

**CUMBERLAND COUNTY
COMMISSIONERS' WORKSHOP MEETING**

**December 17, 2015 – 9:00 AM
COMMISSIONERS' HEARING ROOM
COURTHOUSE, CARLISLE, PA**

Board of Commissioners Present: Commissioner Barbara Cross, Jim Hertzler and Gary Eichelberger (call-in).

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, Ron Snow, Finance; Bob Dagrosa, Controllers; Wendy Sheaffer, Aging and Community Services; Heather Ilgenfritz, Chris Sechrist and Megan Silverstrim, Communications; Dennis Lebo, Clerk of Courts; Anita Brewster, Linda Rosenberry, CASA; Kirk Stoner, Planning; Raymond Soto and Michael Trusch, Claremont Nursing and Rehabilitation Center; John Lopp, Facilities Management; Jack Carroll, Drug & Alcohol; Bonnie Mahoney, Silvia Barrett, Tax Assessment; John Bitner, Vector Control; Stephanie Williams, Steve Hoffman, Planning; Bryan Ward, Sheriff's Department; Silvia Herman, MH/IDD; Bob Shively, Public Safety.

Others Present: Kate Molinaro, Housing and Redevelopment Authority.

Media: Jake Austin, The Sentinel

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

Public Comment: None

Employee Recognition: Dana Best — Commissioner Cross recognized Dana Best for 20 Years of Service. Chief Clerk Thomas recognized Dana for all her financial support to the County.

Employee Recognition: Jack Carroll — Commissioner Cross recognized Jack Carroll for 35 Years of Service.

Employee Recognition: Sylvia Barrett — Commissioner Cross recognized Sylvia Barrett for 30 Years of Service. Bonnie Mahoney recognized Sylvia for all her dedication to the Tax Assessment office.

Resolution 2015-33 – John Bitner reviewed Resolution 2015-33 Re: Amending Resolution 2013-31 — Revising the Fees for the Registration Permit Fees for the Weighing or Measuring Devices Required to be Inspected by the Cumberland County Bureau of Weights and Measures or by the Department of Agriculture. The average increase approximately 9%. Commissioner Cross asked about the gas pumps being inspected due to the current scamming at the pumps. They currently inspect approximately 4,400 devices annually within a 60 day window of the due date.

Land Partnership Grant Recommendations — Stephanie Williams reviewed the Land Partnership Grant Recommendations (see table). 11 applications 8 non-profits and 3 municipalities. Funding availability total is \$141,200.00. Recommendation is for full funding to the high priority projects, while the other projects would be partially funded.

Change Order #2 for Bernheisel Bridge Construction — Steve Hoffman reviewed the Change Order #2 for Bernheisel Bridge Construction that Adds \$40,964.16 to the Contract for Additional Substructure Repairs to a Pier that is Cracked and Stream Debris Removal.

Encumbrances for Liquid Fuels — Ron Snow reviewed the encumbrances for Liquid Fuels

- Engineering Phase of Craighead Bridge Replacement – reducing from \$300,000 to \$0
- Engineering Phase of Orrs Bridge Replacement – reducing from \$250,000 to \$100,000

The state calculates that we need to have an ending balance less than what the State allocates to the county. The balance is less than the state has allocated, so the encumbrance is not needed this year. The Orrs bridge balance will be kept in the budget.

MH/IDD Lease Agreement – Silvia Herman reviewed the Renewal of the Lease Agreement for the Property Located at 10 W. Main Street 1st Floor Unit, New Bloomfield, PA. – Office space for Early intervention supports coordinator. – No change in the yearly lease total.

