



MINUTES

Cumberland County Commissioners' Workshop Meeting

May 4, 2017 – 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; Sandy Moyle, Deputy Chief Clerk; Jennifer Crum, Administrative Specialist/Recording Secretary; Keith Brenneman, Solicitor.

Departments: Mick Burkett, Holly Sherman, Human Resources; Dana Best, Tammy Bender, Ron Snow, Keri Fahnestock, Finance; Mark Adams, Adam Green; IMTO; Jack Carroll, Drug & Alcohol; Lisa Reider, Children & Youth; Michelle Sibert, Victims Services; Sandy Gurreri, Trudy Kessler, Aging & Community Services; Anna Bowker, CNRC; Charles Hall, Robin Eckert, Coroner's Office; Rebekah Finkey, CJP/IPP; Darby Christlieb, Adult Probation; Melissa Calvanelli, Court Administrator; Claudia Garner, Brian Hamilton, Public Safety.

VTC: John Lopp, Facilities.

Outside Agencies: Jennie Crowther, Diane Biega, Carlisle Area Senior Action Center

Media: Steve Marroni, The Patriot; Zach Hoopes, The Sentinel

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

Public Comment: None

Proclamation Re: Recognition of Older Americans Month 2017 and Press Release — On Behalf of the Board of Commissioners, Commissioner DiFilippo presented a Proclamation Re: Recognition of Older Americans Month 2017 to Jennie Crowther and Diane Biega from The Carlisle Area Senior Action Center, Anna Bowker from CNRC and Sandy Gurreri from Aging.

Certificate of Special Recognition and Press Release: On Behalf of the Board of Commissioners, Commissioner DiFilippo and Sandy Gurreri Recognized Trudy Kessler as the Recipient of the BRAVO Secretary's Award.

Employee Recognition: Robin Eckert: On Behalf of the Board of Commissioners, Commissioner DiFilippo and Charles Hall recognized Robin Eckert from the Coroner's Office for 35 Years of Service.

2017/2018 Preliminary Fiscal Budget and Press Release: Dana Best discussed the 2017/2018 Fiscal Budget (see attached).

Resolution 2017-15 Re: Budget Adjustments: Dana Best reviewed the budget resolution adjustments (see attached). No impact to general fund.

Approve Stipulation to Settle Assessment Appeal of Macy's Retail Holdings, Inc.: Solicitor Brenneman reviewed the Stipulation to Settle Assessment Appeal of Macy's Retail Holdings, Inc. and is requesting approval to sign a document for settlement (see attached). This appeal started in 2010. Commissioner Hertzler mentioned since the County became a 3rd class County, the Assessment Appeals Board was created and that the Board of Commissioners did not need to be involved in the reassessments and should not be involved with this decision. This request is not the typical procedure for property assessment settlements. Lower Allen Township and the school district are also parties to this settlement. If the Board votes no, a court process will start that includes the Board involvement and decisions. If the Board agrees to sign, this process continues, giving other parties with more impact the opportunity to be involved. Chief Clerk Thomas asked if the Board does nothing, could it be tabled. This will be addressed with the Chief Assessor and Chairman of the Assessment Board before the Monday Board meeting.

Acceptance of Subgrant Awards from Pennsylvania Commission on Crime and Delinquency (PCCD): Rebekah Finkey reviewed the following (see attached):

- Cumberland County Municipal Police Accreditation Project/Sheriff's K-9 Unit - \$51,827
- Mobile In Car Video Systems Grant for North Middletown Township - \$16,296
- The Sheriff's K-9 Unit
- Pass thru Agreements between Cumberland County and Silver Spring Township, West Shore Regional, Camp Hill, and North Middletown Police Departments - \$53,748

JRI Adult Probation EBP Project, PCCD grant #27450, Reallocate \$3750 of grant project to Reentry Program: Rebekah Finkey reviewed the JRI Adult Probation EBP Project - PCCD Grant reallocating \$3,750 to the Reentry Program. The total amount will change to \$2,700 to the re-entry program. Rebekah requested a onetime stipend be paid to an individual who works on this program on behalf of the County.

Donation from the Richard & Betsy Esser Family Fund of the Foundation for Enhancing Communities: Ron Snow explained the donation of \$100 from the Esser Family that will go to Claremont Nursing Home for general support (see attached).

