

## BOARD OF COMMISSIONERS REORGANIZATION MEETING

JANUARY 4, 2016 – 2:00 PM  
COMMISSIONERS' HEARING ROOM  
COURTHOUSE - CARLISLE, PA

**Board of Commissioners Present:** Commissioners Jim Hertzler, Vince DiFilippo, 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 and Holly Sherman, Human Resources; Dana Best, Finance; Al Whitcomb, Controller; Mark Adams, IMTO; John Gross, Treasurer; Bonnie Mahoney, Tax Assessment; Lynne Grew, Controllers Office; Tammy Shearer, Recorder of Deeds.

**Media:** Tyler Myles, The Sentinel

**Others Present:** George DeMartyn, Kristen Lehman, Lloyd Bucher, Board of Assessment.

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

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

**Elect Temporary Chairman:** Commissioner Eichelberger moved to appointed Commissioner DiFilippo as the temporary Chairman. Commissioner Hertzler seconded the motion and the motion unanimously carried.

**Public Comment:** None

### Reorganization

**a. Chairman** – Commissioner Eichelberger moved to nominate Vince DiFilippo as Chairman, Commissioner Hertzler seconded the motion. The motion carried with Commissioner DiFilippo abstaining.

**b. Vice-Chairman** – Commissioner DiFilippo moved to nominate Commissioner Hertzler as Vice-Chairman, Commissioner Hertzler seconded the motion and the motion unanimously carried.

**c. Secretary** – Commissioner Hertzler made a motion to nominate Commissioner Eichelberger as Secretary and the motion unanimously carried.

**Appointment of Right to Know Officer – Roxanne Lehman** – Commissioner Eichelberger moved to appoint Roxanne Lehman, as the Right to Know Officer. Commissioner Hertzler seconded the motion and it unanimously carried.

**Appointment of Deputy Right to Know Officer – Linda Thumma** – Commissioner Hertzler moved to appoint Linda Thumma, as the Deputy Right to Know Officer. Commissioner Eichelberger seconded the motion and the motion unanimously carried.

**Appointments to Assessment Appeals Board:**

- Previous Chairman – George A. DeMartyn
- Previous Vice-Chairman – Kristin Lehman
- Previous Secretary – Lloyd Bucher

Commissioner Hertzler moved to appoint George DeMartyn, Kristin Lehman, and Lloyd Bucher to the Assessment Appeals Board. Commissioner Eichelberger seconded the motion.

Commissioner Hertzler thanked the Board for their service and commended their fairness and professionalism in handling the assessment appeals for the residents of the county and for their continued service on the Board. The motion carried.

**Appointment of Chairman of Assessment Appeals Board** – Commissioner Hertler made a motion to reappoint George DeMartyn as the Chairman of the Assessment Appeals Board. Commissioner Eichelberger seconded the motion and the motion unanimously carried.

**Approval of Minutes:** Commissioner Hertzler moved to approve the minutes of December 17, 2015 and December 21, 2015. Commissioner Eichelberger seconded the motion and the motion carried with Commissioner DiFilippo abstaining.

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

**Liaison Assignments:** Commissioner Hertzler moved to approve the list of liaison assignments. Additional selections will be decided at a later date. Commissioner Eichelberger seconded the motion and the motion unanimously carried.

**Bank Resolutions/Signature Cards:** John Gross explained that due to a new Board, Resolutions and Signature Cards from five Banks that the County does business with will need to be approved and signed. These are for daily cash account transactions. Commissioner Eichelberger moved to approve Bank signatures. Commissioner Hertzler seconded the motion and it unanimously carried.

**Executive session:** Commissioner DiFilippo reported there was an Executive Session held on Monday, January 4, 2016 at 10:00 a.m. Re: Personnel Issues.

**Other Business:** Solicitor explained that the Assessment Appeals Board will need to conduct reorganization at the same time and place as the Board of Commissioners per county code. George DeMartyn made a motion to appoint Kristin Lehman as Vice-Chairman. Lloyd Bucher seconded the motion and the motion carried. Kristin Lehman made a motion to appoint Lloyd Bucher as Secretary. George DeMartyn seconded the motion and it unanimously carried.

Commissioner Eichelberger reviewed the Liaison Roles – CREDC/MURADA. Economic Development Director has been attending the meetings on behalf of the Commissioners. He suggested that we do not send a commissioner to represent the county but continue to use EDC as we have been.

Commissioner Hertzler thanked the residents for allowing him to serve a second term. With the new Board, this is an opportunity to reset. Tradition is to appoint the Commissioner Elect with the highest votes as Chairman of the Board. He thanked the Board for appointing him as Vice-Chairman. He believes we should rebuild a relationship the CREDC – Harrisburg Chamber. He thanked the county staff for all their assistance the past four years. Commissioner DiFilippo thanked staff for all their help and also the Commissioners, Chief Clerk, and Solicitor for all their cooperation in this transition. There will be a review of the recent pay structure and communication from the Board of Commissioners clarifying and confirming that any county staff may speak with a county commissioner at any time, for any reason, without any special permission without any fear of retaliation or repercussion.

