

**CUMBERLAND COUNTY
COMMISSIONERS' WORKSHOP MEETING**

**FEBRUARY 12, 2015 – 9:00 AM
COMMISSIONERS' HEARING ROOM
COURTHOUSE, CARLISLE, PA**

Board Members Present: Commissioners Barbara Cross, Jim Hertzler and Gary Eichelberger.

Absent: None

Quorum: Yes

Staff Members Present: Larry Thomas, Chief Clerk; Sandra Moyle, Deputy Chief Clerk/Meetings Manager; and Keith Brenneman, Solicitor

Others Present: Al Whitcomb, Bob Dagrosa, Mike Clapsadl, Controller's Office; Mick Burkett, Holly Sherman, Human Resources; Roxanne Lehman, Paralegal; Wendy Sheaffer, Aging & Community Services; Wendy Hoverter, Children & Youth Services; Jack Carroll, Drug & Alcohol; Silvia Herman, Mental Health/Individual & Developmental Disabilities (MH/IDD); Darby Christlieb, Chuck Bear, Adult Probation; Justin Smith, Geographic Information Systems (GIS); Mark Adams, Jessica Flachsmann, Darin Baish, Information Management & Technology (IMTO); Eric Radnovich, District Attorney Bureau of Justice Services; Dana Best, Finance; John Lopp, Facilities Management; Justin Miller, Recycling & Waste Authority; Bob Shively, Public Safety; Rick Rovegno, CAT Board of Directors; Don Geistwhite, Middlesex Township; Kirk Stoner, Planning Department; and Ben Laudermilch, Cumberland County Housing & Redevelopment Authority.

Media: Daniel Walmer, The Sentinel; Steve Marroni, The Patriot News; and Amanda St. Hilaire, 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

Additional FMP Training: Chief Clerk Thomas reported that the Federal Management Partners (FMP) Pay for Performance evaluation criteria training has been completed; however, it was discussed that some additional training may be needed for an additional cost of \$18,579.66. Action will be taken at the Board of Commissioners Meeting on Tuesday, February 17, 2015.

Request for Reappointment to the Cumberland County Municipal Authority: Chairman Cross moved to reappoint Dennis Gotthard as Chairman to the Cumberland County Municipal Authority for another Five Year Term to expire on January 4, 2020. After some discussion regarding term limits, the motion died for lack of a second.

Resolution 2015-4: Approval of VALIC 401 (a) Plan documents for Voluntary Separation Program (VSP): Bob Dagrosa provided an update on the VALIC 401 (a) Plan and stated that the final piece that needs to be put in place for the Voluntary Separation Program implementation consists of the authorization of the VALIC IRS Plan documents. The documents ensure that the County is IRS compliant with the VSP Plan and that the agreement between the County and VALIC to provide the third party administrative services. The request is for approval of the agreement and a resolution implementing the agreement. Action will be taken at the Board of Commissioners Meeting on Tuesday, February 17, 2015.

CAT Capital Budget: Chief Clerk Thomas discussed a memo from Bill Jones, General Manager of Capital Area Transit (CAT), dated Sept. 4, 2014 that outlined the response to a request made regarding CAT's plans for their five year capital budget. A letter was drafted from the Board of Commissioners to CAT expressing their desire to request that CAT suspend any action on capital expenditures until after PennDOT's Regionalization Phase II Study is completed. Action on approval of the draft letter will be taken at the Board of Commissioners Meeting on Tuesday, February 17, 2015.

Rick Rovegno, a CAT Board of Directors' appointee, stated for the record that he was not aware that the CAT discussion was an agenda item for today's meeting until shortly before the meeting. He asked that he and Mike Clapsadl be notified in the future of any agenda items or updates regarding CAT so they would be able to assist with any information they may have to offer. He stated that Mike Clapsadl was nominated to serve as Treasurer on CAT's Board of Directors. Mr. Rovegno stated that he received an invitation from Eric Bugaile, Chairman of the CAT Board, through Bill Jones, to serve with Mr. Bugaile on a committee that would select a consultant for the eventual new facilities process. He stated that he responded that he is willing to serve on the committee on the condition that anything that is done be in concert with the Regionalization Study. He also stated that to be fully effective, relationships and trust must be built up with their sister agencies.

CAT Board Update: Mike Clapsadl reported that the regionalization study will likely be made public by early March and requested that any actions in regards to capital expenditures should be held until the Phase II report is received, deliberated, and the best course of action decided upon. He provided some highlights as a follow up to the first CAT Board Meeting he attended. He stated that financial benefits of a regionalization could save \$5 million overall and \$1.5 million to Cumberland County within the first five years. He recommends inviting CAT representatives to a Commissioners meeting to discuss their response to the Phase II report.

