



MINUTES

Cumberland County Commissioners' Workshop Meeting

December 15, 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 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: Elizabeth Bouch, Human Resources; Dana Best, Ron Snow, Tammy Klusman, Finance; Bob Dagrosa, Lynne Grew, Controllers Office; Mark Adams, IMTO; Kim Bitner, Sandy Guerri, Aging & Community Services; Sue Carbaugh, MH/IDD; Lisa Reider, Jaime Reiber Children & Youth; Michelle Sibert, Victim Services; Tammy Shearer, Recorder of Deeds; Heather Ilgenfritz, Megan Silverstrim, Communications.

VTC: Kirk Stoner, Planning; John Lopp, Facilities Management; Claudia Garner, Public Safety.

Outside Agencies: Kate Molinaro, Housing & Redevelopment Authority; Mary Kuna, Cumberland Area Economic Development.

Media: 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

Employee Recognition - Tammy Klusman, Finance Office 30 Years of Service: Commissioner DiFilippo and Dana Best recognized Tammy Klusman for her years of service with Cumberland County.

Employee Recognition - Kim Bitner - Aging & Community Services - 25 Years of Service: Commissioner DiFilippo and Sandy Gurreri recognized Kim Bitner for her years of service with Cumberland County.

Budget Resolution 2016-33: Dana Best reviewed Resolution 2016-33 Re: Budget Adjustment for Records Improvement funds of \$34,000 increase (see attached).

Letter of Support for East Penn Drive Project: Mary Kuna, Cumberland Area Economic Development, requested a letter of support from the Board regarding the East Penn Drive Project application to PennDOT Multimodal Transportation Fund (see attached). Total \$2,096,500.00

Letter of Support for C Street in Carlisle Borough: Kate Molinaro, Housing & Redevelopment Authority, requested a letter of support from the Board regarding the Redevelopment Authority's submission of an application for PennDOT Multimodal Transportation funds for the construction of C Street in Carlisle Borough (see attached). Total Project cost - \$721,000.00. The request is for \$500,500.00. Commissioner Eichelberger moved to approve the letter of support. Commissioner DiFilippo seconded the motion and it unanimously carried.

Victim Services – AshKat Solutions Agreement: Michelle Sibert reviewed the Agreement with AshKat Solutions, Inc. Re: Victim Services Division Services Database. This is a 100% grant supported process. The project is not to exceed \$8,470.00 in 2016 and overall, not to exceed \$10,000.00.

Contracts/Grants: — (Sandy Moyle) No additional information was requested.

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

a. **Children & Youth Services Agreements:**

- Northampton County Juvenile Justice Center
- United Methodist Home for Children, Inc.
- Pressley Ridge
- National Mentor Healthcare, LLC d/b/a Pennsylvania Mentor

b. **Claremont Nursing & Rehab Center Agreements:**

- Michael F. Lupinacci MD LLC
- Dr. Kenneth Harm, Jr.
- UnitedHealthcare I-SNP Nursing Home Plan Premium Dividend Program — (Amendment)

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

a. **Aging & Community Services Agreements:** — (Sandy Gurreri)

- Virginia Monstead – New – \$30/hr.
- Dignity at Home LLC — (Addendum) \$18.20/hr.
- The Center of Independent Living — (Addendum) \$18.20/hr.
- VNA Private Duty, Inc. — (Addendum) \$18.20/hr.
- Guberman Companies, Inc. d/b/a Comfort Keepers — (Addendum) \$18.20/hr.
- MarieKare LLC d/b/a In Your Home Care — (Addendum) \$18.20/hr.
- Shadai Home Health Services — (Addendum) \$18.20/hr.
- Susquehanna Seniors LLC d/b/a Senior Helpers — (Addendum) \$18.20/hr.
- Heritage In Home Care Services, Inc. — (Addendum) \$18.20/hr.
- The Arc of Cumberland and Perry Counties, Non-Profit — (Addendum) – Increase to \$46.90
- The Nutrition Group d/b/a Pittsburgh Companies North, Inc. — (Addendum) – Increase to \$4.35/meal

b. **Children & Youth Services Agreement:** — (Lisa Reider)

