

**CUMBERLAND COUNTY  
COMMISSIONERS' WORKSHOP MEETING**

**APRIL 7, 2016 – 9:00 AM  
COMMISSIONERS' HEARING ROOM  
COURTHOUSE, CARLISLE, PA**

**Board of Commissioners Present:** Commissioner 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, Human Resources; Dana Best, Finance; Mike Clapsadl and Mary Brokans, Controllers; Mark Adams, IMTO; Necole McElwee, Children and Youth; Sue Carbaugh, MH/IDD; Megan Silverstrim, Communications; Bob Shively and Christian Betz, Public Safety; Lynette McCulloch, Claremont Nursing and Rehabilitation Center; Rebekah Finkey, IP Programs; Mike Carey, Prison.

**VTC:** Kirk Stoner, Planning; John Lopp, Facilities.

**Outside Agencies:** Kate Molinaro, Housing and Redevelopment Authority; Debra Figueroa, Carlisle Borough; Shireen Farr, Cumberland Valley Visitors Bureau.

**Media:**

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

**Public Comment:** None

**Personnel Transactions (Action Requested):** Commissioner Hertzler moved to approve the Personnel Transactions Effective as of March 28, 2016. Commissioner Eichelberger seconded the motion and it unanimously carried.

**Hotel Tax Legislation:** Commissioner Hertzler provided an update on the additional funding for Visitors Bureau/Tourism promotion. He mentioned that other counties have the ability to levy a Hotel Tax up to 5%. CCAP is in support of all Counties having the same ability to levy their Hotel Tax. CCAP is suggesting that Counties send a Letter of Support to legislation. Shireen explained that they have been supporting this bill since February of 2015. CCAP and the PA Travel Association has been supportive of the Bill. It will allow up to a 5% CAP. New language changes have been added to the law: 90 day Audit Report, Conflict of Interest language, Counties can collect a 4% administrative fee, allows grant eligibility with a 50% match. Commissioner Eichelberger questioned the 4% for a County Treasurer and if there is an audit to determine what the rate should be set at? It is currently 2% or a maximum of \$40,000. Shireen stated that process is up to the County. Commissioner Eichelberger asked if it will change the grant program. Shireen stated it will not. Every two years it needs to be approved at the percentage requested as a safeguard for the tourism programs. Commissioner Eichelberger questioned if there may be additional amendments to the Bill. Commissioner Hertzler suggested

the Printers Numbers associated with the House Bill should be noted with the approval. Commissioner DiFilippo stated that Cumberland County is not entertaining any change in the Hotel Tax at this time.

**Telecommunicator Week** (see attached): Commissioner DiFilippo reviewed the Proclamation and Press Release Re: Commissioners Proclaim April 10<sup>th</sup> – 16<sup>th</sup> as Cumberland County Telecommunicator Week and Recognized the efforts of the 9-1-1 dispatchers.

**9-1-1 Dispatcher** (see attached): Commissioner DiFilippo presented a Special Recognition on behalf of the Board of Commissioners recognizing **Christian Betz**, 9-1-1 Dispatcher for assisting in the birth of a Baby Boy.

**Housing & Redevelopment Authority (see attached)**: Kate Molinaro reviewed the Cumberland County's Home Investment Partnerships Program Budget Revisions as stated during the Public Hearing.

**Housing & Redevelopment Authority**: Kate Molinaro reviewed the Memo and Certification Form provided by the US Department of Housing and Urban Development Re: Cumberland County Housing Authority's Consolidated Plan consistency with the County's Consolidated Plan. The Housing Authority is preparing their Annual 2016 – 2017 Plan and HUD is requesting signature from a County Official certifying the Plan.

**Budget Resolution** (see attached): Dana Best reviewed the approval of Resolution 2016-10 Re: Budget Adjustments.

**Letter of Support - Carlisle Connectivity Project**: Debra Figueroa reviewed the Request for a Letter of Support for Carlisle Borough's TIGER Construction Grant to Fund Transportation Improvements in the Borough of Carlisle — Carlisle Connectivity Project (see attached). The funding is \$12 million with an \$8 million local match.

