



# MINUTES

## Cumberland County Commissioners' Workshop Meeting

February 7, 2019 – 9:00 A.M.  
Commissioners' Hearing Room  
Courthouse, Carlisle, PA

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

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

**Quorum:** Yes

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

**Departments:** Dana Best, Tammy Bender, Ron Snow, Finance; Samantha Krepps, Communications; Mary Brokans, Controllors; Samuel Miller, Andrew Benner, Juvenile Probation; Judge Placey; Eric Radnovich, DA/Forensic Lab; Jack Carroll, Drug & Alcohol; Bethany Salzarulo, Elections; Beth Chornak, ERP; Sue Carbaugh, MH/IDD; Jaime Reiber, Children and Youth; Kirk Stoner, Planning; John Lopp, Facilities.

**VTC:** Melissa Smith, Brad King, CNRC; Justin Miller, Recycling & Waste.

**Others Present:** None

**Outside Agencies:** Shireen Farr, Cumberland Area Economic Development Corporation

**Media:** None

**Call to Order:** Chief Clerk, Sandy Moyle called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance to the Flag.

**Public Comment:** None

**Employee Recognition:** Samuel Miller, Jr. — (Juvenile Probation) — 35 Years of Service – On behalf of the Board of Commissioners, Commissioner DiFilippo and Judge Placey recognized Samuel Miller for his years of Service.

**Resolution No. 2019-8 Re: (Yr. 2019) Budget Adjustment** (see attached): Tammy Bender reviewed the budget resolution for Drug & Alcohol and MH/IDD. No impact to the general fund.

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**Contracts/Grants:** (see attached) — (Florence Ford) – No additional comments from the Board.

- I. **\* Existing Contracts, Contract Extensions or Addenda with No Additional Cost or Increase to the County:**
  - a. **Aging & Community Services Agreements:**
    - The Center for Independent Living of Central PA – Addendum
    - The Salvation Army
  - b. **Children & Youth Services Agreements:**
    - Alternative Rehabilitation Communities, Inc.
    - Drug and Alcohol Rehabilitation Services, Inc.
  - c. **Drug and Alcohol Agreement:**
    - Substance Abuse Services Inc., DBA The RASE Project

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- II. \* *New Contracts, Vendors, Services, Grants and Contracts with Increases/Decreases to the County:*
- a. **Children & Youth Agreements:** — (Jamie Reiber)
    - Avanco International, Inc. – IT program for tracking clients.
    - Cornell Abraxas Group, Inc. – Out of home services – 2% Increase
    - Family Care Services, Inc. – Foster Care – 1% Increase
    - George Junior Republic in Pennsylvania – D&A and Group Homes - 2% Increase
  - b. **Claremont Nursing & Rehabilitation Center Agreements:** vtc
    - ADARA Healthcare Staffing — (Melissa Smith) - \$25,000
    - Ready to Help — (Melissa Smith) - \$45,000
      - They have 10 agencies to pull from for staffing
    - Trane — (Brad King) - \$419,925 - A/C System
  - c. **District Attorney/Bureau of Justice/Forensic Lab Grant** – (Eric Radnovich)
    - Acceptance of Grant from the Pennsylvania Commission on Crime and Delinquency – Amount — \$86,000.00 – Accreditation and Training - No match
  - d. **Drug and Alcohol Agreement:** — (Jack Carroll)
    - Positive Recovery Solutions, Inc. – Addendum – Vivitrol injections to treat opioid overdoses. Addendum is needed due to cost increase from pharmacy.
  - e. **ERP Agreement:** — (Beth Chornak)
    - Infor, Inc. – Lawson Software - \$703,258.73 for 3 years
  - f. **MH/IDD Agreements:** (Susan Carbaugh)
    - Early Intervention FY 2018-2019*
      - International Corporate Training and Marketing, LLC – Increase \$9,972
      - Feeding Little Bellies — Addendum - Increase \$7,103
      - My Therapy Tree LLC — Addendum – Increase \$94,986
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**Declaration of Covenant for the East Pennsboro Township LERTA** (see attached): Keith Brenneman explained that the Board of Commissioners requested this document be created. The declaration of Covenant prohibits a Tax Assessment Appeal by any property within the East Pennsboro Township LERTA District for a 5 year period after the expiration of a LERTA 10 year period. There are three exceptions to that prohibition:

