

Thursday, August 4, 2011 9:30 a.m.

The regular meeting of the County Commissioners was held today, all members present. Comm. Stohler presiding.

The meeting opened with the Pledge to the Flag.

The Commissioners asked for public comment. Phyllis Dryden, resident of Lebanon County inquired about the \$70,000 in funding assistance Jackson Township will receive from the Comprehensive Plan Implementation Fund for the Jackson Township Fairlane Avenue Park Project. Mrs. Dryden asked if Jackson Township must give an account of how the funds were spent. Comm. Litz stated that a final report is required and Administrator Wolgemuth stated that a grant agreement was signed.

The Commissioners approved the minutes of the previous meeting.

Sallie Neuin, Lebanon County Treasurer, presented the weekly Treasurer's report.

The Commissioners accepted the Treasurer's report as read. Expenditures are in the amount of \$1,253,773.63.

Jamie Wolgemuth, County Administrator, presented this week's position requests, personnel transactions and conference/seminar requests.

Kevin Schrum, Administrator and Holly Leahy, Director of Mental Health Services of the Lebanon County Mental Health/Mental Retardation/Early Intervention (MH/MR/EI) and Richard Kocher, Solicitor of Philhaven Hospital, Mt. Gretna, PA, met with the Commissioners to introduce a **Local Suicide Awareness Initiative and their media campaign**. Due to the unusually high number of suicides in Lebanon County, the CEO of Philhaven Hospital asked MH/MR/EI to partner with them on a "Watch for the Signs" Suicide Prevention Campaign to address the local suicide issue and to increase awareness of the resources available to those who are experiencing thoughts of suicide or exhibiting suicidal tendencies.

Kevin Schrum, Administrator of Lebanon County Mental Health/Mental Retardation/Early Intervention (MH/MR/EI), presented FY 2010-11 and 2011-12 contracts amendments for consideration. There are no increases in county match to fund these contract changes. Carol Davies, Fiscal Assistant of MH/MR/EI was also in attendance.

The Commissioners approved the **Mental Health/Mental Retardation/Early Intervention contract amendments for FY 2010-2011 in the total change amount of \$14,919.00 and the FY 2011-2012 contract amendments in the total change amount of \$96,337.00.**

Kevin Schrum, Acting Executive Director of the Lebanon County Commission on Drug & Alcohol Abuse, presented a Problem Gambling Funding Initiative proposal for consideration. The Bureau of Drug and Alcohol Programs (BDAP) has made grant funds available in the amount of \$39,988.00 to Lebanon County for Fiscal Year July 1, 2011 thru June 30, 2012.

The Commissioners authorized the Acting Executive Director of the Commission on Drug & Alcohol Abuse to make application to the **Bureau of Drug and Alcohol Programs (BDAP) for Problem Gambling Funds in the amount of \$39,988.00.** The funds will be used by Lebanon County, in conjunction with Compass Mark, our contracted prevention partner, to develop and implement programs designed to create awareness and educate the community concerning problem gambling. The budget consists of both SCA costs and costs of Compass Mark. There is no requirement for a county match.

Jamie Wolgemuth, County Administrator, presented the following items for consideration.

The Commissioners approved and signed the Commonwealth of **Pennsylvania, Pennsylvania Emergency Management Agency (PEMA), Federal Fiscal Year 2011 Emergency Management Performance Grant (EMPG) Agreement between PEMA and Lebanon County.** PEMA agrees to award the amount of **\$133,273** to Lebanon County in order to advance the goals and objectives of the EMPG program in Pennsylvania during the grant period of **October 1, 2010 until September 30, 2011.** Lebanon County agrees to provide **\$133,273** of its own funds in order to provide the 50% match for the salary and benefit costs for a total cost of **\$266,546.00.**

David Lauver and Judy Weimer were appointed to serve as members of the Lebanon County Children and Youth Advisory Committee with term to end December 31, 2013 and December 31, 2014 respectively.

Francene Gates, Joel Schrank, Nancy Smoyer and Douglas Stump were reappointed to serve as members of the Area Agency on Aging Advisory Council with terms to end December 31, 2014.

Faye Fox and Robert Rakow were appointed to serve as members of the Area Agency on Aging Advisory Council with terms to end December 31, 2014.

It was moved by Comm. Litz, seconded by Comm. Carpenter to adjourn the meeting.

Thursday, August 11, 2011 9:30 a.m.

The regular meeting of the County Commissioners was held today, all members present. Comm. Stohler presiding.

The meeting opened with the Pledge to the Flag.

The Commissioners asked for public comment. Arthur and Linda Arnold, residents of North Lebanon Township, addressed the Commissioners regarding a property line dispute. Commissioner Carpenter will meet with the Directors of the Planning and Assessment Departments.

