

**CUMBERLAND COUNTY  
COMMISSIONERS' WORKSHOP MEETING**

**JANUARY 15, 2015 – 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; Al Whitcomb, Controllers; Dana Best, Finance; Mick Burkett, Human Resources; Mark Adams, IMTO; Bill Fulton, Controller's Office; Wendy Sheaffer, Aging and Community Service; Lisa Reider, Children and Youth; Kirk Stoner and Stephanie Williams, Planning; Justin Miller, Recycling & Waste; John Lopp, Facilities Management; Silvia Herman and Sue Carbaugh, MH/IDD; Lynette McCullough, Claremont Nursing and Rehabilitation Center; Bob Shively, Public Safety; Jody Smith and Bryan Ward, Sheriff's Department; Michelle Seibert, Victim Services; Kate Molinaro and Megan Baker, Housing & Redevelopment Authority; Jonathan Bowser, Cumberland Area Economic Development Corporation; Mike Perry, Army Heritage Education Center; Kathy Possinger, Melanie Shaffer, and Jennifer Wintermyer, Tri-County Community Action; Daniel Walmer, The Sentinel; Roger Quigley, Patriot News; 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:** None

**Press Release:** Justin Miller reviewed the Press Release Re: Cumberland County Seeking Candidate to Serve on Recycling & Waste Authority (see attached). Commissioner Hertzler asked about local elected officials representing on the Board. Justin explained the variety of Board members positions.

**Appointment:** Chairman Cross recommended appointing Linda Thumma as the Deputy Open Records Officer for Cumberland County Commissioners Office.

**Budget Resolution:** Dana Best Reviewed the Resolution 2015-1 Re: Budget Adjustment (see attached).

**Housing & Redevelopment Authority:** Kate Molinaro reviewed the Revisions to the Emergency Solutions Department of Community and Economic Development Contract Grant for Rapid Rehousing Activities (see attached).

- Contract reduction request of \$27,000. New Contract Amount \$503,756.
- Move \$20,000 to rental assistance.
- Moving \$365 from administrative to rental assistance.

**Cumberland County Industrial Development Authority Grant Program:** Jonathan Bowser reviewed the Cooperation Agreement between County of Cumberland and Cumberland County Industrial Development Authority (see attached).

- Redevelopment Assistance Capital Program Grant for Army Heritage Center Foundation (AHCF) Project. AHCF was awarded a 2 million grant application. A hosting municipality is required to sign the agreement for the funding request. Chief Clerk Thomas asked if there is a risk with the County signing for this. Jonathan

explained the Commonwealth dollars are not used as they were originally intended. The IDA Board is responsible for tracking for the County funds and they also do audits. Solicitor Brenneman explained the risk is there, otherwise the state would not ask for signatures guaranteeing what is paid out by the IDA is being property distributed to the programs. Mike Perry of Army Heritage Center Foundation explained the process review.