Contracts/Grants: — (Sandy Moyle)

- Sheriff's Office Agreements** — (Bryan Ward)
 - Castle's K-9, Inc. — K9 Certification Training – No Increase
 - HACC's Public Safety Center & Law Enforcement Complex Use — Addendum – No Increase. This will assist with the transition training of the new firearms. The lifecycle for firearms is every 10 years.
- Aging & Community Services Agreement** — (Wendy Sheaffer)
 - Janet Paull — Professional Services for Care Management of County Guardianship Clients — 18 month agreement - Rate: \$25.00 per hour not to exceed \$37,500.00. Schedule - 2 day/work week.
- Claremont Nursing and Rehab Center Agreements** — (Michael Trusch)
 - Padden, Guerrini & Associates, PC — Preparation of the Medicare & Medicaid Cost Reports for Year Ending December 31, 2015 - \$6,200
 - Pinker & Associates — Professional Service Contract for Podiatry Services for CNRC Residents — (No Cost Contract)
 - Post-Acute Physicians of Pennsylvania PLLC — Professional Services Contract for Physician Medicine Privileges for Dr. Lupinacci & his Physicians Assistants — (No Cost Contract)
 - Messiah College Cooperating Agency Agreement — (New) — Dietitian Interns – hands on training - \$100/week revenue to the County.
- Clerk of Court Agreement** — (Denny Lebo)
 - Paperless Solutions, Inc. — (Addendum #3) — Enabling of Full Text Searching of Clerk of Court OnBase Images — One-time Fee — Total Cost — \$1,600.00 – System enhancement for research convenience.
- Controller's Agreement:** — (Mike Clapsadl)
 - Waggoner, Frutiger & Daub LLP — District Justice Audit Contract — One (1) Year Contract — Effective Dates: January 1, 2016 to December 31, 2016 — Lifetime Maximum Amount \$48,500.00 – no increase

- f. **Court Appointed Special Advocates (CASA) Agreement** — (Linda Rosenberry)
 - Memorandum of Understanding between Retired Senior Volunteer Program (RSVP) of the Capital Region, Inc. and the County – improving volunteer service and benefits. – No cost.
- g. **Drug & Alcohol Agreement** — (Jack Carroll)
 - Amendment #7 to HealthChoices Contract with Department of Human Services – 5 county contract. – changes are due to State/Federal requirements – No cost.
- h. **MH/IDD Agreements** — (Silvia Herman)
 - **FY 2015-2016 Mental Health**
 - Holy Spirit Hospital — A Geisinger Affiliate — (New) — Contract Costs \$1,615,171 — No Increase
 - Susquehanna Software, Inc. — (New) — Contract Costs \$7,450.00 — No Increase
 - Stericycle Communications Solutions — (New) — Contract Costs \$9,000 — No Increase
 - **FY 2015-2016 Early Intervention**
 - Early Intervention Specialists, Inc. — (Addendum) — Contract Costs \$74,932.00 — Increase of \$36,039 – Increase due to additional requests.
- i. **Public Safety Agreement** — (Bob Shively)
 - Communications Marketing Associates — (Renewal) — Continuation of Current Contract for Preventative Maintenance for the Audiolog Recorder for Another Three (3) Years — Total Contract Amount — \$42,107.00 for Three (3) Years – No increase. Recordings are required to be kept for 30 days.

Community Development Block Grant (CDBG) – Kate Molinaro reviewed the Revisions to the County’s CDBG Budget. Recommending that the Board approve the CDGB Budget revisions on Monday.

Fund Balance Policy: — Dana Best reviewed the Finance Fund Balance Policy. GFOA updated their fund balance by changing the wording. Finance made the change to keep it consistent.

Cumberland County Key Control Policy — Sandy Moyle reviewed the Key Control Policy in detail. She stated that this policy was developed and revised to achieve accountability of all keys to County buildings and/or offices and to establish and provide reasonable personal security for the employees of Cumberland County and ensure the protection of County property. As stated in the new policy, if keys are lost or stolen the employee is responsible for reimbursing the County to replace the key along with costs associated with the re-keying of doors. Chief Clerk Thomas asked if there is currently a policy and if there were any issues. Sandy stated there is a simplified version of a policy currently in place that only states that the keys can be obtained in the Commissioners’ office. It does not address issues such as personnel authorized to request keys, rules regarding issuance of keys, duplication of keys, returning of keys or lost or stolen keys. Sandy also thanked the Facilities Department for all their help with the outer campuses to determine what keys worked for each door.