**Legislative Redistricting - Congressional Reapportionment** (see attached Draft): The Commissioners discussed the Draft Resolution 2016-12 Re: Support of a Citizens Commission for Legislative Redistricting and Congressional Reapportionment. Commissioner DiFilippo explained that legislation has been working on making changes with redistricting. Commissioners suggested drafting a resolution to allow a fair and equal procedure. Commissioner Hertzler stated reform of redistricting has been needed and explained the current status of Cumberland County being split into three separate districts and the process. Commissioner Eichelberger mentioned that reapportionment is not good in PA. Splitting municipalities should not happen according to the law. The Commissioners will work on revising the Resolution language before Monday's Board of Commissioners meeting.

**House Bill 1872 - Historical Document Protection**: Barb Bartos explained the purpose of Resolution 2016-11 Re: House Bill 1872. The House Bill references changes to Title 37, Section 5, that deals with the Pennsylvania State Archives and Pennsylvania Historical and Museum Commission. Provides greater protection and can recover documents that end up with individuals or agencies. Some County documents are missing and are being sold online. She met with Representative Bloom who has added himself as a co-sponsor to this bill. Commissioner Hertzler asked how an individual would have obtained a County document. Barb explained that an individual may have retrieved documents during the 1976 Bicentennial era when they were more easily accessible.

Commissioner Eichelberger mentioned this has happened in the past and individuals were not aware the document was County owned. He stated that he would not want the bill to make an individual a criminal without that intent. Solicitor Brenneman stated that there is a provision in the bill for an individual to turn in a document, no questions asked. Commissioner Hertzler questioned if the Law prohibits one from selling the document.

**Contracts/Grants: — (Sandy Moyle)**

- a. **Bureau of Elections Agreement — (Mark Adams)**
  - Trinity Evangelical Lutheran Church — Rental Agreement to Conduct General Primary and General Election for 2016 — Date of Events: — April 26, 2016 and November 8, 2016 — Requesting use of Fellowship Hall and Kitchen. \$50 /Election date.
- b. **Children and Youth Services Agreements — (Necole McElwee)**
  - Lancaster County Youth Intervention Center — Secure Shelter, Secure Detention and Individualized Staffing — Terms of Contract: — July 1, 2015 to June 30, 2016 — 2015-2016 Rates:
    - Secure Shelter — \$173.93 — Increase Amount — \$2.99 — 1.75%
    - Secure Detention — \$285.11— Increase Amount \$4.79 — 1.71%
    - Individualized Staffing — \$50.00 — (New Service)
  - CWIS Data Sharing Agreement – Requires a signature from one Commissioner and the County Solicitor
- c. **Claremont Nursing and Rehab Center Agreements — (Lynette McCulloch)**
  - Department of Human Services — Intergovernmental Transfer Agreement — Provides for Intergovernmental Transfers of Funds to Department of Human Services (DHS) in Order to Provide the Non-federal Share of Medical Assistance (MA) Payments to County Nursing Facilities - \$ 3.1 million will be transferred to the State on June 3, 2016 and \$4.7 million will be returned to the County on June 22, 2016. Commissioner Hertzler asked for the timeline of agreement approval and funds being received. He suggested giving authorization for Staff to take the necessary steps, as long as there are no changes, without coming back to the Commissioners for additional approvals. Solicitor stated yes, that it is possible.
  - Harrisburg Medical Partners — Provides Medical Director and Physician Assistants or Nurse Practitioners for the Care of CNRC Residents — Terms of Contract: — March 30, 2016 through March 29, 2017 — Contract Amount: — Zero Dollars (\$0) per month
  - Cannon & Associates, LLC d/b/a Polaris Group — Business Associate Agreement —To be Able to Access Medicare Utilization Reports/Trends at CNRC
- d. **Criminal Justice Planning & IP Programs Grant Application: — (Rebekah Finkey) \*Action Requested**
  - Submission of Grant Application to PCCD for Treatment Focused IP Programs — Grant Amount: — \$750,000 — Grant Terms: — July 1, 2016 – June 30, 2018 — Change is a Two (2) Year Grant. Deadline to submit the grant electronically is April 8, 2016. Commissioner Eichelberger moved to approve the grant application. Commissioner Hertzler seconded the motion and it unanimously carried.

