



CapCOG Board of Delegates
Monday, July 15, 2024 - 7:00 PM

DELEGATES IN ATTENDANCE: 17

Camp Hill Borough - Michele Forbes Carlisle Borough - Susan Armstrong Conewago Township - Mimi Legro East Pennsboro Township, Ed Diehl Harrisburg City, Hillary Greene Lower Paxton Township, Norm Zoumas Marysville Borough, Brian Webster	Middle Paxton Township, Wilbur Evans Monaghan Township, Tracy Pawelski New Cumberland Borough, Drew Lawrence North Middleton Township, James Hare Royalton Borough, Terry Watts	Silver Spring Township, Harry Kotzmoyer Susquehanna Township, Sean Sanderson Swatara Township, Tom Connolly Upper Allen Township, Ken Martin Wormleysburg Borough, Mike Rudy & Sue Stuart
---	---	---

MUNICIPALITIES NOT IN ATTENDANCE: 26

Annville Township Carroll Township Dauphin Borough Derry Township Dillsburg Borough East Hanover Township Fairview Township Hampden Township Highspire Borough	Goldsboro Borough Hummelstown Borough Lemoyne Borough Londonderry Township Lower Allen Township Lower Swatara Marysville Borough Mechanicsburg Borough Middletown Borough	Monroe Township Newberry Township Paxtang Borough Penbrook Borough Shiremanstown Borough South Hanover Township South Middleton Township Steelton Borough West Hanover Township
--	---	---

NON-VOTING IN ATTENDANCE:

- Cumberland County Commissioners Kelly Neiderer and Jean Foschi, - Dan Robinson, Dauphin County Commissioners, Office of Workforce Development - Heidi Shiver, Bird Town PA - Zach Richard, Appalachian Audubon Society	<u>CapCOG STAFF</u> Gary Myers, Executive Director Rhonda Campbell, Program Director
---	--

The meeting was called to order at 7:05 PM by Vice President Ken Martin.

The Pledge of Allegiance was led by Ken Martin.

Roundtable introductions were made.

Presentations

Heide Shiver, Bird Town Pennsylvania

- Shiver serves as President of the Board of Bird Town Pennsylvania.
- Bird Town PA has been around for 14 years; and is in 62 municipalities in 11 counties.
- It is under the umbrella of PA Audubon Council. (20 chapters in PA).
- Mostly in southeastern PA, but growing across PA.
- CapCOG members Mechanicsburg Borough, Upper Allen Township and South Middletown Township participate.
- Others applying include Carlisle Borough, City of Harrisburg and Susquehanna Township.
- The website has a lot of information - Birdtownpa.org.
- Enewsletters, blogs, and Workshop Series - all free.
- Two meetings a year - Spring and Fall - Virtual.
- Regional networking meetings are held three times a year; 6 regional groups.

Norm Zoumas- Do you help municipalities determine what to do? Shiver - We can suggest a variety of programs and determine what is best fit for you.

Sue Stuart - Does it have to be an elected official who is representing the municipality? Shiver - Some do, but some use staff or volunteers. Committee could have an elected official/staff and also volunteer(s).

Hillary Greene - Newsletter for backyard tips; is that only members? Shiver - It is free to the public. Don't have to be a member to receive it.

Mike Miller, Eckert Seamans - Contract Negotiations

- I represent a number of communities in the mid-state.
- Last 30 years focus has been on labor and employment law.
- Bargaining and hiring for employees in public sector.
- It's difficult to hire today. Competitive jobs like Sheetz who are paying higher wages and offering benefits. Public sector employment isn't easy; video; social media, etc. You are always on - 24/7.
- Public sector jobs have changed. Manner in which we do them and level of scrutiny has changed. So sometimes it is easier to work in private sector.
- Compensation is about four things: wages, pension, HC, work rules that cost you money. All of these matter.
- A lot of contracts have a five-year schedule; with 5% increases between steps (years). We have been giving a 5% step increase and 3% raise. Top end of the scale keeps growing and gets away and becomes unsustainable.
- Challenge is talking to people on both sides to determine what is sustainable.
- If top end of scale gets to \$100,000 for a base salary, e.g., for police, is that sustainable?
- Try to decouple wage growth from scale - not steps and raise. Going to see more of this.
- I hear a lot, "We aren't competitive anymore." (police). It's also leadership; what do we offer employees and officers as they build career?. Selling them on benefit of staying with a municipality. People don't stay for wages; they have to want to be here.
- Salaries are a lagging indicator; inflation is around 3%, labor is looking for 5-8% to make up for time worked during Covid.
- CPI has been around 2% for last 10 years. Salary increases have been 3-5%.
- One client says minimum of 2% and max of 4% based on % of CPI.