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

Respectfully Submitted,

Jennifer Crum  
Administrative Specialist

## **SALARY BOARD REORGANIZATION**

**JANUARY 4, 2016 – 2:00 PM  
COMMISSIONERS' HEARING ROOM  
COURTHOUSE - CARLISLE, PA**

**Board of Commissioners Present:** Commissioners Jim Hertzler, Vince DiFilippo, 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 and Holly Sherman, Human Resources; Dana Best, Finance; Al Whitcomb, Controller; Mark Adams, IMTO; John Gross, Treasurer; Bonnie Mahoney, Tax Assessment; Lynne Grew, Controllers Office; Tammy Shearer, Recorder of Deeds.

**Media:** Tyler Miles, The Sentinel.

**Others Present:** George DeMartyn, Kristen Lehman, Lloyd Bucher, Board of Assessment.

**Call to Order:** Chairman DiFilippo called the meeting to order.

**Roll Call:** Commissioner DiFilippo, Hertzler, Eichelberger and Controller Whitcomb were present.

### **Reorganization**

- a. Vice-Chairman – Controller Whitcomb made a motion to nominate Commissioner Hertzler as Vice-Chairman and the motion unanimously carried.
- b. Secretary – Controller Whitcomb made a motion to nominated Commissioner Eichelberger as Secretary and the motion unanimously carried.

**Public Comment:** None

**Approval of Minutes:** Controller Whitcomb moved to approve the minutes of December 21, 2015. Commissioner Hertzler seconded the motion and it unanimously carried.

**Other Business:** None

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

Respectfully Submitted,

Jennifer Crum  
Administrative Specialist

**REGISTRATION COMMISSION  
(3 Commissioners)**

**JANUARY 4, 2016 – 2:00 PM  
COMMISSIONERS' HEARING ROOM  
COURTHOUSE - CARLISLE, PA**

**Board of Commissioners Present:** Commissioners Jim Hertzler, Vince DiFilippo, 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 and Holly Sherman, Human Resources; Dana Best, Finance; Al Whitcomb, Controller; Mark Adams, IMTO; John Gross, Treasurer; Bonnie Mahoney, Tax Assessment; Lynne Grew, Controllers Office; Tammy Shearer, Recorder of Deeds.

**Media:** Tyler Miles, The Sentinel.

**Others Present:**

**Call to Order:** Chairman DiFilippo called the meeting to order.

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

**Public Comment:** None

**Reorganization:**

a. Chairman – Commissioner Hertzler made a motion to nominate Commissioner DiFilippo as Chairman. Commissioner Eichelberger seconded the motion and the motion unanimously carried.

b. Vice-Chairman – Chairman DiFilippo made a motion to nominate Commissioner Hertzler as Vice-Chairman and the motion unanimously carried.

c. Secretary – Commissioner Hertzler made a motion to nominate Commissioner Eichelberger as Secretary and the motion unanimously carried.

**Other Business:** None

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

Respectfully Submitted,

Jennifer Crum  
Administrative Specialist

**SINKING FUND COMMISSION  
(3 Commissioners, Controller, Treasurer)**

**JANUARY 4, 2016 – 2:00 PM  
COMMISSIONERS' HEARING ROOM  
COURTHOUSE - CARLISLE, PA**

**Board of Commissioners Present:** Commissioners Jim Hertzler, Vince DiFilippo, 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 and Holly Sherman, Human Resources; Dana Best, Finance; Al Whitcomb, Controller; Mark Adams, IMTO; John Gross, Treasurer; Bonnie Mahoney, Tax Assessment; Lynne Grew, Controllers Office; Tammy Shearer, Recorder of Deeds.

**Media:** Tyler Miles, The Sentinel.

**Others Present:**

**Call to Order:** Chairman DiFilippo called the meeting to order.

**Roll Call:** Commissioner DiFilippo, Hertzler, Eichelberger Controller Whitcomb and Treasurer John Gross were present.

**Reorganization:**

a. Chairman – Controller Whitcomb moved to nominated Commissioner DiFilippo Treasurer John Gross seconded the motion and the motion unanimously carried.

b. Vice-Chairman – Controller Whitcomb moved to nominate Commissioner Hertzler as Vice-Chairman. Treasurer John Gross seconded the motion and the motion unanimously carried.

c. Secretary – Controller Whitcomb made a motion to nominate Commissioner Eichelberger as Secretary. Treasurer John Gross seconded the motion and the motion unanimously carried.

**Other Business:** None

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

Respectfully Submitted,

Jennifer Crum  
Administrative Specialist