- e. **IMTO Agreement** — (Mark Adams)
  - Link Computer Corporation — AS400 Hardware One (1) Year Maintenance — Total Contract Amount: — \$2,295.38 — (12 Month Term) There is still old documents that need merged to the new system. There was discussion if this service maintenance is needed.
- f. **MH/IDD Agreement** — (Sue Carbaugh)
  - *FY 2015-2016 Intellectual and Developmental Disabilities*
    - Easyudo Services LLC — Provides Funding to Support Home and Community Habilitation — Terms of Contract: — February 22, 2016 through June 30, 2016 — Total Contract Amount: — \$5,271.00
- g. **Planning Department Grant Agreements** — (Kirk Stoner)
  - Department of Conservation and Natural Resources (DCNR)/Appalachian Trail Conservancy (ATC) — South Mountain Partnership Mini-Grant Agreement — Project: — Mount Holly Marsh Preserve Forestry Management Plan — Grant Amount: — \$10,000 — County Match: — \$10,000 — Act 13 Marcellus Shale Legacy Funds — Terms: — January 1, 2016 through July 1, 2017
  - Borough of Mount Holly Springs — Land Partnership Grant — Terms of Contract: — April 8, 2016 through December 31, 2017 — Total Contract Amount — \$15,000.00
  - Shippensburg Township — Land Partnership Grant — Terms of Contract: — April 4, 2016 through December 31, 2017 — Total Contract Amount: — \$22,000.00
  - West Pennsboro Township — Land Partnership Grant — Terms of Contract: — April 8, 2016 through December 31, 2017 — Total Contract Amount: — \$15,000.00
- h. **Recycling & Waste Grant Application and HHW Sponsorship Form** — (Justin Miller)
  - Pennsylvania Department of Environmental Protection — Grant Application for Reimbursement for a County Recycling Coordinator — 50% Reimbursement for the 2015 Recycling Coordinator Position for Salary, Benefit and Expenses — Grant Term: — January 1, 2015 — December 31, 2015 — Grant Amount: — \$35,339.94 (Estimated)
  - 2016 Household Hazardous Waste Sponsorship Form – Donations to help the County support the Household Hazardous Waste Collection Events.

**Bid Opening – Paving/Line Painting:** — (John Lopp)

- Paving and Line Painting at the Cumberland County Allen Road Property Bids were received from Fayetteville Paving, Schlussers Paving, and Kinsley. The lowest bid was \$56,318.78, then \$70,622, and \$89,383. John suggested that the Award go to the lowest bidder, Fayetteville Paving in the amount of \$56,138.78.

**Rabbit Transit:** Use of Ritner Facility for Franklin County Vehicles — Chief Clerk Thomas explained that rabbittransit has requested the utilization of the County garage facility for inspections and routine maintenance for their 21 busses within a 15 mile radius. There are no financial issues to the debt service on the building. The Solicitor suggested that rabbittransit should put forth a proposed agreement to the County for the services they are requesting. John Lopp stated the request would add an additional 21 busses to the current fleet.

**Bid Opening/Award – Leidigh Drive:** Kirk Stoner reviewed the Bid Opening and Bid Award for the Leidigh Drive Replacement Project. Three bids were received - Lobar Site Development, Devin Inc., and Clearwater Construction, Inc. Lobar was lowest bidder at \$788,953.88. They want to limit the impact to the School District and the agricultural harvest time. The four motion requests: Award the bid to Lobar, issue notice to proceed with material fabrication, award to Lobar and authorize execution of contract between Lobar and Cumberland County subject to the Engineer and Solicitor approval, and issue notice to Lobar to proceed. The bridge completion is scheduled for September 2016.