- Medical coverage: you insure more lives than private sector. Your healthcare is typically cheaper so people cover more of their family members.
- If your spouse has coverage through another employer - encourage/require them to take it because the claims that cost you are due to 2nd adult; not children.
- Post retirement healthcare is going away. \$15,000/year husband wife coverage average. People use it when they retire not when working. They get the procedures done they've put off.
- Pensions: General Assembly passed a law last week you can get credit for prior service in another agency. Act 600 can't roll pension money from employer to employer. However, teachers can.
- People stay in places they don't want to because they don't want to lose their pension fund.
- The system designed in the 1950's was designed based on 50 years of age/25 years of service. Now life expectancy is 78-81 years now. So, the system is overburdened.
- You are entitled to a credit for social security taken by employees. Most pensions have that offset to zero.
- Work rules that cost money: that's where most people make money for municipality. You trade money for flexibility. For example, language that allows you to use part-time and temp workers. Contract and hire based on need. Public works, administration, public safety - how can we use people more effectively?
- Some municipalities had a system where you could pick the job you worked on based on seniority - cut grass vs. working in sewer. Of course you'd pick grass.
- Look at training and HR functions. Municipalities are under-supported in these areas.
- Hire carefully - don't settle.

Questions

Kelly Neiderer - Individuals have elected to retire, but could would be beneficial part-time employees. Engineers, accountants, etc. Miller: There is a demographic shift about to happen; lot of people entering retirement age and with that brings a loss of talent. It would be a mistake not to think about incentive to reduce workload and earnings over a period of time (e.g., three years) while you train replacement. Why can't we try something different?

Tracy Pawelski - Monaghan Township 2700 residents N York County. Secretary/Treasurer of 26 years retired. We were a staff of three and now we are a staff of one. I believe in not settling when hiring, but then there is the reality. We have been able to build a good team now by not settling. Miller: Some entities are willing to help at a price (accounting, engineering, management firms). We get comfortable with 26-year employee and don't think about who is going to take over. Make sure there is someone in the pipeline.

Michelle Forbes - There are not enough people applying for public safety jobs. What is the key? More incentives? Bigger salaries? Miller - You do have to decide how to attract and retain people. Money isn't the only factor; it's important but not the only factor. Rework how you talk to applicants; whether it is in high school, vo-techs, community. Look at videos and social media. Invest in leadership; managers/supervisors are who keep people. Need to develop the soft skills of your managers and leaders.

Ken Martin - Younger employees coming on board are looking for flex hours; remote options several days a week. We have to get out of our 8-5 mindset. Miller: Not every job category will allow for that. But where it does, it is a good option. Rule 1 - Employee has to be with company for a year; Rule 2 - You have to be able to monitor their work. Remember if working from home and trip over dog, it's workers comp claim. It can work with proper structure. But, it can also cause resentment among employees in departments who cannot work from home.

Mimi Legro: How do you track what they are doing? Miller - be thoughtful and deliberate. Be on time with projects; responsive to inquiries, etc. Have established deliverables.

Miller - Another option is a four-day work week in summer. Friday or Monday off. Don't have to be tied to M-F work week. If you require weekend coverage, have someone work Wednesday-Sunday for example.

Harry Kotzmoyer - When I worked for House of Representatives there was not a lot of money there when starting entry level. So we tried to get them interested in job growth; training, educational opportunities. Sometimes that would get their interest.

Neiderer - Structuring paid time off. Instead of buckets of sick, holiday, etc. Person who works remotely, they still log on and work sick. So they don't take sick time. Miller: Before ADA and FMLA, you only had leave days. Now that you have ADA and FMLA, that level of leave time is more than you need. Need to look at leave time. Consider paid time off - leave hours are leave hours. Smaller bucket of leave time. Then have emergency leave bucket as well. The way we manage leave as people work remotely will be a continual challenge and moving target. No requirement that you have to pay people for unused leave time. Not required by law. Only comp time.

Jean Foschi - It makes me crazy that people don't take leave time. Why don't people? Miller - People are incentivized to save it since we pay for it when they leave. For your more committed employees, the job is calling so they like it and don't want to take time off.

Consent Agenda

May 20, 2024 minutes and June 2024 Treasurer's Report - Motion to approve: Brian Weaver, Marysville. Seconded Pawelski. Unanimously approved.

