

**CUMBERLAND COUNTY
COMMISSIONERS' WORKSHOP MEETING**

**May 5, 2016 – 9:00 AM
COMMISSIONERS' HEARING ROOM
COURTHOUSE, CARLISLE, PA**

Board of Commissioners Present: Commissioner Vince DiFilippo, Jim Hertzler and Gary Eichelberger.

Quorum: Yes

Staff Present: Larry Thomas, Chief Clerk; Jennifer Crum, Recording Secretary; Keith Brenneman, Solicitor.

Departments: Mick Burkett, Human Resources; Dana Best, Stephanie Phillips, Tammy Bender, Kerry Fahnestock, Brandon Yeager, Finance; Al Whitcomb, Lynne Grew, Controllers; Mark Adams, IMTO; Penny Brown, Bureau of Elections; Jeffrey Swope, Jonelle Darr, Library System; Lisa Reider, Children and Youth; Silvia Herman MH/IDD; Megan Silverstrim, Communications; Beth Chornak, ERP; Bob Shively, John Quirk, Brian Hamilton and Claudia Garner, Public Safety; Michael Trusch, Claremont Nursing and Rehabilitation Center; Judge Placey; Dennis Lebo, Clerk of Courts; Lisa Grayson, Register of Wills; Brenda Brehm, Senior Judges.

VTC: Kirk Stoner, Planning; John Lopp, Facilities; Justin Miller, Recycling & Waste.

Outside Agencies: Kate Molinaro, Housing and Redevelopment Authority; Hubert Gilroy, Martson Law Offices, Anthony Deluca, Susan Hartman, Cumberland County Bar Foundation; Peter Edelman, Stevens & Lee.

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: Commissioner DiFilippo and Robert Shively recognized John Quirk for 20 Years of Service to Cumberland County.

Press Release – Mental Health Awareness Month (see attached): Robin Tolan discussed the Press Release regarding Mental Health Awareness Month Activities for 2016. A support walk took place last week. Shawn Stewart explained his design he created for the T-shirt.

Dedications to Cumberland County:

- Dedication of Plaque for Juror Chairs — Anthony Deluca presented the plaque to the Board of Commissioners
- Dedication of Judge Hess's Portrait — Hubert Gilroy presented the portrait to the Board of Commissioners.

Resolution 2016-15 – Diakon Lutheran Social Ministries: Solicitor Hubert Gilroy reviewed the Resolution 2016-15 for the Diakon Lutheran Social Ministries Financing Request. There are no assets of the Authority or the County being pledged. The purpose of the bond shall only look to Diakon for purposes of payment.

Letter of Support – Library: Jonelle Darr reviewed the Letter of Support for the Library Services Technology Act (LSTA) Grant. A grant application for federal funding was made available last month. This grant will coincide with the agreement between the Library System and the County. Jeff Swope explained that the grant funding would be used to purchase 160 Wi-Fi hot spots at eight locations throughout the County. This could assist students that do not have Wi-Fi. Commissioner Hertzler asked who would qualify for the program. Jeff explained that anyone who has a library card could sign out the Wi-Fi for a month. Commissioner Hertzler moved to approve the letter of support. Commissioner Eichelberger seconded the motion and it unanimously carried.

Housing and Redevelopment Authority — Kate Molinaro reviewed the Budget modifications and memorandum of agreement with the County.

- Community Development Block Grant Program Budget Modifications (see attached)
- Memorandum of Agreement (MOA) between Cumberland County and the Pennsylvania State Historical Preservation Office (see attached) - The Redevelopment Authority is working on purchasing Blighted property. An environmental review is required and the State Historic Preservation is required to sign off on a Historic District. The MOA outlines the County as the funder and what it can do to mitigate an effect on a Historic District.

2016/2017 Preliminary Fiscal Budget: (see attached) Dana Best reviewed the 2016/2017 Preliminary Fiscal Budget and Press Release and requested approval on Monday to lay the preliminary budget on view. Revenues are \$84,728,467.00 and expenses are \$84,756,620.00. Preliminary numbers and will be updated as needed. 89.4% is from State and Federal Grants and 5.4% is from County Subsidy.

Resolution 2016-13 – Budget Adjustments: (see attached) Dana Best reviewed the departments budget adjustments.

