno; Roger Quigley, The Patriot News; Daniel Walmer, The Sentinel.

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

Public Comment: None.

Employee Recognition: The Board recognized Debra Ochs for her 30 years of service to the County.

Discussion of Revisions to the County's Community Development Block Grant (CDBG) Program for 2010 and 2014 Budget Modifications: Ben Laudermilch discussed these revisions (**see attached**).

Press Release: Carl Goshorn spoke about the Holiday Tree donated by Donald Deckman (**see attached**). The Board accepted the donation of a Douglas Fir evergreen tree donated by Donald Deckman of Mountain View Nursery. The tree will be placed in the main lobby of the Courthouse.

Discussion of 2015/2016 Proposal for CNRC's Property/Liability Insurance Renewal: Holly Sherman discussed the 2015/2016 CNRC Property/Liability Insurance Renewal (**see attached**). Ms. Sherman recommends renewing the Property insurance with Travelers for 2015 (1/1/2015-4/1/2016) policy period.

Discussion of 2015 Excess Workers Compensation Insurance Proposal: Holly Sherman discussed the 2015 Excess Workers Compensation Insurance Proposal (**see attached**). Ms. Sherman recommends renewing the County's Excess Workers Compensation with Midwest Employers Casualty with a retention level of \$500,000 for County employees, \$600,000 for CNRC employees and \$600,000 for Prison employees for a two-year period (1/1/2015-12/31/2016).

Review of Resolution 2014-33 Re: Budget Adjustment: Dana Best discussed Resolution 2014-33 Re: Budget Adjustment (**see attached**).

CAT, Tri-County Update: Kirk Stoner and Mike Clapsadl updated the Board regarding these items. Capital Area Transit (CAT) has been asked to disclose their planned capital projects for the next five years. There has also been a request for CAT to produce a more simplified cost containment plan. The representatives of CAT has informed Mr. Stoner that they will be responding to the County's request in the near future. Mr. Stoner recommended that the County not make any payments to CAT until they receive their plan. Tri-County Regional Planning Commission representatives presented their budget review for the Board at a County finance meeting on November 5, 2014. The Board expressed concerns about the scope of the proposed regional growth management plan, Cumberland County's costs and administrative costs. Mr. Stoner discussed the use of the County Planning staff to supplement regional projects and complete them in house. Mr. Stoner attended their Executive Committee meeting on November 20, 2014. The Planning Department staff requested a meeting with them to discuss costs. As of this date there has been no response from the Tri-County Planning Commission.

Contracts/Grants:

a. Aging and Community Services Agreement

- Beverly Christ, RN – (Addendum)

Wendy Sheaffer stated this is for RN consultant services; *cost for assessment is raised from \$10.00 to \$11.00; Aging block grant funds – will take effect January 1, 2015.*

b. Assessment Agreement

- Evaluator Services & Technology, Inc. (EST)

Robin Weigle stated this is a renewal contract. EST is the vendor for the software used for the real estate assessment; *the cost is \$40,000; an increase of \$50.00 based on the Consumer Price Index rate each year.*

c. Claremont Nursing & Rehab Center Agreements

- Robin's Nest Aviaries, Inc.

Lynette McCulloch stated this is an agreement for aquarium and aviary services; *there is an increase of six percent for a total cost of \$500.00 a month.*

- Lamar Advertising

This is for the billboard advertising for the Claremont Rehabilitation Unit. The five paper billboards ads begin on December 22, 2014 through January 18, 2015.

d. Coroner Agreement

- Forensic Pathology Associates (FPA)

Coroner Charley Hall stated if Dr. Ross is not available for services, and there is an emergency situation, this agency will need to be utilized. *A contract is required for this service. Payment will be made only when these services are utilized.*

e. Court Administration Agreement

- Value Payment Systems, LLC

Melissa Calvanelli spoke about this agreement. It allows the courts to accept collections' payments via a credit swipe card. *All fees are charged back to the Defendant.*

f. Facilities Management Agreements

- Bortek Industries

John Lopp spoke about this no-cost agreement for replacement of the current soap dispensers. *The cost savings is \$800-\$1,000 a year.*

- Penn Township

John Lopp spoke about this new ten-year lease agreement. The new agreement is \$11.50 a square foot reduced from \$17.50 under the previous lease agreement. *It is a cost savings of \$16,177 per year. The first five years will be \$11.50 per square foot with no escalation; the following five years the cost per square foot will increase to \$11.84. The total savings by approving a new lease will be \$250,000. Mr. Lopp wished to thank the Penn Township Supervisors for their work in bringing this new lease to fruition. The Board of Commissioners thanked Mr. Lopp for his cost savings efforts.*

g. IMTO Agreement

- LogRhythm, Inc.