Contracts/Grants: — (Sandy Moyle) (see attachments)

I. * *Existing Contracts, Contract Extensions or Addenda with No Additional Cost or Increase to the County:*

a. **Claremont Nursing & Rehab Center Agreement:**

- Vahora Health — (Addendum)

b. **Planning Agreement:**

- HRG — Orrs Bridge Preliminary Engineering Agreement — (Addendum)

II. * *New Contracts, Vendors, Services, Grants and Contracts with Increases/Decreases to the County:*

a. **Children & Youth Agreements:** — (Lisa Reider)

- Youth Services Agency — Purchase of Service Agreement - Increase \$1.50 totaling - \$155.
- Families United Network, Inc. — Purchase of Service Agreement – Increases
- Drug & Alcohol Rehabilitation Services for 2016/2017 – Increases

b. **Claremont Nursing & Rehab Center Agreement:** — (Ron Snow)

- ACP Lease – Therapy – Decrease of \$2,196

- c. **District Attorney/Victim Witness Agreement:** — (Michelle Sibert)
 - RSP Management LLC — Lease Agreement – for West Shore Office space. Michelle stated the lease needs further review. They are looking for a smaller space for staff and are working with Facilities and IMTO. – **Tabled for a future meeting.**
- d. **Drug & Alcohol Agreements:** — (Jack Carroll) – Pilot Test Vivitrol program.
 - Positive Recovery Solutions – Mobile Medical Service Clinic.
 - Substance Abuse Services, Inc. d/b/a the RASE Project – Vivitrol Coordinator – not to exceed \$49,256 – funds are from a DOC Grant.
 - PA Department of Human Services (formerly DPW) – Cumberland, Perry, Dauphin, Lancaster, and Lebanon County – Amendment to comply with Federal requirements.
- e. **Facilities Management Agreement:** — (John Lopp)
 - Green Ridge Leasing, LLC – Coroner’s Office – 5 year Lease \$28,025.55/Yr. - \$8.61/Sq. foot
- f. **Human Resources Agreement:** — (Mick Burkett)
 - Dr. Ross Insurance Renewal – Increase \$7,558.28
- g. **IMTO Department Agreement:** — (Mark Adams)
 - County Website Hosting Renewal - \$12,890.70/yr. – Decrease of - \$110

Approval to Authorize VPN Text to 9-1-1 Service Advertising: Claudia Garner and Brian Hamilton reviewed the request to advertise for a third party vendor for the VPN connection to text messaging 9-1-1 services. May 25th is the bid opening. This could be a 6 month process. Within those 6 months, education on the use of the new service will take place.

- Third Party Vendor to Provide Emergency Text Messaging, VPN text to 9-1-1 Service from all four Major Wireless Carriers

Capital Project Requests:

- **Human Resources Department:** — (Holly Sherman, Dana Best, Mark Adams)
 - Purchase 50 Standing Desks (Pilot Program) — Total Project Cost: — \$30,000 - \$500/unit – Wellness initiative pilot program. Some funds will come from the Blue Cross \$75,000/yr. \$10,000 is for this specific project. IMTO selected a desk type. Approval request is for the 8 test desks and to set criteria for the project.
- **IMTO Department:**
 - Purchase Cisco’s Ironport Web Filter — Total Project Cost: — \$55,744.23 — (Mark Adams) – Internet Security updated product replacement.
 - Purchase a Cisco Unified Communications System — Total Project Cost: — \$1,284,049.95 — (Mark Adams/Adam Green) Includes licensing and equipment.
- **ERP Department:** — (Beth Chornak)
 - Lawson Upgrade Project — Total Project Cost: — \$69,392.00 – For compliance with Lawson. Expenses for software, memory, and a consultant.

Commissioner Eichelberger mentioned the state budget issues and questioned when do we hold off on new programs and projects. Chief Clerk Thomas stated that 2018 is the year to watch spending. Commissioner Hertzler reiterated that we do need to prioritize our spending.

Joint Letter of Support from Cumberland County Commissioners and the Cumberland County Housing and Redevelopment Authorities for the preservation of funding for the U.S. Department of Housing and Urban Development’s programs: Commissioner Hertzler discussed the Letter of Support to preserve funding for the U.S. Department of Housing and Urban Development’s programs. A \$1 million funding loss to Cumberland County will affect the Community Development Block Grant, the Housing Choice Voucher program, and assistance to low income families for housing. The Letter is to go to

Cumberland County's Federal Representatives. Commissioner Hertzler made a motion to approve the letter of support. Commissioner Eichelberger seconded the motion and it unanimously carried.