Executive Director's Report –

Auction

- July 17, 2024 - Fair Oaks School in South Middleton Township.
- Currently have 12 members participating.
- It's not too late to bring materials.

Bylaws

- Executive Committee Reviewed May 3, 2024
- Presented to Board for 1st Review May 20, 2024
- Vote needed tonight to ratify the changes.
- Motion to approve bylaws changes: Terry Watts motioned. Michelle Forbes seconded. Martin opened floor to discussion. No questions. Unanimously approved.

T-Bill Rollover

- \$84,000
- 6 months (renews 12/12/24)
- 5.20%

Maher Duessel Accounting Review

- No findings. Copies available if interested in reviewing.

MRM Trust Resolution

- Resolution needed to participate in the Municipal Risk Management Workers' Compensation Pooled Trust.
- Switched from Liberty Mutual due to LM no longer offering coverage.
- MRM Trust Resolution. Motion to approve: Sean Sanderson. Seconded: Michelle Forbes. Unanimously approved.

Managers' Meeting

- July 30, 2024 at Lower Swatara Township
- Presenters:
 - **John Callahan, Sr. VP, Government Banking Relationship Manager, M&T Bank**
Tax Anticipation Notes
 - **Laura Burke, MBA, Executive Director, American Red Cross**
Central PA Chapter
Collaboration with Municipalities

Program Director's Compensation

- Myers met with Executive Committee who unanimously supported proposal to increase Rhonda Campbell's hours to 30 per week and increase compensation to \$65,000/year effective July 1.
- Campbell is working 30 hours a week now and has been for years despite being hired to work 20 hours a week.
- During bid season she works in excess of 40 hours.
- The impact on budget for this year \$8750; we have a cushion in budget to cover this year and also have \$5000 coming in from SAFER for Admin fees.
- Myers made recommendation to increase Campbell's salary to \$65,000/year - prorated from July 1, 2024.
- Martin - This has the unanimous recommendation of the Executive Committee. Martin opened the floor to questions/comments. Several delegates expressed support of the measure; no concerns were voiced.
- Motion to approve: Norm Zoumas. Seconded: Pawelski. Unanimously approved.
- Campbell thanked the Delegates/Alternates for their support and expressed her gratitude for being able to serve CapCOG members and work with them to serve their communities.

Legislative Report - None

Public Safety Committee- Ken Martin

- There was no Public Safety Committee meeting this month.
- An update on the SAFER Grant is included with the minutes.

PA COG

- DCED Grant to hire administrator. ZOOM call on Monday, July 22 for reorganization.
- Working to get PACOG same recognition as PSATS.

County and Planning Commission Reports

Cumberland County – Commissioner Kelly Neiderer and Jean Foschi

- We have a Cumberland County library system and they are wonderful. Please use them. Also the libraries are cooling centers during heat waves.
- Neiderer - Yard Waste Program. Insurance has gone up and we are unable to secure insurance. We have met with the affected municipalities. Kirk Stoner is available to try to work through solutions. If you are affected, please reach out to him.
- We are working through budgets at the county level. We've done well to whittle down \$20M deficit.
- Martin - The end of the Yard Waste Program comes as a jolt but you can rent equipment (Cleveland Bros). It really probably is no more expensive than participating with Cumberland County.

Dauphin County – Dan Robinson

- 2.9% unemployment rate; lower than statewide average.
- More job openings than candidates in the County. There is an expectation from younger workforce to work from home.
- Starting to prepare for looming retirements.
- Potential tax increases due to budgetary shortfalls. It has been 19 years with no tax increases, but at some point things catch up.

York County – Report is included with minutes.

- Pawelski - New history center opening on August 2; state of the art interactive museum in downtown York.

UCC Appeals/Act 45 - Terry Watts

- No report as no new appeals have been filed.

Good of the Order

Training Update - Rhonda Campbell

- We have held six training sessions since February with more than 100 CapCOG members participating.
- We have HazMat Training provided by RETTEW on July 18 and two Forklift Training sessions on July 25 and 30 at Upper Allen Township. Sunbelt Rentals is presenting the Forklift Training. Thank you to Upper Allen for hosting and sharing their equipment for the training.
- We are also working with HRG to present an Outfall Inspection Field Workshop on July 31 in Camp Hill Borough.
- August we have Building Codes Officer Basic Training at Camp Hill Borough and Cyber Security Training at Hampden Township.
- We will have another 3-5 sessions before the end of the year.
- Please encourage your municipalities to take advantage of the trainings offered.

