

**CUMBERLAND COUNTY COMMISSIONERS'  
BOARD OF COMMISSIONERS' MEETING**

**NOVEMBER 9, 2015 – 2:00 PM  
COMMISSIONERS' HEARING ROOM  
COURTHOUSE, CARLISLE, PA**

**Board of Commissioners Present:** Commissioner Barbara Cross, Jim Hertzler and Gary Eichelberger.

**Quorum:** Yes

**Staff Present:** Larry Thomas, Chief Clerk; Sandy Moyle, Deputy Chief Clerk/Meetings Manager; Jennifer Crum, Recording Secretary; Keith Brenneman, Solicitor.

**Departments:** Liz Bouch, Human Resources; Dana Best, Finance; Bob Dagrosa, Controllers; Samuel Miller, Juvenile Probation.

**Media:** Joshua Vaughn, The Sentinel.

**Others Present:** Luther McKinney and Mo Moh Ammad, Citizens.

**Call to Order:** Chairman Cross called the meeting to order and led the Pledge of Allegiance to the Flag.

**Roll Call:** Commissioner Cross, Hertzler and Eichelberger were present.

**Public Comment:** None

**Approval of Minutes:** Commissioner Eichelberger moved to approve the October 22 and October 26, 2015 Minutes. Commissioner Hertzler seconded the motion and it unanimously carried.

**Approval of Minutes:** Commissioner Eichelberger moved to approve the Public Safety Review Team Minutes of September 30<sup>th</sup> and October 28<sup>th</sup>, 2015. Commissioner Hertzler seconded the motion and it unanimously carried.

**Approval of Personnel Transactions:** Commissioner Eichelberger moved to approve the Personnel Transactions of November 5, 2015. Commissioner Hertzler seconded the motion and it unanimously carried.

**2016 Budget:** Commissioner Eichelberger moved to approve Laying the 2016 Budget on View that was reviewed at the November 5, 2015 Workshop. Commissioner Hertzler seconded the motion and it unanimously carried.

**Employment Background Screening:** Commissioner Eichelberger moved to approve the Renewal Letter for Pre-employment Background Screening Services for the County that was reviewed at the November 5, 2015 Workshop. Commissioner Hertzler seconded the motion and it unanimously carried.

**2014 Indirect Cost Allocation:** Commissioner Hertzler moved to approve the Adjustment to the 2014 Indirect Cost Allocation Plan that was reviewed at the November 5, 2015 Workshop. Commissioner Eichelberger seconded the motion and it unanimously carried.

**2016 CAT Funding:** Commissioner Eichelberger moved to approve the staff recommendation re: CAT's 2016 Funding Request that was reviewed at the November 5, 2015 Workshop. Commissioner Hertzler seconded the motion and it unanimously carried.

**Orr's Bridge:** Commissioner Eichelberger moved to approve the Preliminary Engineering Time Extension Request for Orr's Bridge Project that was reviewed at the November 5, 2015 Workshop. Commissioner Hertzler seconded the motion and it unanimously carried.

**Craighead Bridge Right of Way Settlement:** Solicitor Brenneman stated that he has reviewed the agreement that has been reached with the landowners, David and Claudia Helman, acquisition of a Right-of-Way for the Craighead Bridge Project. Commissioner Eichelberger moved to approve the Helman's Agreement of Sale. Commissioner Hertzler seconded the motion and it unanimously carried.

**Ordinance 2015-5:** Commissioner Eichelberger moved to approve Authorization to Advertise Ordinance 2015-5 Establishing Taxes for 2016 for Cumberland County. Commissioner Hertzler seconded the motion and it unanimously carried.

**Contracts/Grants:** — Commissioner Eichelberger moved to approve the following Contracts and Grants that were reviewed at the November 5, 2015 Workshop. Commissioner Hertzler seconded the motion and it unanimously carried.

- a. **Children & Youth Services Agreement**
  - Avanco International, Inc. — (Addendum) — Extending Contract for One (1) Year
- b. **Claremont Nursing and Rehab Center Agreements**
  - Premier GPO — Vendor Carstens, Inc. — (Addendum) — Contract Participation Form for Medical Charting Supplies
  - Credit Application for Claremont Nursing Home & Rehabilitation Center with Land & Wheels Instant Supply Wheelchair Co.
- c. **Drug & Alcohol Agreement**
  - Discovery House CC, Inc. — 2015/2016 Methadone Agreement — Methadone Maintenance and Outpatient Treatment Services for the period beginning July 1, 2015 and ending June 30, 2016. The rate is \$105 per week for Methadone Maintenance
- d. **MH/IDD Agreements**
  - **FY 2015-2016 Intellectual and Developmental Disabilities**
    - Keystone Services Systems Inc. d/b/a Keystone Human Services Central ID — (Addendum) — Contract Addendum to Increase the Following Intellectual and Developmental Disabilities Services: Home and Community Habilitation and Supported Employment — Total Payment Shall Not Exceed — \$39,088
    - The Devereux Foundation — (New) — Provides Funding to Support Community Homes — Total Payment Shall Not Exceed — \$93,645
  - **FY 2015-2016 Early Intervention**
    - Pediatric Therapy Specialist of South Central PA LLC — (New) — Funding to Support Early Intervention for Therapy Services — Total Payment Shall not Exceed — \$3,000