Mark Adams spoke about this non-disclosure agreement. *It is for the evaluation of software. There is no cost.*

- Comcast Contracts:

Mark Adams said these contracts are for eleven different locations. All thirty-six month leases or contracts are for internet access.

Aging & Community Service; Coroner; District Attorney Insurance Fraud; DA – Victim Services; MDJ Dougherty – 09-1-03; MDJ Day – 09-3-03; MDJ Beckley – 09-1-02; MDJ Fegley – 09-2-01; MDJ Silcox – 09-3-04; MDJ Martin – 09-3-05; MDJ Adams – 09-3-01

The savings is \$15.00 a month per location; \$6,000 savings over a three-year period.

Mark Adams will investigate the rates of Verizon Fios to compare these Comcast rates.

h. MH/IDD Agreements

- FY 2014-2015 Early Intervention Agreements
- Early Intervention Specialists Inc.
- Sovia Therapy LLC
- TMB Developmental Therapy & Infant Massage, Inc.

Sue Carbaugh spoke about these three EI amendments for FY 2014-2015. They are for Early Intervention Specialists. *State funded.*

- International Corporate Training & Marketing LLC – *A new contract for interpretation services.*
- FY 2014-2015 Intellectual and Developmental Disabilities
Riverside Associates, PC – an Amendment – *State funded.*
- FY 2014-2015 Mental Health - Erie County - Business associate agreement because they are an administrator of a Grant that mental health is receiving. *It is for HIPPA purposes.*
- Administrative Entity Operating Agreement – (Amendment) - The Office of

Developmental Programs at the State carries out administrative functions. There was a change in the business process with the Office of Rehabilitation.

i Prison Agreement

- Abel Fence

Earl Reitz stated this agreement provides the inspection and maintenance of the Prison's vehicles. *The cost is \$1,940 per year, a slight increase.*

j Public Safety Agreement

- LR Kimball

Bob Shively spoke about this annual renewal. *It is not to exceed \$6,500 per year.*

k. Transportation Agreements

- Alternatives in Community Treatment, Inc. (ACT)

Monica Ayer-Silvius spoke about this agreement. *It allows the Transportation Department to take clients from their residents to their ACT appointments.*

- Pennsylvania Public Transportation Association

Agreement between PPTA for a software data base for Transportation's use. It will belong to DPW because they will reimburse Transportation through their Grant – *cost will not exceed \$70,000.*

- Medical Assistance Transportation Program Allocation

This is the 2013-2014 final bill for \$423,157.00 which has decreased from last year because the mileage reimbursement was \$.03 and it is now \$.12.

Discussion of Capital Project Requests:

- a.** IMTO – Requesting Replacement of the County's Core Switches in the New Courthouse
Mark Adams spoke about the request. There is a need to replace the old core switches (**see attached**). *The cost is \$24,798.00 and these need to be completed at the same time.*
- b.** IMTO – Requesting Updated Versions of SQL Licenses
Mark Adams spoke about this request. It is for licensing upgrade to 2014 Microsoft SQL (**see attached**). *The cost is \$18,574.00.*

Prison Bid Projects:

- Request to Authorize Advertising for Inmate Commissary Services at the Cumberland County Prison

Earl Reitz spoke about the inmate commissary contract with Swanson/Trinity Services Group which will soon expire. He is requesting an authorization to bid for these services (**see attached**).

- Request to Authorize Advertising for Transportation Services for Work Release Inmates at the Cumberland County Prison

Mr. Reitz stated the Work Release Transportation Services vendor is Easton Coach Company. This agreement will soon expire. He is requesting authorization to bid for these services for a three-year contract (**see attached**).

Discussion of Cumberland County's Notification to Terminate Agreement with Infocon Corporation. Melissa Mixell discussed this agreement. It is no longer needed so she is requesting the termination of this agreement (**see attached**).

Commissioners' Liaison Reports:

Commissioner Cross:

- Drug & Alcohol will have their annual holiday dinner this evening. She will be recommending a nomination for the Perry-Cumberland Drug & Alcohol Commission at the Board of Commissioners' Meeting on December 8, 2014.
- Cumberland County Commission for Women: She will be recommending reappointments at the Board of Commissioners' Meeting on December 8, 2014.

