

Thursday, December 6, 2018 9:30 a.m.

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

The Commissioners asked for public comment. David Weisnicht, Deputy Base Operations Manager of Fort Indiantown Gap (FITG), presented the Back at the Gap update of training, activities and events taking place at the Gap.

The Commissioners approved the minutes from the November 5, 2018 public meeting and the November 15, 2018 Commissioners meeting:

Dawn Edris, 1st Deputy of the Lebanon County Treasurer's Office, met with the Commissioners to present the weekly Treasurer's report for consideration.

The Commissioners approved the Treasurer's report as read with expenditures in the amount of \$1,239,591.97. The gross payroll of November 6, 2018 was in the amount of \$1,052,464.10.

Robert Sutherly, Casework Supervisor in Children and Youth, met with the Commissioners to receive a proclamation upon his retirement from County employment.

The Commissioners adopt the following proclamation for Robert Sutherly:

PROCLAMATION

WHEREAS, Robert L. "Bob" Sutherly, began his career with the County of Lebanon, employed as a Caseworker for Children & Youth Services on June 23, 1980; and

WHEREAS, assigned to the Protective Services Unit, Bob served the children, youth and families of our community by performing an excellent job dealing with various types of client issues in order to meet their needs; and

WHEREAS, throughout his tenure as an effective and valued employee, Bob's analytical ability served him well regarding his relationship with staff, and the cases he supervised in Foster Care since December 1992; and

WHEREAS, regarded as a major asset of the Agency, Bob served the county with devotion and commitment, providing integrity to his profession. He performed his duties and responsibilities in a professional manner which reflect great credit upon himself and Lebanon County Government; and

WHEREAS, December 18, 2018, Bob will retire as a Casework Supervisor for the Office of Children & Youth with over thirty eight years of distinguished service.

NOW, THEREFORE, WE, The Commissioners of Lebanon County, on behalf of all our citizens, unite to thank "***BOB***" for his many years of hard work, faithfulness and dedication on a job well done. ***FURTHER***, we extend congratulations and best wishes for a most rewarding future and the very best retirement.

BOARD OF COUNTY COMMISSIONERS

William E. Ames
Robert J. Phillips
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth
Chief Clerk/County Administrator

ADOPTED: This Sixth Day of December
Two Thousand Eighteen.

Michelle Edris, Director and Leeanne Shank, HR Assistant of Lebanon County Human Resources, presented personnel transactions and conference/seminar requests for consideration.

Stephanie Shirk, Client Relationship Manager of Penn State Extension, introduced Ellen Lawrence, Master Gardner of Penn State Extension, met with the Commissioners to inform them of their plans to expand the Ginger Pryor Garden, located behind the Agricultural Center on Cornwall Road, Lebanon, PA. Ms. Lawrence stated that a brick fundraiser will be held for individuals to purchase bricks at a cost of \$25.00, to help build a 100 brick legacy pathway into the Ginger Pryor Garden.

The Commissioners approved the **purchase of a commemorative brick by the Board of Commissioners for the Ginger Pryor Garden at the Agricultural Center.**

Robert Dowd, Director of the Lebanon County Department of Emergency Services, met with the Commissioners to present the 2018-2019 Radiation Emergency Response Fund Grant Agreement and the 2018 Statewide Interconnectivity Grant for consideration. Cheri Prentice-Brown of Lebanon County Geographical Information Systems was in attendance.

The Commissioners approved to accept the **Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency (PEMA), State fiscal Year 2018-2019 Radiation emergency Response Fund Grant Agreement. PEMA shall award \$15,018.00 to Subrecipient for the period of July 1, 2018 through June 30, 2019.**

The Commissioners approved to accept the **Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency, 9-1-1 Fund Statewide Interconnectivity Funding Grant Agreement. PEMA shall award the Subgrantee \$2,628,866.08 from 9-1-1 funding for Lebanon and York Counties.** Vote unanimous.

Barbara Smith, Prothonotary/Clerk of Courts of Lebanon County, met with the Commissioners to request permission to gift books from 1810 to 1970 that are in the vault/office to the Lebanon County Historical Society in spring 2019. Ms. Smith stated that staff from the Historical Society will look through the books to take those that are of interest to them.

