

**CUMBERLAND COUNTY
COMMISSIONERS' WORKSHOP MEETING**

**MAY 7, 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: Sandra Moyle, Deputy Chief Clerk/Meetings Manager; Keith Brenneman, Solicitor; and Ruth Ann Ciecierski, Recording Secretary.

Others Present: Nancy Hahn, Leisa Spence, Claremont Nursing & Rehab Center; Robert Shively, Claudia Garner, Brian Hamilton, John Quirk, Public Safety; Mike McLaughlin, Steve Spangler, Upper Allen Police Department; Ron Anderson, Sheriff; Bob Dagrosa, Lynne Grew, Controller's Office; Fred Boylstein, PEMA Central Area Director; Christine Johnson, Aging & Community Services; Dana Best, Ron Snow, Stephanie Phillips, Tammy Bender, Finance; Jack Carroll, Drug & Alcohol; Wendy Hoverter, Children & Youth Services; Lynette McCulloch, CNRC Finance; Matthew Stoner, Coroner's Office; Sue Carbaugh, Mental Health/IDD; Jonathan Bowser, Cumberland Area Economic Development Corporation (CAEDC); Michelle Sibert, Victim Services; Elizabeth Bouch, Mick Burkett, Human Resources; Mark Adams, Ryan Ilgenfritz, Information Management Technology Office; Josh Vaughn, The Sentinel; Steve Marroni, The Patriot News; and Kirk Stoner, Planning Office, *via teleconference*.

PLEDGE OF ALLEGIANCE

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

Public Comment: None

Press Release & Proclamation — Commissioners Proclaim May 10-16, 2015 as National Nursing Home Week: The Commissioners presented a Proclamation to Nancy Hahn and Leisa Spence proclaiming May 10-16 as National Nursing Home Week (see attached Press Release).

Press Release & Proclamation — Commissioners Proclaim May 8, 2015 as Peace Officers Memorial Day: The Commissioners presented a Proclamation to Sheriff Anderson and Lieutenant McLaughlin proclaiming May 8, 2015 as Peace Officers Memorial Day (see attached Press Release).

Presentation of County Emergency Management Coordinator Certification to Bob Shively: The Commissioners and Mr. Boylstein, PEMA Central Area Director, presented Bob Shively a State Certificate of Recognition for the successful completion of a functional all-hazard exercise held at the Emergency Operations Center on January 15, 2015. The exercise was facilitated by PEMA. Mr. Shively and his staff were evaluated by emergency management agencies across the State (see attached Press Release).

Motion to Execute Declaration of April 2015 Voluntary Separation Benefit Contributions for County Participants: Mr. Dagrora discussed the Voluntary Separation Benefit Contribution for the plan year ending March 31, 2015 for eight individuals who completed employment with the County in March, 2015 (see attached). Action will be taken at the Board of Commissioners' Meeting on May 11, 2015.

Discussion on Resolution 2015-10 Re: Budget Adjustment: Dana Best discussed Resolution 2015-10 Re: Budget Adjustments (see attached). Action will be taken at the Board of Commissioners' Meeting on May 11, 2015.

Authorizations to Advertise: Kirk Stoner, via teleconference, discussed the following for action to be taken at the Board of Commissioners' Meeting on May 11, 2015:

- Authorization to Advertise for Bernheisel Bridge Superstructure Replacement
- Authorization to Advertise for 2015 Bridge Maintenance Contract

Video Teleconferencing from the Allen Road Building: Mr. Stoner explained that today's teleconferencing was a trial run to use the teleconferencing technology. He stated that he estimated it will cost between \$65 to \$85 per person, per meeting, depending on how far away the staff person has to come. He estimated that there would be time, money and costs savings ranging from \$1,600 to \$2,000 a year just for himself and much more for additional individuals. Mr. Adams explained that the teleconferencing equipment is part of a donation by the Chiefs of Police that Eric Radnovich helped locate and any laptop or device can be connected to it.

Contracts/Grants: The following Contracts/Grants were reviewed for action to be taken at the Board of Commissioners' Meeting on May 11, 2015.

- a. **Drug & Alcohol Agreements** — Jack Carroll discussed the following agreements:
 - PA Department of Human Services (formerly DPW) — HealthChoices Revenue – *five year agreement to run through the end of June, 2016.*
- b. **Children & Youth Services Agreements** — Wendy Hoverter discussed the following agreements:
 - The Bair Foundation of Pennsylvania, Inc. — Addendum – *to correct original contract that had one rate off by 1 cent.*
 - NHS Pennsylvania – *does not involve any dollar amount.*
 - PA Family Support Alliance – *provide Mandated Reporter Training at the September School Meeting which requires a \$250 deposit that will be refunded if the minimal number of participants are met.*
- c. **Claremont Nursing Agreements** — Lynette McCulloch discussed the following agreements:
 - Deloitte LLP — Addendum – *to perform annual event called The Impact Day which involves 30 – 40 of their employees that volunteer to do gardening, weed pulling, etc. on June 5, 2015.*
 - Victoria Adam's d/b/a De'Ja'Do Hair Designs — Addendum- *reduced hours from 60 down to 50 which is reducing the cost by \$651 a month or \$7,812 a year.*
 - Premier GPO — Vendor Supply America — Addendum – *participation to give access for better pricing for equipment.*
- d. **Coroner Grant & Capital Request Project:** Matt Stoner discussed the following:
 - Submission of Grant Application to PA Department of Transportation - *\$144 reimbursement for Highway Safety Grant.*
 - Discussion of Capital Project Request — New Vehicle – *request to get rid of two vehicles and replace with a new transport vehicle (see attached).*