Commissioner Hertzler:

- The CCAP Conference was held on November 23-25, 2014. He attended the Board of Director's meeting. He will serve as the Chair for the Assessment and Taxation Committee. He spoke about the fixed fee system that supports the 911 Public Safety Emergency Response System. He also spoke about making the hotel tax more uniform with respect to its rates and application.
- On December 2, 2014 he attended a CAT connection meeting. Two public outreach sessions have been scheduled. The next meeting is December 11, 2014, 5:30 p.m., East Pennsboro Community Center. Discussion item: CAT's proposal to provide input regarding a new service on the West Shore.

- An Aging and Advisory meeting is scheduled for December 5, 2014.
- The Land Preservation Board Meeting is scheduled for December 10, 2014.

Commissioner Eichelberger:

- Library System: He will recommend four reappointments on the Board at the Board of Commissioners' Meeting on December 8, 2014. The Library System received a broadband grant for \$55,580.00. The Library staff has completed the mandated staff training on child abuse.
- Orientation is completed for the new Mental Health Board Members.
- The holiday open house for the Economic Development Corporation will be held on December 10, 2014. The 2015 quarterly updates will be provided to the Board as they continue to work on their strategic plan. The Penn State Data Center information has been received. The Ghost Hunters filing has been completed. Commissioner Eichelberger stated Shireen Farr wished to thank County staff including John Lopp for their assistance in the Ghost Hunters' filming.
- The Planning Commission has received candidates' names for the board vacancy. The committee will review these resumes and interview the candidates within the next week.
- The CCAP South Central Caucus quarterly meeting was held on November 24, 2014. Items discussed: Lancaster County's court mandated reassessment and lessons learned from other County reassessments. Also discussed was a possible shared facility for Cumberland and Dauphin County drug offenders and mental health offenders. Chief Clerk Thomas has volunteered to help with this study group over the next few weeks.
- Recycling & Waste Authority: Justin Smith has updated the Commissioners regarding the yard waste program. Commissioner Eichelberger will nominate two board members for reappointment at the Board of Commissioners' Meeting on December 8, 2014.

Commissioners' Luncheon: Sandy Moyle stated the Commissioners' holiday luncheon will be held on December 15, 2014 from 11:30 a.m. to 1:30 p.m. in the Commissioners' Hearing Room. She would like all of the County staff to attend it.

Executive Session: Chief Clerk Thomas reported there was an Executive Session held on November 25, 2014, at 3:35 p.m., Re: Personnel Issues.

Request for Executive Session: Chief Clerk Thomas said there is a Request for an Executive Session Re: Personnel Issues.

Other Business:

Commissioner Hertzler is requesting the Board to consider modest changes to the 2015 Budget. After a brief discussion it was noted that the 2015 Budget will be voted on at the December 8, 2014 Board of Commissioners' Meeting. Commissioner Hertzler spoke about his modest spending adjustments as follows: reduce the \$1,000,000.00 operating contingency allocation by \$250,000.00 which will not touch the projected \$20,529,444.00 2015 year-end Fund Balance and also reduce the \$500,000.00 wage and benefit line for potential new County employees by \$250,000.00. This will leave \$750,000.00 in the budget for unforeseen operating contingencies and \$250,000.00 for new hires. This is a \$500,000.00 budget reduction. It will reduce the 2015 General Fund budget amount by \$75,292,033.00 to \$74,792,033.00 (**see attached statement**).

A brief discussion ensued regarding Commissioner Hertzler's statement. The Commissioners spoke about past finance meetings regarding Farmland Preservation and the Cumberland Area Economic Development Corporation. A 501(c)(3) land trust for Farmland Preservation was also discussed as well as grants and the 2015 State Budget. There was further discussion regarding the previously advertised 2015 Budget. Solicitor Brenneman stated an Amendment to the Budget will be needed prior to adoption if the aggregate exceeds or is decreased by ten percent of the amount advertised or in any one function (category) by twenty-five percent. It must be re-advertised for a period of at least ten days before the Amended 2015 Budget is adopted. There is sufficient time for the Board to address and make changes to the 2015 Budget if they plan to do so.

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

Respectfully Submitted,

Laurie Mazarella
Administrative Coordinator