Contracts/Grants: — (Chief Clerk Thomas)

- a. **Bureau of Elections Agreement** — (Penny Brown)
 - Election Systems Software — Maintenance and Support Services — Terms of Contract: — August 1, 2016 through July 31, 2020 — Cost of Contract: — \$53,312.50 — (Addendum) - \$15,000 less that last year
- b. **Children and Youth Services Agreements** — (Lisa Reider)
 - The Bair Foundation of Pennsylvania, Inc. — To Provide Care and/or Treatment for Children Under the Custody of the Court —Terms of Contract: — July 1, 2015 through June 30, 2016 — (New)
 - Family Care of Children & Youth, Inc. — To Provide Care and/or Treatment for Children Under the Custody of the Court —Terms of Contract: — July 1, 2015 through June 30, 2016 — (New)
- c. **Claremont Nursing and Rehab Center Agreements** — (Michael Trusch)
 - Premier Healthcare Resources, Inc. — Motion to Reaffirm Execution of the Contract between Cumberland County and Premier Healthcare Resources

- Thyssen Krupp Elevator Americas — Elevator Ceiling Heater — Terms of Contract: — 60 Days after contract is signed — Cost of Contract: \$3,054.69 — (New)
 - Deloitte LLP — Volunteers for June 10, 2016, for Impact Day — (New) — No Cost Contract
 - Susquehanna Door Service — Preventive Maintenance and Repairs for Nine Automatic Doors — Terms of Contract: — June 1, 2016 through May 31, 2017 — Contract Maximum Amount: — \$2,822.00 — (New)
- d. **ERP Agreement** — (Beth Chornak)
- Infor (US), Inc. — Lawson Software and Support – Additional Three Year Support Agreement — Terms of Contract: June 1, 2016 through May 31, 2019 — (Addendum) - Three Year Contract \$643,669.00
- e. **Finance/Liquid Fuels Agreement** — (Kirk Stoner)
- HRG — Cumberland County Bridge Y-15 Preservation Proposal for Engineering Services — Supplement A — Boiling Springs Bridge — Terms of Contract: — April 1, 2015 through December 31, 2017—Total Increase Amount: — \$17,200.00 — (Addendum)
- f. **Planning Department Agreement** — (Kirk Stoner)
- Craighead Bridge Final Design Supplement from PennDOT – This is a landscaping plan for a buffer, construction administration and inspection services.
- g. **Public Safety Department Grant Application** — (Claudia Garner)
- Hazardous Material Response Fund Grant Application — Emergency Planning, Training, Exercises, etc. — Terms of Grant: — July 1, 2016 through June 30, 2017 — Grant Amount: — To be Determined – For year 2016/2017 and funding will be approximately \$36,000.

Credit Application – Ahold: Dana Best reviewed the Credit Application with Ahold Financial Services. This is a no cost revision to separate departments into individual accounts, requested by Ahold.

Memorandum of Understanding (MOU) – Fire Protection Services: Dana Best reviewed the Memorandum of Understanding between Cumberland County and the Borough of Carlisle Re: Annual Financial Contribution to Carlisle Borough for Fire Protection Services. The MOU was created to clarify payment to Carlisle Borough for distribution of \$8,000 to the fire companies within the borough. Commissioner Hertzler had concerns that the funds do in fact go to the fire companies. Both Dana Best and the Solicitor confirmed that the language clarifies the distribution of funds.

FEMA Winter Storm Disaster Relief: Claudia Garner reviewed the Designation of Agent Resolution from FEMA Re: Disaster Relief from Winter Storm Jonas. This is a request to Approve Ron Snow as the authorized signer to receive funding from FEMA and PHEMA due to the snow Storm in January 2016. The County will be receiving approximately \$26,000 for CNRC, Prison, Public Safety and Facilities. Commissioner Eichelberger moved to approve authorizing Ron Snow as the signer. Commissioner Hertzler seconded the motion and it unanimously carried.

Request for Proposals Ad – Recycling Convenience Center: Justin Miller reviewed the Request to Authorize Advertising for Request for Proposals Re: Operation of Recycling Convenience Center for Cumberland County Government. The County site would be set up at the old county barn. There is a list of materials that will be required to be received, including electronics. Commissioner Eichelberger asked if the hours would be convenient for residents to use the facility. Justin has been researching how other county sites operate. Commissioner Eichelberger asked if this would be a lease or if county employees would run the facility. Justin

stated that he visions a business would manage the site and assistance would be provided by the County as needed. John Lopp stated the site is convenient size to use equipment needed for offloading and ease of traffic flow in and out of the site. Commissioner Eichelberger has concerns with the busy intersection which is a three-way stop and asked that the municipality be kept informed. Justin has not talked to the township yet, however the Department of Environmental Protection visited the site and did not see an issue with the traffic; however, the traffic concern will be addressed. Commissioner Hertzler stated that the County should not be responsible for recycling electronics, that the legislators need to change the law and if we create this convenient recycling site, the legislators may not push so hard to make the necessary changes to the law.

