

**CUMBERLAND COUNTY  
COMMISSIONERS' WORKSHOP MEETING**

**SEPTEMBER 10, 2015 – 9:00 AM  
COMMISSIONERS' HEARING ROOM  
COURTHOUSE, CARLISLE, PA**

**Board Members Present:** Commissioners Jim Hertzler and Gary Eichelberger.

**Absent:** Commissioner Barbara Cross

**Quorum:** Yes

**Staff Members Present:** Larry Thomas, Chief Clerk; Sandra Moyle, Deputy Chief Clerk/Meetings Manager; Al Whitcomb, Controller; Keith Brenneman, Solicitor; and Ruth Ann Ciecierski, Recording Secretary.

**Others Present:** Kate Molinaro, Ben Laudermilch, Rebecca Yearick, Cumberland County Housing & Redevelopment Authority; Necole McElwee, Lisa Reider, Nicole Crisp, Children & Youth Services; Dana Best, Finance; Lynette McCulloch, CNRC Finance; John Gross, Treasurer; Bob Dargosa, Mary Brokans, Controller's Office; Judge Guido, Sandra Davis, Courts; Sam Miller, Juvenile Probation; Mark Adams, Ryan Ilgenfritz, Information Technology Office (IMTO); Carl Goshorn, Brian Jaymes, Conservation District; John Lopp, Facilities Management; Penny Brown, Bureau of Elections; Mick Burkett, Holly Sherman, Human Resources; Chris Sechrist, Communications; Ryan Simon, Drug & Alcohol; Wendy Sheaffer, Aging & Community Services; and Raymond Soto, Claremont Nursing & Rehab Center (CNRC).

**Media:** Josh Vaughn, The Sentinel and Rachel Bunn, The Patriot News.

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

**Public Comment:** None

**Employee Recognitions:** The Commissioners and Judge Guido recognized Sandy Davis for 30 years of service to the County.

The Commissioners and Carl Goshorn recognized Brian Jaymes for 25 Years of Service to the County.

**Review Approval of Motion to Execute Declaration of August 2015 Voluntary Separation Benefit Contributions for County Participants:** Bob Dargosa requested approval of the procedural document for the Voluntary Separation Plan (VSP) for an employee who retired in August and completed the requirements and met the program criteria (see attached). He stated that there will be one more employee who will retire in September and then the VSP will be completed for everyone who enrolled. Action will be taken at the Board of Commissioners' Meeting on September 14, 2015.

**Discussion on Revisions to the County's CDBG and HOME Program Modifications:** Ms. Molinaro requested the approval of the modifications to the County's CDBG and HOME Programs as discussed in today's Public Hearing (see attached). Action will be taken at the Board of Commissioners' Meeting on September 14, 2015.

**Cumberland County Redevelopment Authority Agreements:** Ben Laudermilch discussed the following agreements for approval (*see attached*). Action will be taken at the Board of Commissioners' Meeting on September 14, 2015.

- Cooperation Agreement between the County of Cumberland and Carlisle Productions, Inc.
- Cooperation Agreement between the County of Cumberland and the Redevelopment Authority of the County of Cumberland.

**Children & Youth Services (CYS) Needs Based Budget for FY16/17 Presentation:** Lisa Reider discussed the CYS Needs Based Budget Summary that has been updated (*see attached*). She stated that the revenues came in Title IV-E higher than anticipated. For the revised FY 15/16, the overmatch was anticipated to be over \$500,000, but now with the new revenues, the estimated overmatch will be just under \$200,000. For FY 16/17, they are requesting the County support a match of 3.15 million dollars. Action will be taken at the Board of Commissioners' Meeting on September 14, 2015.

**Contracts/Grants:** The following Contracts/Grants were reviewed for action to be taken at the Board of Commissioners' Meeting on September 14, 2015:

