

**CUMBERLAND COUNTY
COMMISSIONERS' WORKSHOP MEETING**

**November 5, 2015 – 9:00 AM
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: Mick Burkett, Liz Bouch, Human Resources; Dana Best, Ron Snow, Brandon Ryan, Finance; Bob Dagrosa, Mike Clapsadl, Controllers; Kirk Stoner, Planning; Lisa Reider, Children and Youth; Raymond Soto, Brad King and Lynette McCulloch, Claremont Nursing and Rehabilitation Center; Jack Carroll, Drug and Alcohol; Silvia Herman, MH/IDD; Earl Reitz, Prison; Bob Shively, Public Safety; Jonelle Darr, Library System.

Others Present: Ben Laudermilch, Housing and Redevelopment Authority

Media: Joshua Vaughn, The Sentinel; Rachael 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

Employment Background Screening: Mick Burkett reviewed the Renewal Letter for Pre-Employment Background Screening Services for the County. This is a one year extension with no changes.

2014 Indirect Cost Allocation: Dana Best reviewed the adjustment to the 2014 Indirect Cost Allocation Plan. Final draft had two numbers that were slightly different, Drug and Alcohol and Children and Youth. Dana is requesting approval at the Monday meeting.

2016 Budget on View: Chief Clerk Thomas reviewed the Laying of the 2016 Budget on View. The Budget was presented to the Board of Commissioners at a previous meeting where discussion took place. Commissioner Hertzler asked if there were any other adjustment, i.e. CAT /Tri-County. Dana stated they estimated a total for the budget and it will be adjusted in the future through budget adjustments.

2016 CAT Funding: Mike Clapsadl reviewed the staff recommendation re: CAT's 2016 Funding Request and recommended the following action to the Board (see attached). Commissioner Cross asked if the budget can show only the \$146,000 and not to exceed that amount. Dana explained that finance will move those funds back into contingency after the budget is approved and only pay the allocated amount. Commissioners Hertzler mentioned the CAT press release from yesterday highlighting their savings since September. Mike stated their overall spending is higher than last year. Commissioner Cross wants the budget to reflect the correct total. Commissioner Hertzler thanked Mike Clapsadl and Rick Rovegno for their work on the CAT Board. Commissioner Eichelberger asked if Mike is confident with all the

information he is has received from CAT so the new Board has all the information they need to make an informed decision. Mike stated yes he is receiving all the information he needs. Mike mentioned the quality of service and ridership has dropped 15% over the past three years. Chief Clerk Thomas mentioned the CAT policy of 12 unexcused absences of their employees has been revised to 10 in their last labor contract and in fact earned a 17% reduction in unexcused absences that are allowed, which questions why any unexcused absentees are allowed. Mike stated they adopted that policy two months ago for all administrative employees. Chief Clerk Thomas mentioned service is needed around the Allen Road businesses, which also indicates we need more ridership to create more revenue.

Craighead Bridge: Kirk Stoner reviewed the Resolution 2015-28 re: Craighead Bridge Eminent Domain and requested approval of the resolution. Planning staff is working with the Engineers on the right-of-way process, but the resolution needs to be in place in case it leads to eminent domain. Commissioner Hertzler moved to approve Resolution 2015-28 re: Eminent Domain. Commissioner Eichelberger seconded the motion and it unanimously carried. Commissioner Hertzler asked how much acreage is needed from each owner. Kirk stated only approximately .6 acres each.

Orr's Bridge: Kirk Stoner reviewed the Preliminary Engineering Time Extension Request for the Orr's Bridge Project. The current contract expires at the end of the year. This is a proactive action to allow for additional time for DEP Permitting. By approving this now, the project will continue into year 2016 without any delay to the schedule.

Contracts/Grants: — (Sandy Moyle)

- a. **Children & Youth Services Agreement** — (Lisa Reider)
 - Avanco International, Inc. — (Addendum) — Extending Contract for One (1) Year – maintain data system with the State
- b. **Claremont Nursing and Rehab Center Agreements** — (Lynette McCulloch)
 - Premier GPO — Vendor Carstens, Inc. — (Addendum) — Contract Participation Form for Medical Charting Supplies – allows for competitive pricing
 - Credit Application for Claremont Nursing Home & Rehabilitation Center with Land & Wheels Instant Supply Wheelchair Co. - \$1,000 balance for repairs - renewal
- c. **Drug & Alcohol Agreement** — (Jack Carroll)
 - 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. – use of the new Mechanicsburg site
- d. **MH/IDD Agreements** — (Silvia Herman)
 - **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 – residential services
 - **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 – parent requested this provider.

- Pediatric Therapy Specialist of South Central PA LLC — (New)
 - Early Intervention Waiver Services for Occupational Therapy
 - \$31.76 per 15 minutes
- e. **Prison Agreement** — (Earl Reitz)
 - U S Marshalls Service — (Addendum) — Increase of Per Diem Rate from \$45.80 to \$66.27 – 5 year agreement
- f. **Public Safety Agreement** — (Bob Shively)
 - L.R. Kimball — (Renewal) — Technical Support Consulting — \$6,500 per year for three (3) years – time and material as needed at tower sites – 911 funding eligible.
- g. **Veterans Affairs Agreement** — (Sharon McLaughlin)
 - Flagzone — Purchase American Flags (Made in America) to Mark the Graves of Veterans — Total Cost — \$10,080.00 – three quotes were received and two were same amount. Flagzone had the exact specs requested.