Presentation of Juror Donation Program: Melissa Calvanelli explained the Juror Donation Program where the jurors can donate their jury duty pay. Organizations are Maranatha, Safe Harbor, and Project Share.

Cumberland County Commission for Women Appointment: Commissioner DiFilippo recommended the Board appoint Sheri Davis-Cordell to the Cumberland County Commission as follows:

- Sheri Davis – Cordell — New Appointment for a Three (3) Year Term Commencing on May 8, 2017 — Expiring on December 31, 2020 — Approval will be on Monday, May 8, 2017

Housing Authority Board: Commissioner Hertzler recommended the Board re-appoint Roland Fenton to The Housing Authority Board as follows:

- Roland Fenton — for a Five Year Term Expiring on May 25, 2022 — Approval will be on Monday, May 8, 2017

Commissioners' Liaison Reports

Commissioner DiFilippo

No Reports

Commissioner Hertzler

Housing & Redevelopment Authority: Met Thursday, April 20, 2017.

- Their Auditor Report showed no deficiencies.
- The Carlisle Townhomes Program is moving forward with the company PIRHL.
- HUD is reducing their number of families being served, through attrition, to below 1,200.

HATS: Met Friday, April 21, 2017. There was discussion regarding:

- I-81 Median Barriers and the widening of I-81
- Federal Transportation alternatives funding for Carlisle Fairgrounds Trail and Lambs Gap Sidewalk Project.
- Silver Spring Township is being notified regarding the proposed feasibility study for the South Mountain Trolley Greenway. They envision an off road 7 mile bicycle and pedestrian rail trail between Mechanicsburg and Dillsburg.
- Another letter is being sent to Norfolk Southern requesting they refund Lower Allen Township for the \$12,000 they charged the Township.

Ageing Advisory Board: Met Friday, April 21, 2017.

- State Budget and merging of state departments was discussed.
- May is 'Older Americans' month with a theme 'Ageing Outloud'. May 10, 2017, there is a rally regarding the state department's consolidation.
- There is a Senior Volunteer Luncheon scheduled for Friday May 12, 2017, in Hampden Township.

Conservation District: Met Tuesday, April 25, 2017.

- The Annual Tree Sale set a record this year.
- The Envirothon was held on May 2, 2017 at the Mechanicsburg Sportsmen's Association. Nine area high schools participated, totaling 116 students.
- The 2016 Annual Report is complete and distributed.

Carlisle Chamber Breakfast: There was a Carlisle Chamber Breakfast with Senator Eichelberger. The latest revenue projections show a \$1 billion state budget deficit. There is a CCAP Conference call this afternoon.

Commissioner Eichelberger

Recycling & Waste Authority:

- The Recycling Center building is underway with cleaning, lights installed, restrooms access, office trailer set, scale system is ordered, IMTO is building a software program to work with the scale.
- Finances are in place.
- Applicants are being interviewed.
- Contract is finalized with the vendor and the state registration for DEP is approved.
- Working with Middlesex Township regarding signage.

Planning Commission:

- Monday May 16 – Municipal Planning Workshop – Planning for Agriculture.
June - Economic Development Principals for Municipalities.
- Survey for Comp Plan was closed out April 30th. Final results will be June 15, 2017.
- Attended a West Shore Chamber Event and there was discussion regarding the Comp Plan Survey and their participation in sending out the survey.

Economic Development Corporation: Visitors Bureau – Shireen Farr

- The Cumberland Valley location is 4th out of 10 prestigious locations across the County regarding Crafts Week.
- The Craft Beer Trail is coordinating with Harrisburg Beer Week. They ran out of passports so they are working with the transportation organization to offer more. The 1st quarter numbers for lodging have increased since last year.

Executive Session Reports: Chief Clerk Thomas reported there were Executive Sessions held on April 20, 2017 @ 2:20 p.m.; April 24, 2017 @ 2:30 p.m.; April 25, 2017 @ 1:00 p.m.; May 2, 2017 @ 11:30 a.m. and May 3, 2017 @ 2:30 p.m. Re: Litigation; April 25, 2017 @ 9:00 a.m.; April 25, 2017 @ 10:45 a.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, the meeting adjourned.

Respectfully Submitted,

Jennifer Crum,
Administrative Specialist