**Advertising – Prison Transportation:** Mike Carey explained the Request to Authorize Advertising for Bids to Provide Transportation Services for Cumberland County Prison Work Release Inmates. The current company cannot cover the 24/7 transportation need so the hour specifications need to be adjusted in the bid proposal.

**Bid Opening – Oxygen Supplies/Respiratory Therapy Services:** Lynette McCulloch reviewed the Bids to Provide Oxygen Supplies and Respiratory Therapy Services to Claremont Nursing and Rehabilitation Center. There were two bids received, which are currently being reviewed. One will be requested to be awarded at Monday's meeting.

**CAT Update** — Mike Clapsadl updated Act 44 funds to share with transit agencies across the state. The distribution is determined by 25% based on number of riders, 10% based on the number of Senior riders, and 65% is based on vehicle hours/miles. Authorities have to prove success to ridership. CAT reports only meeting 50% of the States requirements. Their ridership has gone down 10%. CAT Management provided their scenarios as to why there has been low ridership. CAT financial position is in part due to their overtime being too high.

### **Commissioners' Liaison Reports:**

#### **Commissioner DiFilippo**

**Penn State Ag Extension Board:** Two new members are Adam Smith and Amanda Rife. Steve Bogash and Heather Weeks will be leaving. The State Budget issues have been resolved. Pennsylvania is the only State in the Country that has seen an increase in Dairy Farming. A Taste of Carlisle Event is in the planning stages. Monroe Township is updating their Comprehensive Plan. Dave Swartz has been asked for his input to the Plan.

#### **Commissioner Hertzler (see attached report)**

**March 13 – 15 CCAP Conference:** The Assessment and Taxation discussed real estate assessment, the reassessment system, and property tax reform in Pennsylvania. Randy Wagner presented a report on assessment practices and procedures. CCAP continues to advocate a tax fairness to relieve the property tax burden. Jake Cornman commented that Counties need to voice their support.

**Electronic Recycling Law:** Committee is working on the issue to bring attention to legislation for a solution. Municipalities have been approving the same recycling resolution as the County.

**Aging Advisory Board:** Met on March 18, 2016 and is working on a 4 year plan. Next Friday, April 15, 2016 there will be a Volunteer Recognition at Comfort Suites.

**Capital Region Council of Governments:** Met on March 21, 2016. There was discussion regarding the shortage of volunteer firefighters. Ann Simonetti is retiring as CAPCog's Executive Director and Gary Myers has been named as her replacement. Francis Myers is moving out of state and Rhonda Campbell will take her place.

**Conservation District:** Met on March 22, 2016. Chairman Wilbur Wolf sent a letter to the State with respect for Conservation funding for Best Management Practices.

**Transitions – Claremont:** Attended a One Year Anniversary Event on Thursday, March 31, 2016.

**Commissioner Eichelberger**

**Planning & Recycling:** Discussed with other agenda items.

**Economic Development Corporation:** Announced the draft guidelines for Tourism Grants. House Bill 794 was discussed. They recently took a field trip to the Nations' Capitol. There is a follow up meeting scheduled April 20, 2016.

**County Commissioners Association of Pennsylvania Conference:** A meeting will be held to discuss South Central Caucus meetings, due to issues with scheduling due to other committee luncheon meetings during the Conference.

**Carlisle Chamber Event:** Attended the County Commissioners Annual event on March 31, 2016.

**Secretary Cortez Meeting:** Election issues were discussed. Staff time has been very extensive to get ready for elections. The new elections equipment that will need to be purchased will most likely be at the cost to the County.

**Report of Executive Sessions:** Chief Clerk Thomas reported there were Executive Sessions held on April 4, 2016 @ Noon, April 5, 2016 @ Noon, April 6, 2016 @ 12:15 p.m. and 1:30 p.m. Re: Personnel Issues

**Request for an 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