Contracts/Grants: The following Contracts/Grants were reviewed for action to be taken at the Board of Commissioners' Meeting on Tuesday, February 17, 2015:

- a. **GIS Agreement:** Justin Smith reviewed the following:
 - ESRI Software Maintenance - \$22,978, *same as last year.*
- b. **Aging & Community Service Agreements:** Wendy Sheaffer reviewed the following:
 - New Hope Ministries — Food Distribution - *2014/15 agreement*
 - Business Associate Agreement — Geisinger — *HIPPA Agreement*
 - Diane Gourley — Professional Services — *To provide Protective Services Assistance for two days per week, covered by an Aging Block Grant.*
- c. **Adult Probation & Parole Agreement:** Chuck Bear discussed the following agreement:
 - HACC Public Safety Center & Law Enforcement Complex — Probation Officer Firearm Training — *annual rental of space, \$160.*
- d. **Children and Youth Services Agreements:** Wendy Hoverter discussed the following agreements:
 - Carlisle Barracks Family Advocacy Program — *MOU, no cost involved.*
 - Children's Service Center of Wyoming Valley, Inc. — *MH Treatment Facility, no increase to room and board- \$65.52 per day; Treatment amount is \$281.46 per day which is covered by Medical Assistance.*
 - York County Youth Development Center — *Shelter contract when there is no room at the other shelters.*
- e. **District Attorney's Office Agreement:** Eric Radnovich discussed the following Agreement:
 - Dr. Ross H. Lowe, Jr. — Forensic Toxicologist for the DA's Office Lab — *To assist with blood testing program.*
- f. **Drug and Alcohol Agreements:** Jack Carroll discussed the following for approval to amend the substance abuse outpatient treatment agreements. There will be no impact to the County Fund.
 - 2014-2015 Addendum to Outpatient Agreements
 - Diakon Lutheran Social Ministries
 - Gaudenzia, Inc.
 - NHS Human Services, The Stevens Center
 - Perry Human Services
 - UHS of PA
- g. **Facilities Management Agreement:** John Lopp discussed the following Agreements:
 - Modern Group Power Systems — *Preventative Maintenance Contract for 911 Generators. Two year contract, \$7,400.*
 - George A. Kint, Inc. t/a Fire Protection — *Addendum to honor the current agreement.*
 - P.M. Associates — Elevator Inspections — *Annual inspections - \$3,400.*

- h. **Human Resources Agreement:** Holly Sherman discussed the following Agreement:
 - Viverae, Inc. – Amendment to Master Services Agreement – *to adjust the Plan Years.*
- i. **IMTO Agreement:** Mark Adams discussed the following Agreement:
 - Center for Internet Security, Inc. – *Two phase approach to improve overall network security, annual cost - \$11,530.*
- j. **MH/IDD Agreements:** Silvia Herman discussed the following Agreements and stated that they are all existing current 14/15 contracts, but due to changes to HIPPA and health protected information regulations; they needed Business Associate Agreements with all the contractors to allow them to exchange that type of information.
 - **FY-2014-2015 Early Intervention Agreements**
 - Advanta Therapy, LLC
 - Amy Hempt, ME, CCC-SLP
 - Aspirations LLC
 - Barbara Weber, MS, CCC-SLP
 - Building Blocks Therapy LLC
 - Early Intervention Specialists, Inc.
 - International Corporate Training & Marketing LLC
 - Invo HealthCare Associates LLC
 - Jena Vander Velden, MSPT
 - Jennifer Snyder, MPT
 - Joanna Karns, MT-BC
 - Joanne Peters, MS, OTR/L
 - Keystone Service Systems, Inc. d/b/a Keystone Children & Family Services
 - Kimberly Snowden, MS, CCC-SLP
 - Leanne Broadbent, MS, CCC-SLP
 - Merle J. Crawford, MS, OTR/L, LLC
 - Nicole Custer, OTR/L
 - Patricia Acker-Bailey, MS, CCC-SLP
 - PinnacleHealth Hospitals, Infant Development Program
 - Shannon Sweeney, PT
 - Sovia Therapy LLC
 - Stacy Foreman, MS, CCC-SLP
 - TMB Developmental Therapy & Infant Massage, Inc.
 - United Cerebral Palsy of Central PA, Inc.
 - Western PA School for the Deaf
 - **FY 2014-2015 Intellectual and Developmental Disabilities Agreements**
 - AHEDD, Inc.
 - Andventure, Inc. d/b/a Links 2 Care
 - Angels On Call LLC
 - Aurora Social Rehabilitation Services
 - Benevolent Heart Assisted Living LLC
 - Center for Independent Living of Central PA., Inc.
 - Central PA Supportive Services, Inc.
 - Cumberland County (Transportation Department)
 - Cynthia B. Vriens, M-Ed
 - Goodwill Keystone Area, Inc.
 - KenCrest Services, Inc.
 - Keon Enterprises LLC
 - Keystone Service Systems, Inc. d/b/a Keystone Human Services Central PA
 - Living Unlimited, Inc.
 - Messiah Lifeways Community Support Services
 - PA Lifesharing LLC
 - Perry County Transportation Authority
 - Riverside Associates PC
 - Skills of Central PA, Inc.
 - The Advocacy Alliance