Value Payment Systems Agreement – Sandy Moyle reviewed the County Wide Credit Card Vendor Value Payment Systems Agreement. This consolidated Department agreement will enhance the County payment process at no additional cost to the county. Approximately 20 Departments will be utilizing this vendor. Marketing is included in the agreement.

Capital Project Request:

- CNRC — (Michael Trusch)
 - Purchase of Nine (9) Meal Delivery Carts — Total Project Costs \$27,526.11 — No General Fund Dollars – There are safety concerns with the current carts. Commissioner Cross questioned if this is the best product for temperature control. Raymond Soto assured the Board that these are very well made carts and meet all the needs requested.

Commissioners' Liaison Reports

Commissioner Cross

- **Drug & Alcohol** – Received copies of a standing order from the Department of Health signed by the surgeon general for the naloxone prescription. Blair County has questioned whether this will be treated as an over-the-counter prescription and if the insurance companies will pay.
- **Conservation District** – Dirt & Gravel Roads Cover Crop Incentive Program has approximately 40 farmers that represent about 1,000 acres - \$33,000 with a one for one match. Bureau of Forestry presented that in 2015 Cumberland Stewardship plans approved 42 acres of additional forestry. The Tree Vitalization Program planted trees in Shippensburg. Tree City USA has two active applications for Cumberland County in 2015. Forestry Bureau identified Emerald Ash tree is in jeopardy with insects killing up to 99% in the County. Bay – BMP's counts are being received which will rank the County's pollution levels with the State.

Commissioner Hertzler (see attached)

- **CCAP** – Conference call meeting provided an update on state budget indicating that the framework budget agreement includes restoration of funding for Human Services to the Counties. Some counties have been withholding funds that they collect on behalf of the State. The Finance Department has done a very well with still providing the services needed despite the budget impasse.
- **911 Board** - meeting was held on December 3rd at PEMA headquarters. He received his Commission and was sworn in at the first meeting with the other members. New law implementation on August 1st established \$1.65 surcharge fee. Revenues are above estimates. Eligibility list will continue through March 2016. No objections noted from CCAP. Counties are being asked to update inventory within their 911 centers to evaluate gaps statewide to infrastructure of future technology. The next meeting is March 17, 2016.
- **Ag Land Preservation** – Met on December 9th. Board Chair, Vince DiFilippo will be resigning and that position will need to be filled. Gary Martin, Penn Township Supervisor has volunteered. Approximately 10 to 12 new farm applications will be reviewed for 2016 funding. Federal funding for Agricultural Farmland Preservation is diminishing. A meeting with the local representatives should take place to discuss this issue.
- **Affordable Housing Trust Fund Board** - Recommending reappointments to the five seats that will be expiring the end of the year.
- **Claremont Holiday Open House** – Attended their very festive Holiday Open House.
- **Housing and Redevelopment Authority** – Will meet today, December 17th.

Commissioner Eichelberger

- **Blighted Property** – Reappointments for two members.
- **Recycling & Waste Authority** – Their meeting was canceled. Reappointments will need to be done the first of the year.
- **Library** – Meeting was canceled.
- **MH/IDD** – Discussed during the meeting.
- **Planning** – Land Partnership Grants was discussed during the meeting. There will be a new appointment to the Commission.
- **Annual Reporting** – IDA Cooperation Agreement & Army Heritage Education Center regarding a State grant requirement to report to the County.

Report of Executive Sessions: December 7, 2015 @ 2:45 p.m.; December 10, 2015 @ 11:30 a.m. Re: Personnel Issues and December 16, 2015 @ 2:30 p.m. Re: Personnel Issues and Potential Litigation

Request for an Executive Session: Chief Clerk Thomas requested an Executive Session Re: Personnel Issues

Other Business: Bob Shively thanked Commissioner Cross as well as the other Commissioners for all their support. Public Safety Department created a Service Citation from Staff for Commissioner Cross recognizing her for all of her years of Service.

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

Respectfully Submitted,

Jennifer Crum
Administrative Specialist