Kathleen (Kathie) Pflueger, resident of West Lebanon Township and Commissioner candidate, addressed the Commissioners regarding questions she originally raised at the July 28, 2011 meeting. Mrs. Pflueger suggested that the County clarify, with the County's auditor, a concern over foreign investment contained in the 2009 County audit. Mrs. Pflueger also urged the Commissioners to see that the issues raised in the audits be addressed.

The Commissioners approved the minutes of the previous meeting.

Sallie Neuin, Lebanon County Treasurer, presented the weekly Treasurer's report.

The Commissioners accepted the Treasurer's report as read. Expenditures are in the amount of \$2,674,901.90. This week's net payroll is in the amount of \$1,127,319.52.

Desiree Nguyen, Director and Melissa Light, Personnel Officer of Human Resources, presented this week's position requests, personnel transactions and conference/seminar requests.

Three employees (Homeless Assistant Officer, Work Ready Officer and Bridges Education Manager (pt) with Community Action Partnership, were lay off due to state and federal spending cuts having an impact on the county's services for low-income residents, effective August 12, 2011.

Two Supported Work Ready Casemanager employees with Community Action Partnership, went from full time to part time (25 hours per week), due to state and federal spending cuts having an impact on the county's services for low-income residents, effective August 15, 2011.

Catharine Kilgore, LCCJAB Planner/Grant Coordinator in Adult Probation, met with the Commissioners to present grant applications for consideration.

The Commissioners approved and signed the Pennsylvania Commission on Crime and Delinquency (PCCD) a proposed **Gatekeeper grant modification request**. The total funds requested are in the amount of \$16,020.00 for the period from April 1, 2011 to March 31, 2012 and will be used by Juvenile Probation.

The Commissioners approved and signed the Pennsylvania Commission on Crime and Delinquency (PCCD), a **FY 2012 mini-grant application**. The funds requested are in the amount of \$1,500.00 and will be used by Mental Health/Mental Retardation/Early Intervention (MH/MR/EI), for Therapeutic Crisis Intervention Training for Case Managers.

Jamie Wolgemuth, County Administrator, presented the following items for consideration.

The Commissioners accepted and signed the funding approved by the Pennsylvania Commission on Crime and Delinquency (PCCD) for federal Victims of Crime Act (VOCA) funds. The funds will be used

by the Office of the District Attorney for the VOCA Co-Coordinator and Service Provider Program in Lebanon County as follows:

<u>Project Period</u>	<u>Award Amount</u>
July 1, 2011 – June 30, 2013	\$68,031.00
October 1, 2011 – June 30, 2013	\$68,031.00

The Commissioners accepted and signed the funding approved by the Pennsylvania Commission on Crime and Delinquency (PCCD) for state **Restrictive Intermediate Punishment (RIP)-Drug & Alcohol (D&A) funds**. The funds will be used by the Commission on Drug & Alcohol Abuse for the D & A Treatment Based RIP Program in Lebanon County. The award amount is \$656,019.00 for the project period July 1, 2011 to June 30, 2012.

Emmitt M. Smith was appointed to serve as a member of the Lebanon County Commission on Drug & Alcohol Abuse Advisory Council. This term will expire February 19, 2014.

It was moved by Comm. Carpenter, seconded by Comm. Litz to adjourn the meeting.

Wednesday, August 17, 2011 10:30 a.m.

The regular meeting of the County Commissioners was held today at Cedar Haven, Comm. Litz absent due to attendance at the County Commissioners Association Annual Conference. Comm. Stohler presiding.

The Commissioners asked for public comment and no comment was heard.

Edward Schlegel, Administrator of Cedar Haven, met with the Commissioners to discuss the business and personnel transactions of the facility.

The occupancy rate at the facility is at 93% capacity.

The Department of Health conducted an inspection. Four (4) deficiencies were cited and all corrective actions have been made.

The Fall Frolic will be held Saturday, September 2, 2011.

Roman Shahay, Administrator of Renova Center, met with the Commissioners to discuss the facility.

Painting of several areas of Renova is being done. Completion is expected by August 19th.

During the month of July, residents visited the Great Escape Theatre and the Lebanon Area Fair.

Desiree Nguyen, Director and Melissa HR Officer of Human Resources, met with the Commissioners to discuss quotes for life insurance.

Raymond Bender, Executive Director of Lebanon County Redevelopment Authority, Bryan Hoffman, Executive Director of Lebanon County Housing Authority, Robert Funk, Owner of Arthur Funk and Sons, Lebanon, PA and Joseph Conner of Kaylor Architects, Lebanon, PA, met with the Commissioners to discuss a **potential housing project in the Borough of Palmyra**.

It was moved by Comm. Litz, seconded by Comm. Stohler to adjourn the meeting.

At 12:00 noon the Commissioners met with the other members of the Prison Board to conduct their monthly meeting held at the Correctional Facility.