1. The County does a County Wide Reassessment, the property owner can appeal.
2. The County does an assessment of improvements due to additional construction beyond the LERTA period within that 5 year period, the property owner can appeal that assessment by the County.
3. If there is a Tax Assessment Appeal by any taxing district, you have a right by law and so does the township and also the school district, to make an assessment appeal. So that option is also open for a property owner to join in that appeal to try to change the assessment.

The improvements made within the LERTA window will still be assessed by the County and be subject to whatever period of exemption or percentage of exemption exists when they're done. So they build in phases it covers that period. After the LERTA period has expired, which is generally 10 years, if improvements are then made to the property within the 5 year period, the county will reassess the approved value, the property owner has the right to appeal.

Essentially this is protection for the tax payers beyond the time of the LERTA tax break for a period of 5 years.

**Authorize for Advertising Bids for the following:** (see attached)

- **Elections** — (Bethany Salzarulo)
  - Polling Place Accessibility Survey

Bethany Salzarulo explained that the Survey is for ADA compliance. This was discussed at the last Board of Elections meeting. The cost is approximately \$32,000.

- **Recycling and Waste** — (Justin Miller) vtc
  - Maintenance and Repair for Yard Waste Equipment

Justin Miller is seeking approval to advertise for bids for repair services for the trommel screen and the two leaf turners that are part of the inter-municipal yard waste program. The current contract will soon be expiring.

### **Bid Awards for the following:**

#### **Claremont Nursing and Rehabilitation Center:**

- Sysco Central PA
- Feesers, Inc.
- Bimbo Bakeries
- M. Fellingner Company

Ron Snow explained that there were four vendors that submitted participation bids for the weekly CNRC food bid and the State Food Pantry Program. Ron is requesting that all four vendors are approved for the program.

### **Facilities Management:**

- Bid opening for Lawn Mowing of County Facilities

John Lopp reviewed the four vendors: Best Wash, Inc., Coldsmith Lawn Care, J&A Lawn Care, and Myers Landscaping & Lawn Care, and pricing for the county facilities (see attached). These are for five (5) year agreements. The lowest bidder recommendations are as follows:

- **Coldsmith Lawn Care**
  - Allen Road - \$16,200.00
  - Fire Training Center - \$9,600.00
  - 1601 Ritner Hwy Bldg - \$13,800.00
- **Myers Landscaping & Lawn Care**
  - CNRC -\$43,800.00
- **J&A Lawn Care**
  - Aging Office Bldg - \$10,440.00
  - Prison - \$34,080.00
  - Public Safety Bldg - \$18,480.00
  - 1615 Ritner Hwy Bldg - \$6,120.00

### **Approval to add NTM Engineering as a sub-consultant to HRG for NBIS contract: *\*Action Requested***

Kirk Stoner explained that the county bridge engineer is HRG that also uses subcontracted engineers to do some of the bridge inspections. HRG is proposing to use NTM Engineering who meet PennDOT's DEU requirements. Commissioner Eichelberger made a motion to approve NTM Engineering. Commissioner Hertzler seconded the motion and the motion carried.

**Assessment Policy** (see attached): Sandy Moyle reviewed the Assessment Policy. A meeting was held with the Assessment Board and staff to work on the policy. Solicitor Brenneman has reviewed the policy.

### **Letters of Support** (see attached)

- **DHS Medical Assistance Transportation Program (MATP)**

Rich Farr from rabbitransit is requesting a letter of support regarding DHS Medical Assistance Transportation Program and to delay a bill in the House and Senate until further review due to the potential \$31 million cost to the State.