- e. **District Attorney Agreements:** Michelle Sibert discussed the following agreements in which the STOP Grant monies were already approved by the Commissioners. Part of the STOP Grant goes to Rape Crisis of the YWCA for domestic violence services. The Pass Through agreement allows passing the money along to them:
 - YWCA – STOP Grant Pass Through
 - Domestic Violence Services
- f. **Victim Services Division of the DA’s Office Grant Application:** Michelle Sibert discussed the following VOCA Grant:
 - Submission of Grant Application to Pennsylvania Commission on Crime and Delinquency — *the 2013-15 year grant expired and instead of asking the County to apply for a new VOCA grant, they agreed to do an addendum for one year. There was a 35 % increase in funds, so the money is now going towards salaries, medical, retirement and FICA to help fund the advocates.*
- g. **Human Resources Agreements** — Mick Burkett discussed the following agreements:
 - Discussion of the CNRC Liability Insurance Renewal – *coverage in case the Information Technology (IT) system is breached and data stolen, 5% reduction in premium for the next policy year.*
 - Discussion of the Professional Liability Insurance for Dr. Wayne Ross – *autopsy services contract renewal; \$400 maintenance increase.*
- h. **IMTO Agreement** — Mark Adams discussed the following agreement:
 - Century Link — Option to Renew Contract for a one (1) year period – *renewal for internet connection, no change in cost, \$14,376 for the year.*
- i. **MH/IDD Agreements** — Sue Carbaugh discussed the following agreements:
 - *FY 2014-2015 Early Intervention Agreement*
 - Early Intervention Specialist Inc. — Addendum – *an amendment for \$15,000 for provider’s services for young children.*
 - *FY 2014-2015 Intellectual and Developmental Disabilities*
 - Goodwill Keystone Area Inc. — Addendum - *\$5,000 each for summer employment program for students with IDD.*
 - Keystone Service Systems Inc. DBA Keystone Human Services Central PA — Addendum - *\$5,000 each for summer employment program for students with IDD.*
 - *FY 2014-2015 Mental Health*
 - NHS Human Services (HIPPA Business Associates Agreement for NHS Stevens Center) – *HIPPA agreement.*

Discussion of Mandated Reporter Training and Child Abuse Clearances Policy: Ms. Bouch reported that after the last workshop, they discussed the new laws for the Mandated Reporting and Child Abuse Clearances and put it into a County policy. The policy has been reviewed by the Solicitor and there is a request for it to be added to the Employee Handbook. Action will be taken at the Board of Commissioners’ Meeting on May 11, 2015.

Discussion of Capital Project Request: Christine Johnson discussed the following Capital Project Request for action to be taken at the Board of Commissioners’ Meeting on May 11, 2015 (see attached).

- Purchase of Van for Aging and Community Services – *replacement of 2002 industrial van that is used for home support services and delivering. There will be no general funds used, only State funds for \$30,000.*

Discussion of 2015/2016 Preliminary Fiscal Budget: Ms. Best discussed the request for approval to Lay on View the FY 2015/16 Preliminary Fiscal Budget. Action will be taken at the Board of Commissioners' Meeting on May 11, 2015.

Resolution for Approval Re: Cumberland Area Economic Development Corporation Approving a Loan from United States Department of Agriculture Under the Rural Microentrepreneur Assistance Program (RMAP): Johnathan Bowser explained that in November, 2014, he discussed their application for the RMAP at a commissioners' meeting. The RMAP is a micro lending program for small businesses throughout Cumberland County. He stated that they have a current small business fund account which is their micro lending account for a re-lending program for small businesses and as they lend out money to a small business, CAEDC is required to give the USDA 1% of that back. There was a question if this loan was just for agriculture businesses, but Mr. Bowser explained that the guideline states that any small business in Cumberland County with a municipality of 50,000 or less is eligible; it doesn't have to be a type of agri-business. He also stated that assets for CAEDC and the County are not at risk for bad debts in the case of a default. Action is to be taken at the Board of Commissioners' Meeting on May 11, 2015.