Thursday, August 18, 2011 9:30 a.m.

At 9:00 a.m., the Commissioners met in an executive session to discuss personnel matters.

The regular meeting of the County Commissioners was held today, all members present. Comm. Stohler presiding.

The meeting opened with the Pledge to the Flag.

The Commissioners asked for public comments. Daniel Seaman, Chief Assessor, Michael Chapin, Drafter and Theodore Conley, GIS Specialist of the Assessment Office along with Kristopher Troup,

Director of the Planning Department, addressed the Commissioners response to Arthur and Linda Arnold, residents of North Lebanon Township, regarding their property line. These gentlemen presented a surveyed 1943 township line map and a current GIS map for explanation of the property line to Mr. & Mrs. Arnold.

Phyllis Dryden asked the Commissioners to consider a pay freeze starting with the elected officials in light of the poor economy. Citing teachers and others employed being forced to take a pay freeze or pay cuts.

William Ames, resident of South Londonderry Township and Commissioner candidate, expressed approval to the Commissioners, County Administrator, and staff on their handling of the Mr. & Mrs. Arnold's concern about their property line.

It was moved by Comm. Litz, seconded by Comm. Carpenter to approve the minutes of the previous meeting.

Sallie Neuin, County Treasurer met with the Commissioners to present the weekly Treasurer's report. Mrs. Neuin reported that the **on-line website for paying property tax bills** is once again **up and running**. The system was shut down since October, 2010 until a contract with a new vendor was signed.

The Commissioners accepted the Treasurer's report as read. Expenditures are in the amount of \$767,097.15.

Desiree Nguyen, Director and Melissa Light, HR Officer of Human Resources, presented this week's position requests, personnel transactions and conference/seminar requests.

The Commissioners approved and signed a change in the **Life Insurance carrier for County of Lebanon employees**, from Principal Life Insurance Company through Golgowski & Associates, Lebanon, PA to **Mutual of Omaha through InGroup Associates**, Lancaster, PA effective September 1, 2011. This change will save the County approximately \$12,000 per year in life insurance premiums.

Lynn Snead, Executive Director of Domestic Violence Intervention of Lebanon County, Inc., met with the Commissioners to present a budget revision request for consideration.

The Commissioners approved and signed a thirty (30) day **Emergency Shelter Grant Budget Revision Request** on behalf of **Domestic Violence Intervention (DVI)**, in the total amount of \$25,625.00.

Archie Battistelli, Vice President and Brett Holland, Financial Advisors of Stifel Nicolaus, Lebanon, PA met with the Retirement Board to present the results of the **2nd Quarter Performance Review of the Lebanon County Municipal Employees' Retirement Fund**. Jonathan Shiffer, MBA/CEO and Todd Bulot, Financial Advisor of Rushmore Investment Advisors, Inc. 4965 Preston Park Blvd, Plano, TX, presented an overview of their company and the financial industry. Michael Battistelli, Financial Advisor of Stifel Nicolaus also attended this meeting.

It was moved by Comm. Litz, seconded by Comm. Carpenter to adjourn the meeting.

Thursday, August 25, 2011 9:30 a.m.

The regular meeting of the County Commissioners was held today, Comm. Litz absent. Comm. Stohler presiding.

The meeting opened with the Pledge to the Flag.

The Commissioners asked for public comment. Carl Jarboe, resident of the City of Lebanon, inquired about the conditions in Courtroom #3 and his inability to hear those speaking due to what he believes is noise coming from the heating/cooling unit. Mr. Jarboe suggested the possible need for more microphones and asked the Commissioners take care of the problem. Jamie Wolgemuth, County Administrator, will contact the Court Administrator to ask him if he will talk with the Judge about Mr. Jarboe's concern.

The Commissioners approved the minutes of the previous meeting.

Ranae Lemke, 1st Deputy of the Lebanon County Treasurer's Office, presented the weekly Treasurer's report.

The Commissioners accepted the Treasurer's report as read. Expenditures are in the amount of \$1,865,364.70. This week's net payroll is in the amount of \$1,138,880.08.

Desiree Nguyen, Director and Melissa Light, Personnel Officer of Human Resources, presented this week's position requests, personnel transactions and conference/seminar requests.

The Commissioners adopted and signed the updated **Harassment Policy**. The purpose of this policy is to ensure that all employees are treated with dignity and respect in a harassment free workplace. It is the policy of the County of Lebanon to provide a workplace that is free of all forms of Harassment by supervisors, other employees, or outside parties conducting business with the County.

The Commissioners adopted and signed the updated **Equal Employment Opportunity (EEO) Policy**. The purpose of this policy is to provide the guidelines necessary for the County of Lebanon to actively comply with Equal Employment Opportunity (EEO) regulations. It is the policy of the County of Lebanon to provide employment, training, compensation, promotion and other conditions of employment without regard to race, color, sex, national origin, religion, age, marital or veteran status, sexual orientation, political affiliation, or disability.