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

- a. **Aging and Community Services Agreement** — Wendy Sheaffer reviewed the following:
  - Pennsylvania Department of Agriculture — *Addendum to language which is more specific - Emergency Food Assistance. 2012 – 2016*
- b. **Claremont Nursing & Rehab Center Agreements** — Lynette McCulloch reviewed the following:
  - Imperial Beverage Systems, Inc. – *no cost - dispensers*
  - Physician’s Mobile X-Ray, Inc. – *we pay 70%*
  - Padden, Guerrini & Associates, PC – *1.5% increase for 2015 medical/medicaid cost report for CNRC – cost \$6,700*
  - Georgia Pacific – *dispensers in rehab unit.*
- c. **Children & Youth Services Agreements** — Lisa Reider reviewed the following:
  - The Children’s Aid Society of Franklin County – *Foster Care & residential shelter 1.5% increase.*
  - Community Services Group, Inc. – *Chariots Program – No increase*
  - Edison Court, Inc. – *10% increase room & board for an individual child.*
- d. **Facilities Management Agreement** — John Lopp reviewed the following:
  - Fire Protection & Safety Equipment Co., Inc. – *Annual inspection - increase \$.50*
- e. **MH/IDD Agreements** — Sue Carbaugh reviewed the following:
  - FY 2014-2015 Early Intervention Agreements
    - Jena Vander Velden, MSPT – *Increase - \$16,000*
  - FY 2015-2016 Early Intervention Agreements
    - McLaren’s Sweep-N-Shine – *Perry County Office - No increase*
    - Lease Agreement with Antonia and Rosario Tripoli – *No increase*
  - FY 2014-2015 Intellectual and Developmental Disabilities
    - Skills of Central PA, Inc. – *Amendment - \$17,000*
    - Dauphin County MH-ID Program – *Renewal*
    - Keon Enterprises, LLC - *\$4,900*
- f. **Public Safety Agreement** — Bob Shively reviewed the following:
  - UltraBac – *Computer aided back up \$560 - \$15 increase from last year.*
- g. **Recycling & Waste Agreements** — Justin Miller reviewed the following:
  - Yard Waste Processing Equipment Municipal Agreements – *Continuation – Project change in how the equipment is paid for by the municipalities. Billed by hours and a Capital Fund revenue is billed to the municipalities to use the equipment. Commissioner Hertzler asked when Fairview started using the equipment. Justin stated they started in 2008.*
    - East Pennsboro Township
    - Fairview Township
    - Hampden Township
    - Middlesex Township
    - North Middleton Township
- h. **Sheriff’s Department Agreement**
  - Castle’s K-9, Inc. — Jody Smith reviewed the certification training – *no change.*

- HACC's Public Safety Center & Law Enforcement Complex Use – Addendum — Bryan Ward reviewed the use the firing range inside the HACC facility – *no change*.
- i. **Victim Services Grant** — Michelle Sibert reviewed the following:
- VOCA Grant Project Modification – *Additional \$7,800 awarded that will go towards salaries*.

**Report of Bid Awards** — Lynette McCulloch reviewed the following:

- Request to Award Bimbo Bakeries, USA, Inc. the Contract to Participate as Food Vendor for Fresh Bread at CNRC
- Request to Award Swiss Premium Dairy the Contact to Participate as Food Vendor for Fresh Milk at CNRC

Commissioner Hertzler asked if others provided bids. Lynette stated no.

**VSP:** Chief Clerk Thomas explained the Voluntary Separation Program process to date offering an incentive to county employees to separate from the county as a cost savings to the County. The savings will be realized in lower salaries to replace those employees who have separated from county. The target savings to reach is \$350,000. 19 employees enrolled. Potential savings are 358K up to 536K over 3 years. The Chief Clerk is requesting approval from the Board to proceed with the plan.

**County Property & Liability Insurance:** (see attached) 2015 – 2016 Property & Liability Insurance expires January 31, 2015. Travelers will move expiration date to July 1, 2016 and there will be a 6.1% increase. Commissioner Eichelberger asked about the shift in dates. This is a way for staff to have more time to review for better rates.

**Human Services Funding:** Two Month Capitation Payment Delay as it relates to HealthChoices — Silvia Herman explained that Health Choices pay the county monthly for Capitation rates for their members. Historically June payments have been held and paid with July. The State has informed the County that they will hold May and June then reimburse in July. They have requested from the State to use equity reserves and investment dollars to use during the 2 month delay in payments. The State agreed to allow the reserves to be used with the stipulation that the reserves be paid back within five days after receiving the July payment. A letter will be drafted confirming this. Chairman Cross asked with change in administration do you expect any impact to this program. Silvia stated there will be some challenges. There are concerns of funds available by end of fiscal year.