Discussion of Finance Policies:

- Purchasing Policy — Ron Snow – no changes
 - Fund Balance Policy — Dana Best – GFOA was removed.
 - Capital Planning Policy — Dana Best – section moved to CNRC
 - Budget Policy — Dana Best
- Commissioner Hertzler thanked everyone for their work.

Discussion of Three (3) Capital Project Requests:

- CNRC — PTAC Unit Replacement — Total Project Cost — \$23,870.00 — Bradley King – The current system is forty years old. This is a request to purchasing 10 more units.
- CNRC — Security Door Locking System — Total Project Cost — \$28,000 — Bradley King – To upgrade eight existing doors, upgrade to the Transitions section and the administration area. Commissioner Cross asked about adding a camera system. Raymond Soto stated yes this could be added to the system. Chief Clerk Thomas suggested we take a more detailed look to include cameras. This is non-general fund dollars.
- Public Safety — Generator Prison Tower site — Total Project Cost — \$36,496.00 — Bob Shively – Replacement of current equipment purchased in 1998/17 years old - 911 funding eligible. Commissioner Cross asked if maintenance is included. Bob stated that is included in the overall maintenance contract for the towers.

2016 Affordable Housing Trust Fund Budget: Ben Laudermilch reviewed the 2016 Cumberland County Affordable Housing Trust Funds Draft Budget (see attached). \$15,000 / \$20,000 increase in revenue. Commissioner Hertzler asked if there was recommendations to the Boards. Ben stated they will be brought before the Board at a later meeting.

2016 Library System Budget: Jonelle Darr reviewed the Library System Proposed 2016 Budget and discussed the following items:

- Plan to transfer \$331,798 from its Strategic Development Fund to its Operating Fund in 2016.
- Revenue is flat for 2016.

- Library Tax will increase 1% next year.
- State aid is expected to remain flat.
- Expenditures will remain the same.
- There is a 1% increase to help fund libraries health insurance plans for their employees.
- There is an increase of \$25,000 for Health Insurance due to rate increases and more employees are eligible for the insurance.
- Technology expenditures have gone up.
- Public use computers are on a five (5) year cycle for replacement.
- The three (3) year agreement with Comcast will expire at the end of June 2016. The Library System receives a discount for internet service. There is an RFP advertised for those services and a selection will be made next year.

Jonelle is currently working with the School Districts and Intermediate Units to combine their internet service. Commissioner Hertzler mentioned the Municipal Internet Service Agreements free service that has been offered to the Municipal Fire Service. Is it possible the library could receive the same free service? Jonelle will check with the municipalities on the services.

Commissioner Cross questioned the Equipment and Software maintenance line item. Jonelle stated that it is going down overall.

Chief Clerk Thomas asked how many computers we need throughout the libraries. Jonelle stated we are not even close to the amount we should have and that the number of computers throughout the system depends on the variety of need.

Commissioner Hertzler asked about the Library Tax Funds being advanced when it historically has been done at the beginning of the year. If we apply for a Tax Anticipation Note due to the budget impasse this should be covered. Dana stated that they have a meeting scheduled to review the budget.

Commissioners' Liaison Reports

Commissioner Cross:

Ag extension – There will be a recognition dinner this evening, November 5th. The Secretary of Ag has been invited.

Children & Youth Advisory Board - met yesterday, November 4th. There was a budget impasse presentation by staff. Even though there is a budget impasse, families have received their compensation. Four providers will wait 60 days to receive their funds and one will wait until January 2016. The beginning of the year there were 140 placement cases. As of October there are 170 cases. They provided a report showing parental substance abuse as the reason for some placements. Jack Carroll will be involved in re-evaluating the report.

Conservation District –Memorandum of Understanding will be signed. The Recycling Event went well. The Dirt & Gravel Road program had two projects that are completed, one in Hampden Township and one in Lower Allen. The Pennsylvania Association of Conservation Districts Regional meeting provided a summary of a three year budget plan. They may approve a dues increase for 2015/2016.

Commissioner Hertzler:

Nothing to report

Farmland Preservation Board – will meet next week

Housing & Redevelopment Authority – will meet next week

Commissioner Eichelberger:

Economic Development Corporation: The final public outreach meeting was in Shippensburg, November 2nd. Approximately 20 people were in attendance as well as the media. Overall it was a good process.

Tourism Conference: Was held Wednesday morning, November 4th, which gave the Visitors Bureau an opportunity to showcase their facility. The tourism grants were announced that are designed to leverage tourism dollars by partnering with municipalities and agencies. There was a Speaker – Power of Storytelling. Excellent sponsorship as well.

Recycling & Waste Authority: The Electronic Recycling Event took place on Saturday October 24th. Justin is working on a summary for everyone to review. There were 11 ½ tractor trailer loads of electronic materials. The material collected is being analyzed to provide a report on what type of materials were recycled. The high volume of material indicates the failure of the current Pennsylvania Law in regards to recycling. Surveys were circulated and 150 were completed. Results showed they heard about the event from the local newspaper and the second source was Facebook. There is a DEP 902 Recycling Grant meeting today, which is a requirement to purchase the new yard waste equipment. Justin will be presenting to the PA Recycling Markets regarding the October 24th Electronic Recycling Event.

Commissioner Cross mentioned that there were 950 vehicles that went through the recycling event. She also mentioned that the vendors had to stay overnight to clean up the site.

West Shore Chamber Events – Attended two events this week.

- **Hampden Business Event - Township Officials** - discussed business opportunities to rehabilitation along the Carlisle Pike.
- **West Shore Chamber Event** – attended Wednesday, November 4th and mentioned that he paid the registration fee.

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 Specialist