- Pediatric Therapy Specialist of South Central PA LLC — (New)  
— Early Intervention Waiver Services for Occupational Therapy  
— \$31.76 per 15 minutes
- e. **Prison Agreement**
  - U S Marshalls Service — (Addendum) — Increase of Per Diem Rate to \$66.27
- f. **Public Safety Agreement**
  - L.R. Kimball — (Renewal) — Technical Support Consulting — \$6,500 per year for three (3) years
- g. **Veterans Affairs Agreement**
  - Flagzone — Purchase American Flags (Made in America) to Mark the Graves of Veterans — Total Cost — \$10,080.00

**Approval of Finance Policies:** Commissioner Eichelberger moved to approve the following Finance Policies that were reviewed at the November 5, 2015 Workshop. Commissioner Hertzler seconded the motion and it unanimously carried.

- Purchasing Policy
- Fund Balance Policy
- Capital Planning Policy
- Budget Policy

**Approval of County Policies:** Commissioner Eichelberger moved to approve the following County Policies that were reviewed at the November 5, 2015 Workshop. Commissioner Hertzler seconded the motion for further discussion. Commissioner Hertzler asked for clarification on the Over Time/Comp Time Policy. Commissioner Hertzler mentioned that the Register of Wills question referred back to a memo that was sent on October 26<sup>th</sup> that if the policies were in effect, all extra time worked would be paid with overtime funds. This would add costs to the County where there currently is none. Commissioner Hertzler asked why can't flex time be used and is the compensation time additional cost. Elizabeth Bouch stated she responded to Lisa Grayson via email and voice mail explaining her questions; however, Elizabeth did not receive a response from Lisa. Chief Clerk Thomas explained that flex time is the first option to use. Bob Dagrosa explained that compensation time does cost the county money the same as overtime. The motion unanimously carried.

- Overtime & Compensatory Time Policy
- Flexible Scheduling Policy
- On-Call Policy
- Call Time Policy

**Approval of Capital Project Requests:** — Reviewed at the November 5, 2015 Workshop

- CNRC — PTAC Unit Replacement — Total Project Cost — \$23,870.00 - Commissioner Eichelberger moved to approve the PTAC Unit Replacement. Commissioner Hertzler seconded the motion and it unanimously carried.
- Public Safety — Generator Prison Tower site — Total Project Cost — \$36,496.00 Commissioner Hertzler moved to approve the Generator - Prison Tower Site. Commissioner Eichelberger seconded the motion and it unanimously carried.

**2016 Affordable Housing Trust Fund Budget:** Commissioner Hertzler moved to approve the 2016 Cumberland County Affordable Housing Trust Funds Draft Budget that was reviewed at The November 5, 2015 Workshop. Commissioner Eichelberger seconded the motion and it unanimously carried.

**2016 Library Systems Budget:** Commissioner Eichelberger moved to approve the Library Systems Proposed 2016 Budget that was reviewed at the November 5, 2015 Workshop. Commissioner Hertzler seconded the motion and it unanimously carried.

**Hoffer Scholarship Award Update for 2015:** Sam Miller updated the Board regarding the status of the scholarship. Mrs. Ann Hoffer went to the Bar Association but was unable to accomplish establishing the scholarship due to legal issues. Through the County Solicitor an agreement was created to hold the funds in an account. Recently she has been able to accomplish establishing the scholarship through the Bar Association. Attorney Daluca has been working with Mrs. Hoffer to make a formal transfer of the funds currently in the County account and pursue depositing the funds into the Bar Foundation's account. Solicitor Brenneman stated the request from Mr. Daluca was to move funds from the county account to the Bar Foundation. Commissioner Cross asked that a thank you letter be sent to Mrs. Hoffer.

**General Disbursements Transfer Authorizations:** Commissioner Hertzler moved to approve the following General Disbursement Transfer Authorizations. Commissioner Eichelberger seconded the motion and it unanimously carried.

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|----|----------|----|--------------|
| a. | 10/30/15 | \$ | 294.35       |
| b. | 10/30/15 | \$ | 2,635,873.01 |
| c. | 10/30/15 | \$ | 13.85        |
| d. | 11/04/15 | \$ | 4,498.68     |
| e. | 11/06/15 | \$ | 1,078,321.77 |
| f. | 11/06/15 | \$ | 1,953,607.53 |

**Executive Session:** Commissioner Cross Reported there was an Executive Session held on November 5, 2015 @ 10:25 a.m. Re: Personnel Issues.

**Monthly Reports:** Commissioner Cross Accepted the Monthly Reports: Recorder of Deeds; Register of Wills; Clerk of Court and Veterans Affairs — (October 2015) and Change of Assessments — (October/November 2015)

**Other Business:** None

**ADJOURN:** There being no further business to come before the Board, the meeting adjourned.

Respectfully Submitted,

Jennifer Crum  
Administrative Specialist