



# MINUTES

## Cumberland County Commissioners' Workshop Meeting

May 31, 2018 – 9:00 A.M.  
Commissioners' Hearing Room  
Courthouse, Carlisle, PA

Phone (717) 240-6150 Website: [www.ccpa.net](http://www.ccpa.net)

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**Board of Commissioners Present:** Commissioners Vincent DiFilippo and Gary Eichelberger.  
Commissioner Hertzler was absent.

**Quorum:** Yes

**Staff Present:** Stephen A. Brayman, Chief Clerk; Sandy Moyle, Deputy Chief Clerk; Jennifer Crum, Administrative Specialist/Recording Secretary; Keith Brenneman, Solicitor.

**Departments:** Dana Best, Finance; Rachel Bryson, Communications; Holly Sherman, Human Resources; Lynn Grew, Controllers; Jaime Reiber, Children & Youth; Silvia Herman, MH/IDD; Bob Shively, Public Safety; Earl Reitz, Prison.

**VTC:** Christine Bowden, Joan Crawl, Aging and Community Services; Justin Miller, Recycling & Waste

**Others Present:** None

**Outside Agencies:** None

**Media:** Zach Hoopes, The Sentinel

**Call to Order:** Chief Clerk Stephen Brayman called the meeting to order at 9:10 a.m. and led the Pledge of Allegiance to the Flag.

**Public Comment:** None

**2018/2019 Fiscal Budget:** Dana Best updated the Board regarding the Fiscal Budget. This is a \$95 million budget with 89% grant funded and 6% general fund. Adjustments will be made as needed.

**Budget Resolution 2018-13 Re: Budget Adjustment:** Dana Best reviewed the Budget Resolution for the Nursing Home increase (see attached).

**Letter of Support for Cumberland Valley Rails-to-Trails Re: Grant Applications:** Commissioner DiFilippo reviewed the letter of support for the Cumberland Valley Rails-to-Trails grant applications to obtain funds for resurfacing the trail (see attached).

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**Contracts/Grants:** — (Sandy Moyle) –No comments from the Board.

- I. \* *Existing Contracts, Contract Extensions or Addenda with No Additional Cost or Increase to the County:*
  - a. **Aging and Community Services Agreements:**
    - Stephanie E. Chertok
    - Juli McGreevy

- b. **Claremont Nursing and Rehabilitation Center Agreement:**
    - RKL, LLP
    - Highmark
    - ACP Lease
  - c. **Public Safety Agreement:**
    - American Tower LLC
- II. \* *New Contracts, Vendors, Services, Grants and Contracts with Increases/Decreases to the County:*
- a. **Aging and Community Services Grant:** — (Christine Bowden) - vtc
    - Wendy Sheaffer — Counseling
    - Partnership for Better Health /National Training Conference Ending Homelessness - Grant Amount: \$2,400.00 - (Joan Crowl) – Staff training
    - Cumberland County Housing & Redevelopment Authority - (Joan Crowl) – For homelessness referrals
  - b. **Children & Youth Services Agreements:** — (Jaime Reiber)
    - White Deer Run, Inc., dba Torrance Cove Prep – Sexual offender program for males
  - c. **Human Resources Agreement:** — (Holly Sherman) \* *Action Requested*
    - Dr. Ross Insurance Renewal – Autopsy services for the Coroner – 14% Increase  
Commissioner Eichelberger made a motion to approve the insurance agreement. Commissioner DiFilippo seconded the motion and it unanimously carried.
  - d. **MH/IDD Agreements:** — (Silvia Herman)
    - Riverside Associates, P.C. - \$3,000 Increase – Outpatient services
  - e. **Public Safety Grant:** — (Bob Shively)
    - PEMA — Hazardous Materials Emergency Preparedness  
Grant Amount: — \$2,212.00 – 17/18 reimbursable grant – 20% match