The Commissioners **authorized the Prothonotary/Clerk of Courts to transfer custody of books from 1810 to 1970 to the Lebanon County Historical Society.**

Daniel Seaman, Chief Assessor of Lebanon County Assessment Office and Cheri Prentice-Brown of Lebanon County Geographical Information Systems, met with the Commissioners to present a Pictometry Contract Amendment for consideration. Ms. Prentice-Brown stated that this

amendment covers removal of Change Finder from the first project. The building generation is moved to the second project. Additionally, it amends the second project by upgrading 4" tiles to 3" and adding on 15 additional 3" sectors which will save \$2,541.50 from the original contract amount.

The Commissioners approved and signed the **Amendment to Agreement dated December 23, 2015 between Pictometry International Corp. and Lebanon County, PA. Total payments for this contract is \$135,133.75.**

James Holtry, Administrator of Lebanon County Children & Youth, met with the Commissioners to present various items for consideration.

The Commissioners approved the **FY 2017-2018 Supplemental invoices in the amount of \$74,815.65 for Children & Youth.**

The Commissioners approve the **FY 2018-2019 First Quarter invoices for Children & Youth as follows:**

<u>First Quarter Invoices</u>	<u>Amount</u>
ACT 148	\$1,457,654.00
TANF	\$ 115,072.00
Title IV-E Placement Maintenance	\$ 104,319.89
Title IV-E Adoption Assistance	\$ 75,786.61
Medicaid	\$ <u>964.11</u>
Total	\$1,753,796.61

The Commissioners approved the **FY 2017-2018 budget amendment, which will allow Children & Youth to file an appeal and possibly secure the additional overspent amount of ACT 418 money in the amount of \$26,508.**

Jamie Wolgemuth, Chief Clerk/County Administrator of the Lebanon County Commissioners Office, presented the following items for consideration.

Mr. Wolgemuth introduced and presented a summary of the 2019 County Budget.

The Commissioners approved to **tentatively adopt the proposed calendar year 2019 general fund budget, setting the County of Lebanon's general fund millage rate at 3.2925 mills. The budget will be on display for public inspection and will be finally adopted on December 27, 2018.**

The Commissioners approved to **grant real estate property tax exemption to the following individual. The property will be placed on the non-taxable real estate list for disabled Veterans, effective July 1, 2018:** This action is based on information received and ordered by the Pennsylvania State Veterans Commissioners.

Frederick J. Maier
612 Fox Ridge Lane
Lebanon, PA 17042

The Commissioners approved and signed the following **municipal liquid fuels application for county aid for the year 2018 and to submit the application to the Pennsylvania Department of Transportation (PennDOT) for their approval:**

<u>Municipality</u>	<u>Amount</u>
South Londonderry Township	\$6,991.00

The Commissioners approved a **grant to allocate \$30,000.00 from proceeds of the Hotel Tax/Tourism Fund to the Lebanon Valley Exposition Corporation. As requested, these funds shall be used toward the Expo Centers “Facility Improvement Program” project at Lebanon Valley Exposition Center & Fairgrounds, Lebanon, PA.**

The Commissioners approved a **grant to allocate \$6,300.00 from proceeds of the Hotel Tax/Tourism Fund to the Lebanon Valley Conservancy. As requested, these funds shall be used toward the Cornwall Heritage Trail Map” project at the Villages of Cornwall, Lebanon, PA.**

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

Wednesday, December 12, 2018 1:30 p.m.

The Board of Commissioners held a workshop session, all members present. Comm. Ames presiding.

John Sygielski, President of Harrisburg Area Community College (HACC), Lebanon, PA, presented an update of the Lebanon Campus. Also representing HAAC were:

Thomas Richey, Chair of the Board of Trustees
Lori Brandt, Member of the Board of Trustees
Laurie Bowersox, M. Ed., Executive Director, Lebanon Campus

Wednesday, December 19, 2018 1:30 p.m.

The Board of Commissioners held a workshop session, all members present. Comm. Ames presiding.

Michael Battistelli & Brett Holland, Financial Advisor of Stifel Nicolaus, Lebanon, PA, introduced members of the Dearborn Partners Investment Firm.

Thursday, December 20, 2018 9:30 a.m.

The regular meeting of the Board of County Commissioners was held today. Comm. Phillips absent. Comm. Ames presiding.

The Commissioners asked for public comment and no comments were heard.

The Commissioners approved the minutes from the November 28, 2018 workshop and the November 29 & December 6, 2018 Commissioners meeting.