- Children Resource Center of Pinnacle Health Hospitals – Child Abuse exams

c. **Domestic Relations Agreement:** — (Charles Carothers)

- Atlantic Tomorrow's Office - \$1,500.00 additional – Amendment — Total - \$13,053.00 – 100% State Reimbursed.

d. **IMTO Agreement:** — (Mark Adams)

- Keyser Consulting Group LLC – Video Conferencing – Decrease to \$13,357.80

- e. **MH/IDD Agreements:** — (Sue Carbaugh)
 - FY 2016-2017 Intellectual and Developmental Disabilities
 - Skills of Central PA Inc. - \$11,086.00
 - Inclusive Employment Program LLC – New – Rehab Services - \$15,000 State Funded
- f. **Planning Agreement:** — (Kirk Stoner)
 - Green Lane Farm Bridge Phase II Engineering Services – For blasting and repainting. \$94,000 from Bridge Funds.
- g. **Public Safety Agreement:** — (Claudia Garner)
 - Harris Corporation – Technology Upgrades \$1,274,947.49
- h. **Recorder of Deeds:** — (Tammy Shearer)
 - Xerox – Quality upgrade scanning using pdf for archival filing – approximate \$188,420.11 – Records Improvement Funds

Request to Authorize Advertising: — John Lopp reviewed the request to advertise for bid proposals.

- Cooling Tower Support Beam Replacement — New Courthouse

Bid Opening Results: — John Lopp reviewed the bid opening results for the three (3) companies for Janitorial Services for various Cumberland County Offices:

OMEX – No Bid - \$0

Preferred Janitorial Services – New Courthouse = \$305/night; Human Services Bldg. = \$145/night

EJS – New Courthouse = \$262; Human Services Bldg. = \$122.11; Domestic Relations Office = \$68.85; Old Jail = \$89.59; Business Central = \$20.59. Grand Total = \$563.39/night — No Increase.

Bid Opening Results: — Solicitor Brenneman explained that the bids were received in October, but due to personnel changes, the timeline was missed and the bid was not awarded.

- Dietary Paper & Plastic Items at Claremont Nursing and Rehabilitation Center — Motion to Reject all Bids
- Request to Authorize Re-Advertising for Bids for Dietary Paper & Plastic Items at Claremont Nursing and Rehabilitation Center

Capital Projects Requests: (see attached)

- **Domestic Relations:** — Charles Carothers reviewed the
 - First and Second Floor Improvements — Total Project Cost: — \$37,000.00 for painting, trim, light switches, restroom improvements, new door and security. 66% reimbursed - \$12,000.00 from County funds.
- **Recorder of Deeds:** — Tammy Shearer reviewed the
 - Scanning and Archival Project for Old Records — Total Project Cost: — \$188,420.11

Commissioners' Liaison Reports

Commissioner DiFilippo

Children & Youth Citizens Advisory Board: A meeting was held on December 6, 2016. They signed Christmas cards and are in the process of reviewing the current by-laws.

Western Cumberland Council of Governments: The Townships are preparing for winter season. Dickinson Township still needs a Road Master.

Appointments: Ag Extension – Alyssa Holstay; Drug & Alcohol – Jennifer Zampogna and Angela West; Commission for Women – Barbara Sheaffer.

Commissioner Eichelberger

Planning Commission: The survey for the County Comprehensive Plan will be finalized soon. There is one vacancy on the Planning Commission Board. Ten (10) applications were received and will be reviewed. The Dashboard information will be provided to the Board.

Report of Executive Sessions: Chief Clerk Thomas reported that there was an Executive Session held on December 1, 2016 @ 10:00 a.m. Re: Personnel Issues and December 7, 2016 @ 11:00 a.m. Re: Negotiation 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