Justin provided an update on where the law is with the legislature. He does not see a fix in the law any time Soon. In the request for proposal guidelines it is structured to allow the facility to charge fees to the users on specific items to cover costs. Commissioner DiFilippo stated that this is a good thing to do and at the right time.

Claremont Nursing and Rehabilitation Center Change Status Form: Michael Trusch reviewed the Pennsylvania Department of Health Change of Status Form that needs approved to update the Medical Director, Dr. Gawlas and the administrator to John Belko.

Intergovernmental Transfers – Amended / IGT Accounting: Michael Trusch reviewed the Department of Human Services — Amended Intergovernmental Transfers Agreement which is \$11,000 less than expected. Dana Best reviewed the IGT accounting stating that the funding will be taken from real estate tax revenue in the general fund and the transfer will go back into the Nursing Home funds. Commissioner Hertzler explained that there would be a benefit to Statewide County owned Nursing Homes, they would will be in the position to draw down additional Federal dollars. The total net income is \$45.3 million and the County benefits from \$1.6 million of that pool of funds. There is 100% participation from all county homes.

Community Support Program: Chief Clerk Thomas reviewed the Community Support Program – Workforce Development Advisory Group Appointees.

- Chief Clerk Thomas
- Dana Best – Finance Director
- Bob Dagrosa – Deputy Controller
- Jennifer Hipp – Assistant Solicitor
- Jennifer Wintermyer – Tri-County Community Action
- Kenn Tuckey – The Tuckey Companies

The group will review the applications for recommendation to award.

Capital Project Requests:

- Coroner — Purchase of Vehicle — Total Project Cost: — \$38,200— (Matt Stoner) – Ford Explorer - Additional staff requires another vehicle.
- Human Services Building — Carpet Installation in various areas of the building — Total Project Cost: — \$59,864.00 — (John Lopp) Expense will be shared between Drug & Alcohol, MD/IDD and Children & Youth. General fund money is \$3,141.12 and the remaining expense is funded by grants.
- Planning Department — Leidigh Bridge — Total Project Cost: — \$1,087,953.88 — (Kirk Stoner) – To be completed in September.

Commissioners' Liaison Reports

Commissioner DiFilippo

Bosler Law Library Event: An event was held on Sunday May 2, 2016 to recognize moving the County Law Library to the Bosler Library.

Commissioner Hertzler (see attached)

HATS Coordinating Committee: A meeting was held Friday, April 22, 2016.

- Two Trail projects will receive TAP funding: Carlisle Fairground Trail and Lambs Gap sidewalk project.
- Amendments to the Transportation Improvement Program: \$2.6 million addition to the Erford Road Bridge Project to improve traffic flow.
- A copy of the Hampden Township Resolution urging installation of Median Barriers along I-81 was provided.

Conservation District: A meeting was held on Tuesday, April 26, 2016.

- Two summer interns will be hired.
- Barrick's Dairy received the Farmer of the Year Award and recognized for improved conservation practices.
- There was Chesapeake Bay reboot discussion between the State departments and the Conservation Districts regarding Technicians and their role in enforcement or compliance to their programs.

Housing & Redevelopment Authority: There is one seat expiring on May 25, 2016 and Mark Bishop has been suggested to be reappointed to the Board for a new term.

MH/IDD Rally: Participated in the Mental Health Rally to support Mental Health Month.

Commissioner Eichelberger

Planning Commission: The County Comp Plan is in the process of being revised.

Economic Development Corporation: There is a meeting scheduled for May 18, 2016.

Recycling: See follow up letter from Justin Miller to the legislators regarding the recycling initiative. He and Justin will be meeting with Representative Steven Bloom to discuss recycling.

Mental Health: A Mental Health Event Walk took place.

- A meeting was held in Perry County with discussion on options regarding students after graduation, finding employment opportunities and new changes in the federal law that will help with this project.
- They are working on a suicide preventive initiative with a training program to assist with counseling.
- There was a Webinar regarding employment depression to address issues that deplete productivity and wellbeing in the work place.

Executive Sessions: Chief Clerk Thomas reported that Executive Sessions were held on April 27, 2016 @ 1:00 p.m., May 2, 2016 @ 11:15 a.m., and May 3, 2016 @ 12:30 p.m. Re: Personnel Issues.

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, Commissioner made a motion to adjourn.

Respectfully Submitted,

Jennifer Crum, Administrative Specialist