**Tri-County Community Action** — Kathy Possinger reviewed the 2014 Review / 2015 Goals. Kathy Possinger provided a booklet to the Board. Sue Carbaugh is a new Board member. The program assists residents with home ownership from shelters to housing. 2,500 received assistance with electric. They also have a heating assistance program. To date they have assisted 4 seniors with heating. They will soon celebrate a 50 year anniversary and looking to make some changes in 2015. There is a new program to assist with moving individuals out of poverty. They currently have a vacant position in Enola that they are looking to fill. A State Association will assist with future plans. These programs are hosted throughout the County. Chairman Cross mentioned the poverty simulation was very positive. Commissioner Hertzler commended Sue Carbaugh for serving on the Board. He mentioned the poverty issues in the County and the assistance programs that are supported in the County.

**Farmland Preservation Program:** Stephanie Williams reviewed the Certification of Funding for the 2015 Farmland Preservation Program (see attached). The Board is required to certify the funds of \$230,000 to be used solely for the program. Chief Clerk Thomas asked about the remaining fund balance from the 2014 program that can be used for in 2015. Stephanie

explained the administrative process to reallocate the funds. Commissioner Hertzler questioned the matching funds from the Grant. Stephanie explained returned funds from the State would be approximately \$300,000. Commissioner Hertzler commended the utilization of the funds, the Board and Stephanie for all the work done with the program. Chairman Cross mentioned the Marcellus shale funds in the future is an unknown.

**Fuel Agreement:** Kirk Stoner reviewed the Fuel Purchase Agreement with Hampden Township (see attached). This is a program through the shared ride services to utilize their fuel island. The County is in the process of consolidating with Rabbittransit and the County Solicitor is in accordance with keeping the Agreement as it is written. This Agreement will be shared with Rabbittransit. Chairman Cross asked if the Agreement could be amended if required. The Solicitor explained how the agreement would work with Rabbittransit. Commissioner Hertzler asked if we are locked into this price even if the market price is lower. Chairman Cross asked about consumption of the fuel and if we are locked in. The agreement locks the County into a quantity, not a price.

**Enck's Mill Road Bridge Project:** Kirk Stoner reviewed the following: (see attached)

- Review of HRG Contract Change Order No. 1— Encks Mill Road Bridge Replacement – A tree will need removed.
- Review of HRG Supplemental Construction Services for the Replacement of Cumberland County Bridge No Y-22 – For steel structures and inspections. Capital improvement program will fund the additional expenses.

## **Commissioners' Liaison Reports**

### **Commissioner Cross**

- Children & Youth Round Table met Monday, January 12<sup>th</sup>. There was a presentation on quality review services from Children and Youth.
- Drug & Alcohol was cancelled due to inclement weather.
- There will be a 911 Table Top Exercise this evening at Public Safety which is required by PHEMA for Certification.
- Next week CCAP Governance Committee will have a conference call on the 911 Funding.

### **Commissioner Hertzler**

- Local Emergency Planning Committee met last Thursday John Gleim and Jim Stickney will continue as Chairman and Bob Shively as Secretary and Connie Heckert as Recording Secretary. Sheriff Anderson volunteered to assist the committee in identifying the new Law Enforcement representative to fill the vacant position of Richard Hammond.
- The Affordable Housing Trust Fund Board met Tuesday, January 13<sup>th</sup>. A reduction in a fee revenue in the Recorder of Deeds Office as a result of mortgage refinancing. The Board recommended to revise the 2015 Budget to \$180,000 from \$240,000. The \$130,000 will be available in the budget for the Assistance Program for Home buyers.
- There was an unintentional oversight to reappoint Kelly Neiderer before the end of the year. A request will be made for reappointment.

### **Commissioner Eichelberger**

- Recycling & Waste has been updated during the meeting.
- MH/IDD Board will meet today.
- Planning Commission met this morning. There was a program update discussion on municipal assistance. North Newton and Upper Mifflin are working on zoning ordinance.
- Western COG met Monday January 12<sup>th</sup>. Mt Holly is appreciative for their Street Scape Project. There was action on Tri-County. Kirk Stoner will discuss that in the future.

**Executive Session Report:** Chief Clerk Thomas reported there was an Executive Session on January 14, 2015, @ 10:30 a.m. 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