Ana Cardona, 2nd Deputy in the Lebanon County Treasurer's Office, met with the Commissioners to present the weekly Treasurer's report for consideration.

The Commissioners approved the Treasurer's report as read with expenditures in the amount of \$1,248,482.94. The gross payroll of December 18, 2018 was in the amount of \$1,070,458.53.

Michelle Edris, Director and Lianne Shank, HR Assistant of Lebanon County Human Resources, presented personnel transactions and conference/seminar requests for consideration.

Elizabeth Ramsey, employee in Domestic Relations, met with the Commissioners to receive a proclamation. Karen Hess, Director of Domestic Relations and President John Tylwalk attended this meeting.

The Commissioners adopted the following proclamation for Elizabeth Ramsey:

PROCLAMATION

WHEREAS, Elizabeth L. "Liz" Ramsey, began her career with the County of Lebanon employed as a Microfilm Clerk in the Prothonotary/Clerk of Courts Office on March 7, 1988; and

WHEREAS, throughout her years of service as 1st Deputy in the Prothonotary's Office, Liz was recognized as a dependable employee who managed the office in an efficient manner. Realizing her own potential for growth, Liz accepted a position as Hearing Officer in the Domestic Relations Office on November 13, 2000, and quickly became known as a valuable member of the department through her high level performance; and

WHEREAS, throughout her tenure, Liz served the county with devotion and commitment, providing integrity to her profession. She performed her duties and responsibilities in a professional manner which reflect great credit upon herself and Lebanon County Government; and

WHEREAS, December 29, 2018, Liz will retire as a Conference Officer/Docket Supervisor for Domestic Relations with over thirty years of distinguished service.

NOW, THEREFORE, WE, The Commissioners of Lebanon County, on behalf of all our citizens, unite to thank "***LIZ***" for her many years of hard work, faithfulness, and

dedication on a job well done. We extend congratulations and best wishes for a most rewarding future and the very best retirement.

BOARD OF COUNTY COMMISSIONERS

William E. Ames
Robert J. Phillips
Jo Ellen Litz

ATTEST: Jamie A. Wolgemuth
Chief Clerk/County Administrator

ADOPTED: This Twentieth Day of December,
Two Thousand Eighteen.

John Shott, CJAB Planner/Grant Coordinator in the Lebanon County Probation Services, met with the Commissioners to present a Veterans Court Grant Application for consideration. Judge John Tylwalk and Sally Barry, Director of Probation Services attended this meeting.

The Commissioners approved the **Pennsylvania Veterans' Trust Fund Grant Application on behalf of Probation Services, in the grant request amount of \$20,000, to help defray some of the cost of administering the County's veteran Court Program, beginning in January 2019. These funds shall be used for various initiatives benefitting veterans of Lebanon County, PA.**

Robert Dowd, Director of the Lebanon County Department of Emergency Services, met with the Commissioners to present a Hazardous Materials Response Fund (HMRF) Grant Agreement for consideration. Mr. Dowd stated that the funds shall be used to carry out the purposes, goals and objective of SARA, Title III (Superfund Amendment and Reauthorization Act) and the Commonwealth's hazardous material safety program.

The Commissioners entered into the **Hazardous Materials Response Fund (HMRF) Grant Agreement by and between the Pennsylvania Emergency Management Agency (PEMA) and Lebanon County. The term of this Agreement and the performance period for this grant is July 1, 2018 through June 30, 2019. PEMA shall award \$17,739.80 to the Subrecipient.**

Phyllis Holtry, Administrator of the Lebanon County Community Action Partnership, met with the Commissioners to present a Work Ready Grant Agreement for consideration. Mrs. Holtry stated that the purpose of the Work Ready Program is to help participants stabilize barriers which may hinder them from achieving self-sufficiency and their ability to move towards an employment goal and transition to the EARN program.

The Commissioners approved and signed the **grant agreement between the Commonwealth of Pennsylvania, Department of Human Services and Lebanon County for the Work Ready Program, to include nine (9) additional months ending September 30, 2019. This amendment begins January 1, 2019, in the amount of \$108,174. .**

Kevin Schrum, Administrator of the Lebanon County Mental Health/Intellectual Disabilities/Early Intervention, met with the Commissioners to present Provider contract amendments and the 2019 Administrative Entity Operating Agreement for consideration. Mr. Schrum stated that the Provider amendments will not necessitate a request for an increase in funds from the County.