- a. Aging & Community Services Agreements** — Wendy Sheaffer discussed the following agreements:
  - Carlisle C.A.R.E.S. — Amendment to Agreement for Emergency Shelter Service – *received funds from the Homeless Assistance Program, adding an additional \$3,500 making the total award for 14/15 -\$13,500.*
  - New Hope Ministries — Food Bank – *no funds, distribute food for food bank program.*
  - City of Harrisburg — City Island — Park Permit Application – *one day parking permit for Active Aging Day on 9-30-15 on City Island - \$670.*
  - Domestic Violence — Amendment to Agreement for Emergency Shelter Service and Domestic Violence Services of Cumberland and Perry Counties – *received funds from the Homeless Assistance Program, plan to give an additional \$3,353, making the total award - \$5,353.*
  - Contact Helpline, Inc. — Amendment to Agreement for Generic Information and Referral Services – *received funds from Human Services Development Fund, adding an additional \$15,545, making the total award \$16,045.*
- b. Bureau of Elections Agreement** — Penny Brown discussed the following agreement:
  - Penske Truck Leasing — Truck Rental for November 2015 Elections – *rental of trucks to haul voting machines for election.*
- c. Claremont Nursing and Rehab Center Agreements** — Lynette McCulloch discussed the following agreements:
  - Alert Pharmacy Services, Inc. — Addendum 2 – supplying the equipment to the advertising in their facilities at their cost.
  - Alert Pharmacy Services, Inc. — (New) — Pharmaceutical Services – *new 15/16 contract with the actual pharmaceutical services. The dispensing portion of the contracts have gone down approximately \$250 a month, the salary portion has gone up approximately \$110, but overall a reduction.*
  - PatientPing, Inc. — *Provide Web-based Online Software Service – agreement for web-based online software.*
  - Vibra Health Plan — Provide Skilled and Custodial Care to Vibra Health Plan Participants – *revenue contract to expand plan.*

- d. **Drug & Alcohol Grant Agreement** — Ryan Simon discussed the following grant agreement:
  - Five Year Grant Agreement with PA Department of Drug & Alcohol Programs — Grant Term: 7/1/2015 – 6/30/2020 - *gives authorization to provide drug & alcohol prevention treatment, education and services in Cumberland County, contract period is 7-31-2015 through 6-30-2020.*
- e. **Facilities Management Agreement** — John Lopp discussed the following agreement:
  - Affordable Elevator Inspections — Equipment Service Agreement for Elevator Inspections – *takes effect on January 1, 2016 for annual inspection, hydraulic and traction tests, will be a cost savings to switch companies.*
- f. **Human Resources Agreement** — Mick Burkett discussed the following agreement:
  - Yost Engineering — OIG Exclusion Renewal –*increased costs - \$444 a year.*
- g. **IMTO Agreement** — Mark Adams discussed the following agreement:
  - MultiComm Inc. — Equipment Service Agreement — New Courthouse and Allen Road Tower Inspections – *total cost is \$2,650.*

**Review of 2014 Cash Management Master Agreement for Electronic Banking Services:**

John Gross stated that this was an update of a present agreement and has been reviewed by the Solicitors. Action will be taken at the Board of Commissioners’ Meeting on September 14, 2015.

**Review of the 2014 Indirect Cost Allocation Plan:** Dana Best discussed the 2014 Indirect Cost Allocation Plan (see attached). This is the mechanism they use to bill the federal state grants for all the internal service and administrative functions that are outside of the grant direct funding which is done annually. Action will be taken at the Board of Commissioners’ Meeting on September 14, 2015.

**Annual Review of CNRC Policies:** Lynette McCulloch stated that the following policies are already in review, but Raymond Soto’s name needs to be added to all three documents as the Administrator of Claremont (see attached). Action will be taken at the Board of Commissioners’ Meeting on September 14, 2015.

- Annual Review of CNRC Admissions Statement Policy
- Annual Review of CNRC Notice of Nondiscrimination Policy
- Annual Review of CNRC Statement of Equal Employment Opportunity

**Commissioners’ Liaison Reports**

**Commissioner Hertzler**

- **Ag Land Preservation Board:**
  - Ag Land Preservation Board Meeting was cancelled for the month of September.
  - Offer letter have been sent out to the six top ranked approved farms for easements to be approved for the 2015 program.
  - Cumberland County has surpassed the preservation of over 17,000 acres of prime farmland in perpetuity.
  - The Sunoco pipeline project will be crossing two preserved farms and staff has sent a letter to the Department of Environmental Protection (DEP) making known the fact the County has a vital interest in the preservation of the two farms and to ensure that any land disturbance is kept to a bare minimum.
- **State of the City Address:** Attended the State of the City Address by Mayor Papenfuse in Harrisburg on September 9, 2015 along with Commissioner Cross.
- **Dedication of Newly Restored Juror and Judges’ Chairs:** Attended ceremony on September 9, 2015 for dedication of the restoration of 135 year-old Juror and Judges’ chairs in the Old Courthouse Courtroom.

## **Commissioner Eichelberger**

- **Mental Health/IDD:** The Advisory Board will meet next week.
- **Library System:** The Library System will meet next week.
- **Economic Development Corporation (EDC):**
  - EDC will meet next week
  - EDC is developing an economic plan in coordination with the Cumberland County Planning Office and is reaching its final stages.
  - Kirk Stoner is working with DCED for a series of public meetings that will be taking place as part of the initial planning code requirements in late October or early November.

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

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

Respectfully Submitted,

Ruth Ann Ciecierski  
Administrative Assistant