- The ARC of Cumberland and Perry Counties
- The Cornerstone Agency of PA, Inc.
- The Devereux Foundation
- United Cerebral Palsy of Central PA, Inc.
- Valley Community Services, Inc.
- **FY 2014-2015 Mental Health Agreements**
 - Aurora Social Rehabilitation Services
 - Cumberland County (Prison)
 - Cumberland County (Transportation Department)
 - Diakon Child Family and Community Ministries d/b/a Daikon Family Life Services
 - Keystone Service Systems, Inc. d/b/a Keystone Community Mental Health
 - Living Unlimited, Inc.
 - NAMI of Cumberland and Perry Counties
 - New Visions, Inc.
 - Pennsylvania Counseling Services, Inc.
 - Perry County (Prison)
 - Perry County Transportation Authority
 - Redevelopment Authority of the County of Cumberland
 - Riverside Associates PC
 - The Mental Health Association of the Capital Region, Inc.
 - Thomas James MS
- k. **Public Safety Grant and Agreements:** Bob Shively reviewed the following Grants and Agreements:
 - PA Emergency Management Agency – Emergency Management Performance Grant Application - \$91,264 to cover the portion of Eric Hoerner's salary prior to his departure with retirement. It will be transferred to Michelle Parson's salary and a portion of Mr. Shively's salary as Emergency Management Coordinator for the Federal Fiscal Year of October 1, 2014 – December 2015.
 - Emergency Services Marketing Group – Software and Interface, \$300 a year; 3 yr. contract
 - Empire Friendship Firefighters Association d/b/a Carlisle Fire & Rescue Services – addendum to the agreement to heat, store and provide power to the Hazardous Materials Unit Vehicle for \$200 a month.
 - City Directories — InfoGroup - (Renewal) – Cross Reference phone lookup database. No change from last year- \$1,540 for the year.

Resolution 2015-2 Re Budget Adjustment: Dana Best reviewed Resolution 2015-2 Re Budget Adjustment (see attached). Action will be taken at the Board of Commissioners Meeting on Tuesday, February 17, 2015.

Request Approval of M&T Certificate of Authority for Receipt of Charitable Funds: Solicitor Brenneman reviewed the request for approval of the M&T Certificate of Authority for Receipt of Charitable Funds. (see attached). Action will be taken at the Board of Commissioners Meeting on Tuesday, February 17, 2015.

Affordable Housing Trust Fund: Ben Laudermilch reviewed the following (see attached): Action will be taken at the Board of Commissioners Meeting on Tuesday, February 17, 2015.

- **Agreement for 1/1/15 through 12/31/20** – A draft budget was approved earlier, but this agreement formalizes the agreement.
- **Revised 2015 Budget** - The revised budget for 2015 of \$190,000 represents a substantial decrease from 2014, due in large part to a decrease in revenue in 2014.

Discussion of Letter to the Pennsylvania Historic and Museum Commission and the Pennsylvania Department of Transportation Re: Wolf Bridge Project: Kirk Stoner discussed approval of a letter drafted from the Board of Commissioners to be sent to the Pennsylvania Historical and Museum Commission (PHMC) to approve the County's plans for replacement of Wolf Bridge (see attached). Action will be taken at the Board of Commissioners Meeting on Tuesday, February 17, 2015.

Don Geistwhite, Middlesex Township, stated that the Middlesex Township Supervisors have explained to the residents of Middlesex Township that Wolf Bridge is owned by the County and the plan is to replace the bridge with a current 2015, two-lane bridge. He explained that there is a volume of traffic coming from people in Perry County that use Wolf's bridge to commute to work, and with the closure of the bridge, has caused massive congestion on other roads. There are also concerns to get emergency vehicles and school buses through with the closure. Mr. Geistwhite stated that Kirk Stoner has gone out of his way on numerous occasions to talk to area residents regarding the bridge closure and wanted to state for the record that he wanted to personally thank Mr. Stoner for all the work he has done with the bridge projects in the County.