The Commissioners approved the **FY 2017-2018 Provider Contract Amendments on behalf of MH/ID/EI in the contracts change amount of \$3,762.00.**

The Commissioners approved the **FY 2018-2019 Provider Contract Amendments on behalf of MH/ID/EI in the contracts change amount of \$112,335.00.**

The Commissioners approved and signed the **2019 Administrative Entity Operating Agreement between the Pennsylvania Department of Human Services, Office of Developmental Program and Lebanon County MH/ID/EI. Effective March 1, 2019, this Agreement replaces the current Agreement which was effective July 1, 2017.**

Jamie Wolgemuth, Chief Clerk/County Administrator of the Lebanon County Commissioners Office, presented the following items for consideration.

The Commissioners approved to **grant real estate property tax exemption to the following individuals. Their properties will be placed on the non-taxable real estate list for disabled Veterans: This action is based on information received and ordered by the Pennsylvania State Veterans Commissioners.**

Tanya M. Brant	Carol Houser
11 Stafford Drive	18 Pershing Avenue
Palmyra, PA 17078	Lebanon, PA 17042

The Commissioners approved and signed the following **municipal liquid fuels application for county aid for the year 2018 and to submit the application to the Pennsylvania Department of Transportation (PennDOT) for their approval:**

<u>Municipality</u>	<u>Amount</u>
Jackson Township	\$8,163.00

The Commissioners approved a **grant to allocate \$10,000.00 from proceeds of the Hotel Tax/Tourism Fund to the Community Health Council of Lebanon County. As requested, these funds shall be used toward "Tour de Lebanon Valley" project within the County of Lebanon, PA.**

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

Thursday, December 27, 2018 9:30 a.m.

The regular meeting of the Board of County Commissioners was held today. Comm. Phillips absent. Comm. Ames presiding.

The Commissioners asked for public comment and no comments were heard.

The Commissioners approved the minutes from the December 12 & 19, 2018 workshops and the December 20, 2018 Commissioners meeting.

Dawn Edris, 1st Deputy in the Lebanon County Treasurer's Office, met with the Commissioners to present the weekly Treasurer's report for consideration.

The Commissioners approved the Treasurer's report as read with expenditures in the amount of \$1,899,222.45.

Jamie Wolgemuth, Chief Clerk/County Administrator of the Lebanon County Commissioners Office, presented the 2019 County General Fund Budget and following items for consideration.

The Commissioners approved to adopt the following **resolution for the calendar year 2019 general fund budget, setting the County of Lebanon's general fund millage rate at 3.2925 mills.**

RESOLUTION NO. 12-27-2018

A RESOLUTION OF THE COUNTY OF LEBANON, and the Commonwealth of Pennsylvania fixing the tax rate for calendar year 2019 and appropriating specific sums estimated to be required to be for the specific purpose of the County Government, hereinafter set for the during the fiscal year.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and by the Board of Commissioners of the County of Lebanon, Pennsylvania:

SECTION 1. That a tax be and the same is hereby levied on all property within the said county subject to taxation for county purposes for the fiscal year 2019 as follows: tax rate for general county purposes, the sum of 3.2925 mills on each dollar assessed valuation.

SECTION 2. That for the expenses for the county for the fiscal year 2019 the amounts are hereby appropriated from the revenues available for the fiscal year for the specific purposes set forth, which amounts are more fully itemized in the county budget form on file in the Office of the County Controller.

Lebanon County Commissioners

Laurie Zimmerman and *Susan Werner* were reappointed members of the Lebanon County Library System with terms to expire December 31, 2021.

The Commissioners approved to **grant real estate property tax exemption to the following individuals. Their properties will be placed on the non-taxable real estate list for disabled Veterans: This action is based on information received and ordered by the Pennsylvania State Veterans Commissioners.**

Angelika R Alcaraz
1535 Jody Avenue
Lebanon, PA 17042

Todd M. Burns
106 N. Harrison Street
Palmyra, PA 17078

At 9:45 a.m., the Commissioners along with the County Controller, sat as the County Retirement Board to hold the Annual Retirement Board Meeting.

Brett Holland Financial Advisor of Stifel Nicolaus, Lebanon, PA, met with the Retirement Board to present a change of a Fund Manager for the Lebanon County Municipal Employees' Retirement Plan.

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

At 10:15 a.m., the Commissioners met an executive session to discuss real estate matters.