**Letter to the PA Department of Environmental Protection Re: Cumberland County Landfill’s Permit Modification Application:** \**Action Requested* (see attached) Justin Miller reviewed a Major Permit Modification application request that the Cumberland County Landfill has submitted to DEP. They are asking to increase the Average Daily Volume (calculated on a quarterly basis) from 2,500 to 2,950 tons per day. Host counties and municipalities are given an opportunity to review applications and submit comments to DEP. Justin has reviewed the application with the Recycling & Waste Authority and two things have been noted in a draft letter: The application has an incorrect statement that the landfill has not reserved any capacity for Cumberland County waste. Their disposal capacity agreement with Cumberland County includes a commitment to reserve capacity for 100% of Cumberland County generated waste annually. Also, as committed to in the agreement, they annually donate \$5,000 to the County Household Hazardous Waste Event. It is suggested they note this in the application as a benefit in their Harms/Benefit analysis. Commissioner Eichelberger asked if there has been any feedback from the municipalities. Justin stated he has spoken with both Hopewell and North Newton Townships. Both appear to generally support the application although North Newton Township did mention they have some minor concerns regarding additional truck traffic. As mentioned, they have the opportunity to submit their own comments and concerns to DEP. Assistant Solicitor Hipp participated in the review of the application and discussion of the draft letter at the last Authority meeting and is satisfied with the final draft. Commissioner Eichelberger made a motion to approve the letter as submitted. Commissioner DiFilippo seconded the motion and it unanimously carried.

**Electronics Recycling Center Monetary Policy & Procedure:** (see attached) Justin Miller stated that a draft Electronics Recycling Center Monetary Policy and Procedure was provided to the Commissioners prior to the facility opening with a request for time to fine tune the policy based on actual experience. Several minor changes have been made over the past few months in response to operational realities to the point where the policy is ready to be adopted in its final form. The policy outlines who can handle money at the facility and establishes procedures for how the money is to be handled from collection through deposit.

**Pennsylvania Department of Environmental Protection Act 101, Section 902 Municipal Recycling Grant Application — Letter of Mutual Consent to Modify Section D, Scope of work, item III: *\*Action Requested*** (see attached) Justin Miller explained that a 902 recycling grant disbursement request was submitted to the State seeking reimbursement of the new leaf turner and to recover money for a grinder that was purchased three years ago and exceeded the maximum allowable grant amount at that time. DEP inadvertently left out the grinder description from the contract and is requesting the County sign a Letter of Mutual Consent that modifies the grant contract ‘scope of work’ to include the wording for the grinder. Commissioner Eichelberger made a motion to approve the change to the scope of work as described in the Letter of Mutual Consent. Commissioner DiFilippo seconded the motion and it unanimously carried.

#### **Capital Project Requests:**

- **Aging & Community Services** — (Christine Bowden) - vtc *\*Action Requested*
  - Office Chairs — Total Project Cost: — \$ 25,000.00

Commissioner Eichelberger made a motion to approve the office chairs. Commissioner DiFilippo seconded the motion and it unanimously carried.

- **Prison** - (Earl Reitz)
  - Kitchen Hood System Renovation — Total Project Cost: — \$17,126.45

Warden Reitz explained the need for replacement.

**Aging Advisory Board Appointment:** Commissioner DiFilippo made a recommendation to appoint the following Individual, **Donna Wood** to fill an unexpired term expiring on December 31, 2018.

#### **Commissioners’ Liaison Reports**

##### **Commissioner DiFilippo**

**Library System Board:** Met Monday May 21<sup>st</sup>.

Discussions:

- Policy revision to loss/claim of damaged materials
- Finance committee approved recommendation of transfer \$1 million from F&M to a PLGIT
- Closing Libraries on Nov 7<sup>th</sup> for staff development
- John Graham Library expansion project was approved
- Revision to the first amendment of the MOU with the County and Library System was approved by the Library Board
- Negotiated a discount on children materials with Baker and Taylor
- Executive Director attended the legislative day and met County representatives
- Collections services staff conducted a large scale cleanup of call numbers to be indexed
- Library apps are being added to website

Attended the Leadership Cumberland Graduation on Wednesday May 30<sup>th</sup> at Dickinson College

##### **Commissioner Eichelberger**

**Planning Commission:** An educational session on waste management and recycling is scheduled for June 28<sup>th</sup> from 3:00 – 5:00. They continue with their recruitment process to fill their Commission vacancy.

**Recycling & Waste Authority:** Kevin McCardle resigned so the Authority is working recruitment to find a replacement.

**Executive Session:** Chief Clerk Brayman 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