Commissioners' Liaison Reports

Commissioner Cross

- **Ag Extension:** Reported that May 16, 2015 is the Master Gardeners Plant Sale at the County Service Center, Allen Road.
- **Conservation District:**
 - Held their meeting on April 28, 2015.
 - Two interns will be joining the staff this summer.
 - The annual report is published and is available on-line.
 - The annual Envirothon was held on May 5, 2015 (see attached Press Release). 110 students participated in the competition which included nine school districts. The winning team was The Melting Icecaps from Carlisle School District who will represent Cumberland County at the State Envirothon in Pittsburgh on May 19th.
- **Drug & Alcohol:**
 - Reported that they will be meeting tonight, May 7, 2015.
 - Attended the South Mountain Partnership for "Go Local for Health" Summit at Allenberry Resort on May 1, 2015. The presentation was on a variety of health related issues and concerns throughout the region.
- **CCAP:** On a CCAP note, Commissioner Cross thanked Representatives Delozier, Regan, Keller and Tallman for supporting House Bill 911, which passed and will move onto the Senate. The bill is due to sunset on June 30, 2015.

Commissioner Hertzler

- Harrisburg Area Transportation Study (HATS)
 - Attended the HATS Coordinating meeting on April 24, 2015. There was an update on road and bridge projects in the Tri-County Area. One of the biggest projects is the \$17 million dollar Enola Bridge project over the Norfolk Southern rail tracks, which is nearing completion.

- The Coordinating Committee approved a prioritization of 18 municipal applications for 50/50 State local matching grants for traffic signalization projects throughout the three counties. Cumberland County has 12 of the 18 applications on the priority list for the *Green Light Go Municipal Signal Partnership Program*. The project that received the number one ranking for the 50/50 grant is in North Middleton Township at Calvary and Spring Roads.
- Following the HATS meeting, there was a presentation from Dan Walston, Transportation Planner with the Federal Highway Administration. He gave an updated briefing on the nuts and bolts of the entire Metropolitan Planning Organization (MPO) Transportation and Planning products that are required by federal regulations. Jeff Kelly was also in attendance and a PowerPoint presentation is available for review.
- Later today, Commissioner Hertzler stated that he will attend the grand opening of the new senior citizen's center, called Branch Creek Place, in Shippensburg.

Commissioner Eichelberger

- **Recycling & Waste:** Justin Miller stated that they are experiencing a steady, busy schedule with the new yard waste equipment for municipal yard waste for chipping. The equipment is working nicely and has been well received. They have been busy handling municipal requests and providing technical assistance in completing the Performance Grant Applications.
- **Planning Commission:**
 - The Planning Commission has recently finished their 4th Annual Planning Commission University, which are classes offered for municipal planning officials to stay current on the technical aspects of their job. It was held on April 29th and there were 28 attendees.
 - The Planning Commission is reviewing the drafts of the Demographic Housing Elements to a Comprehensive Plan. They have been working with the Planning and Policy Committee of the Cumberland County Economic Corporation for a draft.
 - **CAEDC:** Since 2010, CAEDC was awarded with a \$260,000 tourism grant to fund over 50 projects that represent heritage, cultural, agricultural and tourism to promote Cumberland Valley as a good place to visit and drive economic activity. The deadline to file for a grant is June 26, 2015, and more information is on their website: visitcumberlandvalley.com/newsroom/tourism grants.
- **Library System Board:**
 - The Library System Board meeting was held on April 20, 2015. There will not be a Legislative Breakfast this year as there have been in other years; it was felt the one-on-one with legislatures would be better and it would save costs.
 - There was a lot of discussion on the consensus building process regarding future library funding and it was noted that a forum was held at Messiah College on April 28th.
 - The commissioners recently approved the use of the shared ride program for library usage for individuals age 65 and over. In the first month of service there were 45 round trips booked to Cumberland County libraries.
 - The grand reopening of Bosler Library's historical wing of the library will be held on May 31, 2015. The ribbon cutting ceremony and open house will begin at 3:30 pm.

- **CCAP:** On May 15, 2015, there will be a conference call regarding the Academy for Excellence Committee on continued efforts to revamp the certification program for County training.
- **MH/IDD:** The Mental Health Awareness Month walk was on May 1, 2015 with an excellent turnout. The featured speaker was Dennis Marion, Deputy Secretary of Department of Human Services. (DHS).

Request for Executive Session: Deputy Chief Clerk Moyle stated that there was a request for an Executive Session Re: Personnel Issues.

Other Business:

Commissioner Eichelberger discussed an issue regarding campaigning in County buildings and stated that such practices were not allowed. The commissioners sent out a memo, but he stated that it raises questions on future policies. There was discussion on whether some type of corrective action needs to take place. There was also some discussion on County time that is needed for retrieving right-to-know information.

ADJOURN. There being no further business, the meeting was adjourned.

Respectfully Submitted,

Ruth Ann Ciecierski
Administrative Assistant