Picnic and Golf Tournament replaces our September meeting on 9/16/24.

Adjournment

- Meeting was adjourned at 8:45 PM Motion: Watts. Seconded: Sue Stuart. Unanimously approved.

CapCOG SAFER Grant – Updated Statistics Monday July 15, 2024

DEPARTMENT	NFPA 1582 PHYSICAL REQUESTS	TURNOUT GEAR	BASIC TRAINING	ADVANCED TRAINING	LIFE INSURANCE	TUITION REIMBUR SEMENT	NOMINAL STIPEND PROGRAM
Camp Hill Fire Department	0	0	0	0	0	0	0
Carlisle Fire & Rescue Services	4	1	0	0	28	0	7
Citizens Fire Co. #1 of Highspire	2	0	0	0	2	0	2
Dauphin Middle Paxton Fire Co. #1	2	0	0	0	4	0	0
Enola Fire Co. #3	8	0	0	0	0	1	6
Hampden Township VFC	24	8	0	0	16	4	14
Lower Allen Fire Dept.	5	0	0	0	15	1	0
Lisburn Fire Dept.	1	0	0	0	0	0	0
New Cumberland FD	5	4	0	0	3	0	4
New Kingstown Fire Co.	11	0	0	0	8	0	10
Northeast Fire & Rescue Co.	2	0	0	0	7	0	10
Monroe Fire Co.	4	4	0	0	11	0	9
Progress Fire Co.	24	19	0	0	34	0	19
Rescue Fire Co.	9	4	0	0	13	3	9
Union Fire Co. No. 1	0	0	0	0	2	0	0
South Hanover Township	0	0	0	0	0	0	0
Silver Spring Community Fire Co.	5	4	0	0	7	0	7
Swatara Fire-Rescue	17	9	5	0	12	4	17
Union Hose Company of Annville	9	6	1	0	8	0	0
Upper Allen Fire Department	5	3	2	0	0	0	5
West Shore Bureau of Fire	0	0	0	0	2	0	9
	137	62	8	0	172	13	128

1. Semi-Annual FEMA required report has been completed and filed as well as the updated SF-425 financial report required by FEMA.
2. Payment #12 in the amount of \$124,606 is pending approval in the FEMA system.
3. Lower Allen Fire Company #1 has now submitted physical requests as well as a physical request for Lisburn Fire Company. Therefore, we are now at 17 of 21 companies that have submitted at least 1 new member physical request.

MEMORANDUM

TO: Gary Myers
FROM: Scott Burford, Vice President Commissioner
DATE: 7/18/24
RE: July Update for the CapCOG

Thank you for the opportunity to submit a York County update via memo. Please share with the members the following information:

- This year marks the 275th Anniversary of the County of York. The Honorable Bryan Tate, Register of Wills is the 275th Anniversary Committee Chairman and he and Commissioner Wheeler will be featured on a PCN promotion in the upcoming weeks. Later this summer, we will be hosting various activities in and around York County. The first event will be held on August 17th and second on August 19th. Public service announcements will be forthcoming.
- This past June, the County of York and the United States of America welcomed 23 new citizens. Our Prothonotary's Office hosted its quarterly Naturalization Ceremony at the Administrative Center. This event is held quarterly and for more information, please contact Diane Platts, York County Prothonotary.
- Parks and Recreation Expansion in Fairview Twp- the County officially purchased 135 acres in Fairview Township to go along with the 28 acres the York County Parks Foundation Charitable Trust board already purchased. The county expects to complete a further expansion by the summer of 2025-all of which will go toward the establishment of our 12th County Park. Once the acquisition is completed, the community will be invited to participate in the master planning efforts.
- The York County Sheriff's Department Central Booking Project is nearing completion. Construction of the 14,000square foot facility located within the York County Prison is scheduled for closeout in early August. Final fixtures, furniture and equipment as well as training will be conducted through the month of August with official opening currently slated for early September.
- The York County Juvenile Detention Center located within the York County Prison, is slated to be completed in early August. Final touches of the 5,000 square foot renovation are currently being performed on door controls, security systems, and furnishings. Once these finishing touches are complete the center will be turned over to York County Humans Services Division for licensing and training.

The County of York would like to thank the following municipalities in the Capital Region for their continued support in serving as polling locations.

Precinct	Location
Dover Township	Dover Twp. Community Building (West)
Fairview Township	Fairview Township Municipal Building
Goldsboro Borough	Goldsboro Borough Building
Lewisberry Borough	Lewisberry Park Building
Washington Township	Washington Twp. Building