- **Lemoyne Middle School – LOS** — (Shireen Farr)

Shireen explained that a grant application for \$1 million was submitted through the RAPC Program (see attached). The request is for a letter of support for the grant funding. The consensus is to keep the building safe and to rehabilitate the property. The zoning issues have been resolved. The Board asked that Shireen update them periodically.

**Cumberland County Industrial Development Authority Board** (see attached): Commissioner Eichelberger reviewed the recommendation of Reappointments of the Following Individuals:

- **John Durbin and Kenneth Tuckey**
  - Reappointment for Two (2) Year Terms, Effective January 1, 2019 – December 31, 2020.
- **Diane Neiper and Luke Bernstein**
  - Reappointment for Three (3) year terms, Effective January 1, 2019 – December 31, 2021.

There was a question regarding term limits and if Board members need to be residents of Cumberland County. Solicitor Brenneman explained they need to either be a resident or own property within the County. The Board requested additional research.

The Board requested that future discussion take place regarding giving time limits on all Boards and Authorities.

**Cumberland County Conservation District Board** (see attached): Commissioner Hertzler reviewed the recommendation of appointment to the Cumberland County Conservation District Board for the position Public Director. To keep the process from being delayed it was requested to appoint the Associate Director to fill the remainder of the term.

- **Mike Ward**
  - Appointment to fulfill term of the late Wilbur Wolf, Effective Immediately – December 31, 2019.

## **Commissioners' Liaison Reports**

### **Commissioner DiFilippo**

#### **Library System Board:**

- Officers were elected for 2019 with no changes:
  - Paul Fisher, President
  - William Gould, Vice-President
  - Jonathan Williams, Treasurer
- Kanopy Streaming Video Services was purchased from the Library Systems Collections budget
- 20 self check out work stations with e-commerce or express lane is a self-service payment by credit card have been install throughout the Library System.
- Advocacy for LSTA Funding - Senate bill 3560 passed in December for federal funding for Libraries
- 2018 Conditional Grant goals have been completed. A presentation will be provided.

### **Commissioner Hertzler**

No Report

### **Commissioner Eichelberger**

#### **Planning Commission:**

- The Housing affordability effort – they are working with Shippensburg University and a survey.
- FEMA Flood plain maps will soon be available, then a public/municipal review period, then a final review by FEMA.
- Building permits are due by the municipalities. A growth trend presentation will be provided to the Board.

The Housing and Redevelopment Authority is working on a 2020 – 2024 – 5 Year Plan to determine future housing and how funds will be spent. There will be public meetings held regarding this. The Shippensburg University project is a smaller than this one.

**Recycling & Waste:**

- In January of this year, there was a higher volume of material received compared to last year.  
2018: Average – 28 customers, 2,274 pounds per day  
2019: Average – 30 customers, 2,843 pounds per day.  
February had a slow start and those numbers show that winter is a slower time of year for the collection program.
- The 2019 HHW Program planning is still in the works. Justin Miller will provide a presentation at a future Finance meeting.

**EDC:** The CEO search for the Economic Development Corporation is still ongoing.

**Report of Executive Session:** Chief Clerk Sandy Moyle reported there was an Executive Session held on February 5, 2019 @ 11:00 AM RE: Personnel

**Request for an Executive Session:** Chief Clerk Sandy Moyle requested an Executive Session Re: Real Estate Transaction, Personnel Issues

**Other Business:**

- **CNRC** – (Dana Best)
  - Cantata – Addendum

Dana explained these are for CNRC medical records. Total is \$5,000.00. A review of the addendum is still needed by IMTO and Solicitor. Even though there was initial training, additional training will be needed due to software being customized to work for staff's input of patient information. IMTO has been working with this vendor daily.

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

Respectfully Submitted,

Jennifer Crum,  
Administrative Specialist