There was a discussion from the Board on drafting a joint letter from the Commissioners and Middlesex Township Supervisors to Pennsylvania Historic and Museum Commission (PHMC) stating that the County has no interest in preserving Wolf Bridge, but to support a modern two-lane bridge instead of rehabilitating the existing structure. Action will be taken at the Board of Commissioners Meeting on Tuesday, February 17, 2015.

Discussion of Capital Project Requests: John Lopp discussed the following Capital Projects. Action will be taken at the Board of Commissioners Meeting on Tuesday, February 17, 2015.

- Aging & Community Services Building – *Four HVAC units to be purchased at \$45,000.*
- Allen Road, Human Services and Aging & CS Buildings - replace *shingled roofs - \$90,000.*
- Human Services Building – *rooftop HVAC units need to be replaced – will purchase via a Costars contract and bid out the installation.*

Request to Authorize Advertising: John Lopp discussed the following to authorize advertising for action to be taken at the Board of Commissioners Meeting on Tuesday, February 17, 2015.

- Bids for Installation of Human Services Building Roof Top Units
- Shingled Roof Replacement of the Human Services, Allen Road and Aging & CS Buildings

Discussion of Proposed Plans for 2015 Household Hazardous Waste Collection Event and Approval to Send Letter to the PA Department of Agriculture (PDA): Justin Miller requested recommendation for the County to facilitate a Household Hazardous Waste collection event in 2015. It is in coordination with the Pennsylvania Department of Agriculture's CHEMSWEEP contract which allows counties to use their hazardous waste contractor to facilitate an event. The Department of Agriculture will pay for the disposal of pesticides up to a maximum limit of \$14,000 per participating county (see attached letter). Action will be taken at the Board of Commissioners Meeting on Tuesday, February 17, 2015.

Resolution 2015-3 Re 911 Funding and System Reform: Commissioner Cross discussed recommendation of a resolution from Cumberland County outlining the need for the rewrite of the Emergency Telephone Act (see attached). Action will be taken at the Board of Commissioners Meeting on Tuesday, February 17, 2015.

Commissioners Liaison Reports

Commissioner Cross:

- **Children & Youth** – A free seven week program for strengthening families will be held beginning on March 11, 2015 at Grace United Methodist in Mechanicsburg.
- **Conservation District** – Two press releases were provided re Conservation District College Scholarships that are available for 14/15 School Year and the Conservation District Tree Seedling Sale is scheduled for April 16 & 17, 2015.
- **Historical Society** - A letter requesting capital fundraising for a quarter of a million dollars for Phase I plan and asked for County and local official's signatures on a letter (see attached). Action will be taken on the Board of Commissioners Meeting on Tuesday, February 17, 2015.
- **Planning Outreach Meeting** was held in Middlesex Township on February 10, 2015.
- **Upper Allen Community Forum and Town Hall Meeting** – On February 11, 2015 re proposed development on the other side of Messiah College.

Commissioner Hertzler:

- **CCAP News Conference at State Capitol** – Attended on February 11, 2015 with Commissioner Cross, outlined primary concern - funding stream for 911.
- **CCAP Board Meeting in Pittsburgh** – Attended on January 29, 2015. Discussion was on priorities regarding new proposed state constitutional amendment, maintenance of Marcellus Shale Impact Fee, Human Services Funding and alternative revenue options for counties to help with property taxes.
- **Military Installations Panel** – On February 11, 2015, three representatives from military installations in Cumberland County met to underscore how important the military installations were to our economy.
- **Aging Advisory Board** – Meeting was held on January 16, 2015 for a Reorganization Meeting.
- **Senior Citizen Center in Shippensburg** – Did a walk-through the new center on January 22, 2015 and will open in early April, 2015.

Gary Eichelberger:

- **Library System** – Three fact finding sessions will be held for the public and will be instrumental for future planning processes for the Library System. The next Board Meeting will be held on February 23, 2015.
- **Mental Health/IDD** – The next meeting will be on February 19, 2015.
- **Military Installations Panel** – On February 11, 2015, three senior level military officers held discussions on working together to prepare for future base reduction and are working on mission analysis.
- **Western Cumberland COG** – Attended on February 9, 2015. Stated that in the future we may want to consider having an alternate to attend those meetings due to a few during the year that coincide with our afternoon meetings.
- **Workforce Investment Board (LEO)** – The next meeting will be held on February 13, 2015.
- **Economic Development Corporation (CAEDC)** – The annual corporate meeting will be held on February 17, 2015. There will be action on Board Appointments and Reorganization of the Officers for the CAEDC Board.
- **Recycling & Waste** – The next Recycling & Waste Board Meeting will be held on February 17, 2015.

Report of Executive Session: February 2, 2015, 2:15 pm Re Personnel Issues.

Request for an 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 was adjourned.

Respectfully submitted,

Ruth Ann Ciecierski
Administrative Assistant