



MINUTES

Cumberland County Commissioners' Workshop Meeting

October 20, 2016 – 9:00 A.M.
Commissioners' Hearing Room
Courthouse, Carlisle, PA

Phone (717) 240-6150 Website: www.ccpa.net

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

Quorum: Yes

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

Departments: Elizabeth Bouch, Human Resources; Dana Best, Finance; Robert Ritter, Claremont Nursing and Rehabilitation Center; Bob Dagrosa, Controllers; Mark Adams, IMTO; Dennis Lebo, Clerk of Courts; Dave Buell, Prothonotary; Melissa Calvanelli, Court Administrator; Chuck Bear, Adult Probation; Earl Reitz, Prison.

VTC: Kirk Stoner, Planning; Justin Miller, Recycling & Waste; Sandy Gurreri, Kim Bitner, Aging & Community Services; Charles Carothers, DRO.

Outside Agencies: Kate Molinaro, Housing and Redevelopment Authority

Media: None

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

Public Comment: None

Resolution 2016-26 – Transfer and Acceptance of Vehicles: Solicitor Brenneman Reviewed the Resolution 2016-26 Re: Cumberland County Board of Commissioners Designating Signatories for Transfer and Acceptance of Vehicles. (see attached) The resolution authorizes the Chief Clerk and the Deputy Chief Clerk to sign administrative documents related to vehicle transfers and purchase of new vehicles.

Comprehensive Care Connections (C3): Sandy Gurreri discussed the Joint Venture Contribution Agreement Re: Contribution of Cumberland County's portion for the start-up of Comprehensive Care Connections (C3) a non-profit organization formed for the purpose of contracting with Managed Care Organizations (MCO's). Year 2019 is the program startup year with a one-time cost of \$17,139.

Housing & Redevelopment Authority: Kate Molinaro discussed the Revisions to the County's Community Development Block Grant Program. (see attached) Recommendation is that the Board of Commissioners approve the revision on Monday.

Resolution 2016-27 – 457b Supplemental Retirement Funds: Bob Dagrosa reviewed the Resolution 2016-27 Re: The Board of Commissioners of the County of Cumberland Requesting and Authorizing the Cumberland County Retirement Board to Provide Advice and Recommendations to the Commissioners with

Respect to 457b Supplemental Retirement Funds. (see attached) This is a voluntary retirement program for county employees. On October 7, 2016 the Retirement Board passed a motion to offer its services in an advisory capacity to the Board of Commissioners.

Resolution 2016-28 – Budget Adjustment: Dana Best reviewed Resolution 2016-28 Re: Budget Adjustments for the Aging Office. (see attached)

CASA Program Donation: Anita Brewster explained the request for donations by the Nisslys to the Cumberland County CASA Program. Anita proposed buying Gift Cards to purchase gas for the volunteers.

Contracts/Grants: — (Larry Thomas) – No additional discussion.

- I. * *Existing Contracts, Contract Extensions or Addenda with No Additional Cost or Increase to the County:*
 - a. **Children & Youth Agreement:**
 - Edison Court, Inc.
 - b. **Claremont Nursing & Rehab Center Agreement:**
 - Spiritrust Lutheran Life — (Addendum)
 - c. **Drug & Alcohol Agreement:**
 - HealthChoices Contract with the PA Department of Human Services — Amendment #9
 - d. **Facilities Management Agreement:**
 - Affordable Elevator Inspections — (Renewal)
 - e. **Prison – Canteen Agreement:**
 - PA District Attorneys Institute

- II. * *New Contracts, Vendors, Services, Grants and Contracts with Increases/Decreases to the County:*
 - a. **Aging & Community Services Agreement:** — (Kim Bitner)
 - Central Pennsylvania Food Bank – State funds increased / Food bank contract decreased based on where funds are spent.
 - b. **Claremont Nursing & Rehab Center Agreements:**
 - Maximum Staffing Solutions — (Elizabeth Bouch) Recruiting contract to help with hiring LPN’s. - \$40/hr. weekday - \$42/weekends - Approximately \$64,000 for two LPN’s.
 - Dr. Michael Gawlas, D.O. — (Robert Ritter) Attending Physician to Provide Direct Care for CNRC Residents — (Addendum) — Works full time as the Medical Director at the nursing home. He is asking for an additional \$13,800.
 - c. **Clerk of Court/Prothonotary Agreements:** — (Dennis Lebo/Dave Buell) Joint agreement with the two offices. Software update for automation of the current manual data entry. Discussion ensued regarding the revenue accounts used to fund this project, which are Automation Fund and General Fund.
 - Paperless Solutions — (Addendum)
 - Case Binder CR — (Denny) To send appeals to higher courts - \$6,400
 - Criminal Judge Workflow CR— (Denny) send motions, petitions, memos electronically - \$8,400
 - Judgement — Costs Fine CR — (Denny) - \$2,400
 - Clerk Payments CR — (Dave) - \$2,600

Chief Clerk Thomas requested a breakdown of costs that will come from the Automation Fund and the General Fund.

- d. **Court Administration Agreement:** — (Melissa Calvanelli)
 - Environmental Acoustics, Inc. — Audio System Consulting and Design Services for Courtroom 5 — (Addendum) Engineering & Design updates - \$1,440 increase.
- e. **Planning Department Agreement:** — (Kirk Stoner)
 - Met Ed – Leidigh Bridge Project. Additional construction - \$33,873.00
- f. **Prison – Operations Agreement:** — (Earl Reitz)
 - Clark Service Group – Inspect food service equipment and maintenance - \$3,398.00 which is a \$98.00 increase.
- g. **Recycling & Waste Grant Application**— (Justin Miller)
 - Pennsylvania Department of Environmental Protection Grant Application — Record of Operations and Application for Reimbursement for 2016 Household Hazardous Waste Collection Program – Record of Operations provides a material list. Grant – \$23,433.42. County cost is \$2,600.