Phyllis Holtry, Administrator of the Lebanon County Community Action Partnership Agency, met with the Commissioners to present various items for consideration.

The Commissioners approved and signed the **4th quarter Medical Assistant Transportation Program (MATP) expenditure report**, on behalf of Community Action Partnership. The total funding amount is \$338,572.00 for the period of July 1, 2010 to June 30, 2011.

The Commissioners approved and signed the **4th quarter Medical Assistant Transportation Program (MATP) pre-expenditure plan**, on behalf of Community Action Partnership. The total funding is in the amount of \$1,009,755.00 for the period of July 1, 2011 to June 30, 2012.

The Commissioners approved and signed an **Agreement between the County of Lebanon, on behalf of Lebanon County Community Action Partnership (CAP) and Danielle Powers (subcontractor)**. This agreement is for curb-to-curb transportation services as requested by CAP for clients enrolled in the

Medical Assistance Transportation Program (MATP). This Agreement will be effective from July 1, 2011 to June 30, 2012 unless earlier terminated in accordance with this Agreement.

The Commissioners approved and signed an **Agreement between the County of Lebanon, on behalf of Lebanon County Community Action Partnership (CAP) and Robert McNamee (subcontractor)**. This agreement is for curb-to-curb transportation services as requested by CAP for clients enrolled in the Medical Assistance Transportation Program (MATP). This Agreement will be effective from July 1, 2011 to June 30, 2012 unless earlier terminated in accordance with this Agreement.

The Commissioners approved and signed the **4th quarter Human Services Development Fund (HSDF) expenditure report**, on behalf of Community Action Partnership. The total funding amount is \$158,725.00 for the period of July 1, 2010 to June 30, 2011.

The Commissioners approved and signed the **4th quarter Human Services Development Fund (HSDF) pre-expenditure plan**, on behalf of Community Action Partnership. The plan total is in the amount of \$100,784.00 for the period of July 1, 2011 to June 30, 2012.

The Commissioners approved and signed the **Work Ready Budget**, on behalf of Community Action Partnership. The total budget for the program is in the amount of \$107,242.00 for the period of July 1, 2011 to June 30, 2012.

The Commissioners approved and signed the **Community Services Block Grant (CSBG) "Federal Funding Accountability and Transparency Act Sub-recipient Data Sheet"**. The form asked for the DCED contract #, our Duns #, the CCR expiration date. It also asked for the primary location and compensation of officers, which we are exempt from giving.

Duane Trautman and Charles Killian of the Lebanon County Firefighters Association, met with the Commissioners to present an update on the condition of the Burn Building located in South Lebanon Township, and to ask the Commissioners for assistance in project costs. Mr. Trautman stated that the building is in need of replacement at a cost of over \$600,000.00. The presence of a new burn building will also allow the school to regain status as a Certified Training Site. Commissioner Carpenter stated 1) perhaps the project could possibly fall under Affordable Housing Funds, which will be researched. 2) perhaps the 26 municipalities located within Lebanon County, and use the facility could help share the cost. 3) this Board of Commissioners will consult with the new Board about the 2012 budget, and 4) the Commissioners will once again meet with Mr. Trautman and Mr. Killian to review their request during the 2012 budget hearings which are tentatively scheduled for the week of October 24, 2011. Carl Jarboe of the City of Lebanon and Joseph Burgio of Palmyra made comments.

Jamie Wolgemuth, County Administrator, presented the following items for consideration.

The Commissioners approved, signed the Commonwealth of Pennsylvania, Department of Transportation (PennDOT), the **Bridge Inventory and Inspection Activity Reimbursement Agreement #089707 for Federal-Aid Highway Projects**. This agreement will provide payment for the cost of inspection of locally-owned bridges in Lebanon County in accordance with the Surface Transportation Acts of 1978 and 1984. The proportionate shares of costs and amounts on this project are as follows:

Total Inventory and Inspection Cost	\$625,963.52
Federal Share (80%)	\$500,770.82
Local Share (20%)	\$125,192.70

It was moved by Comm. Carpenter, seconded by Comm. Stohler to **authorize an agreement between the County of Lebanon and Capital Area Communication, 350 S. Richland Ave., York, PA for a line-of-**

site study between the microwave radio towers at the Lebanon County-City Building, 400 S. 8th Street, Lebanon, PA and North Londonderry Township, 655 E. Ridge Road, Palmyra, PA. The cost is not to exceed \$850.00. The North Londonderry Township campus is the future site of the alternate 911 Public Service Answering Point (PSAP).

It was moved by Comm. Carpenter, seconded by Comm. Stohler to adjourn the meeting.

At 1:30 p.m. the Commissioners sat as the County Board of Assessment to hear assessment appeals.