Capital Projects Requests (see attached):

IMTO — (Mark Adams)

- Redundant Firewall — Total Project Cost: — \$15,254.80 – Currently have one firewall. This would be an additional firewall with Cisco Co. to prevent internet downtime.

Domestic Relations — (Charles Carothers)

- Video Conference Unit — Total Project Cost: — \$36, 218.00 – For contact with clients, training, webinars. 66% reimbursed by the Federal Government. The Board requested to review the contracts.

Adult Probation — (Chuck Bear)

- Vehicle Replacement — Total Project Cost: — \$30,139.00 – Through Co-Stars, Apple Ford Explorer

Planning Department — (Kirk Stoner)

- Craighead Bridge Engineering & Construction — Total Project Cost: — \$4,079,349.00 – County share 5%

Clerk of Court/Prothonotary Offices — (Dennis Lebo/Dave Buell)

- Clerk of Courts & Prothonotary OnBase Enhancements — Total Project Cost: — \$22,400.00

Report of Bid Opening: — (Earl Reitz)

- Food Service Operation at Cumberland County Prison
 - Three bids were received - Aramark, ABL, and Nutrition Group. Recommendation to the Board of Commissioners is to award to Aramark at an average meal cost of \$1.2608 as the lowest bidder and they meet all bid specifications.

Commissioners' Liaison Reports

Commissioner DiFilippo

Penn State Ag Extension:

- Logan Hall has been hired as a 4-H Educator. They are screening applications for a Water Resources Educator.
- The Annual Extension Annual meeting will be held on Thursday, November 3, 2016 at the Carlisle Fire and Rescue facility. The Program – Jack Ubley – Critters Beyond Your Back Door.

Western Cumberland Council of Governments:

- Dave Parthemore provided an update on HB782 that would mandate a township to hire at least two third party consultants to perform Uniform Construction Code Inspections.
- Exempt/Non-Exempt that make less than \$47,476 and that it affects overtime.

- Planning Department reviewed the updated County Comprehensive Plan.
- Economic Development Corporation discussed the Military Valued Assessment Survey.
- A School Resource Officer started their term at the Big Spring School District.
- Cooke Townships Comprehensive Plan is being updated.
- North Newton Township and Penn Township plan to include a \$2.00/per capita for the Drug Task Force.
- There is a new sign on the Cumberland Valley Rail Trail - Welcome to Oakville.

Commission for women: They are requesting Sherry Kleinklaus be appointed to a 3 year term starting Oct. 24, 2016 and expiring on December 31, 2016.

Commissioner Hertzler

Affordable Housing Trust Fund Board: Met Tuesday, October 11, 2016. They took action to request that the Board approve \$195,000 budget for 2017, which is higher than the 2016 budget due to additional deed transfer fees.

Aging Advisory Board: Met Friday, October 14, 2016. There was a tour of the Nursing Home, new garden and leisure area. They also discussed participation with other area agencies.

CAPCOG: Met Monday evening, October 17, 2016.

- They are helping to fund First Responders and are working to hire a Coordinator to recruit firefighters.
- Lee Murphy from PA DEP gave a presentation on the Chesapeake Bay Initiative regarding requirements imposed on municipalities.
- Effective 2018, municipalities will be required to demonstrate 10 percent sediment reduction from storm water runoff and municipalities must map locations of runoff.

Assessment and Taxation Committee with CCAP: A meeting was held on October 18, 2016 that included several county commissioners and state legislators to discuss laying the groundwork for county options to reduce property taxes.

Conservation District Board: There was a special meeting on Wednesday, October 19, 2016 with representatives from the Chesapeake Bay Foundation to review farm compliance for Best Management Practices.

Commissioner Eichelberger

MH/IDD -Meets today at noon.

Recycling & Waste Authority – Met Monday, October 17, 2016. A report will be provided to the Board. Working on a Recycling Convenience Center presentation for next week's Finance meeting that will provide a list of options to operate a center.

Planning Commission – Met this morning, October 20, 2016.

- The Comprehensive Plan update is in the process and the municipal outreach continues. The Public input survey is complete and they are finalizing the first draft of the survey. There is discussion regarding defining class work. The Plan should be finalized in April/May of 2017.
- Technical Assistance Program – There is municipal interaction with their projects.
- Bridge update – Craighead Bridge is in the works and the Leidigh Bridge is complete.
- The Planning Commission Board is accepting nominations for new Board members.

State Department of Transportation: The Board met with Secretary Richards to discuss crossover accidents on I81 and the project to add median barriers to the highway. The Board requested the project follow through with being implemented.

Report of Executive Sessions: Chief Clerk Thomas reported there were Executive Sessions held on October 12, 2016 @ 11:00 a.m. and October 19, 2016 @ 12:00 p.m. Re: Personnel Issues.

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

Other Business: With the upcoming elections the county election voting system has been brought into question. There are concerns regarding electronic voting to cast and count votes vs. paper ballots that were used in the past. The county has put safeguards into place to make the storage, counting and transmission of votes secure and they are not connected to the internet. The state should still allow paper ballot backup as other states use. Voter id may reduce potential fraud.

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

Respectfully Submitted,

Jennifer Crum,
Administrative Specialist