

Capital Region Council of Governments Board of Delegates Meeting
Hampden Township Building, Room 202
Monday October 19, 2015 7:00 pm

MINUTES

DELEGATES IN ATTENDANCE:

| | | |
|--|---------------------------------------|--------------------------------------|
| Dauphin Borough, David Koppenhaver | Highspire Borough, Terry Watts | Paxtang Borough, Denny Beaver |
| Dillsburg Borough, Mark Ryder | Lemoyne Borough, David Beasley | South Middleton Township, Cory Adams |
| East Hanover Township, Ron Reeder | Lower Paxton Township, Bill Seeds | Susquehanna Township, Gary Myers |
| East Pennsboro Township, John Kuntzelman | Middle Paxton Township, Jim Fisher | West Hanover Township, Tom Stewart |
| Hampden Township, Nate Silcox | Monroe Township, Mike Pykosh | Wormleysburg Borough, Margie Stuski |
| Harrisburg City, Hillary Greene | North Middleton Township, Harry Kelso | |

NON-VOTING IN ATTENDANCE:

| | |
|---|-------------------------------------|
| Senator Pat Vance | Dauphin Borough, Trudy Koppenhaver |
| McNees Wallace & Nurick: | Wormleysburg Borough, Sue Stuart |
| Erik Hume, Tim Horstmann, and Adeolu Bakare | Ann Simonetti, CapCOG Exec Director |
| Commissioner Jim Hertzler | Frances Myers, CapCOG Admin Asst |

MUNICIPALITIES NOT IN ATTENDANCE:

| | | | |
|-------------------|------------------------|------------------------|------------------------|
| Camp Hill Borough | Hummelstown Borough | Monaghan Township | Silver Spring Township |
| Conewago Township | Londonderry Township | New Cumberland Borough | South Hanover Township |
| Carlisle Borough | Lower Allen Township | Penbrook Borough | Steelton Borough |
| Carroll Township | Lower Swatara Township | Royalton Borough | Swatara Township |
| Derry Township | Mechanicsburg Borough | Shiremanstown Borough | Upper Allen Township |
| Fairview Township | Middletown Borough | | |
| Goldsboro Borough | | | |

President Nate Silcox called the meeting to order and led the pledge to the flag.

Round table introductions were made.

Silcox asked for edits to any consent agenda items. Hearing none, adoption of July 20, 2015, minutes and the July, August and September 2015 Treasurer's reports was made on motion by Reeder, seconded by Myers, and passed unanimously.

Presentations:

Senator Pat Vance provided a legislative update including the a) for the Pension Plan to be corrected, it must be applied to current employees, not just new hires. b) Mental Health – The criminal justice system is the largest provider. Since the state hospital closed, services are not being rendered to some who need it. Additionally, many MH/Behavioral Health persons are placed in jail rather than seeking appropriate assistance.

Erik Hume, Tim Horstmann, and Adeolu Bakare of McNees Wallace & Nurick shared how Public Private Partnership was implemented between Middletown Borough and United Water.

The Executive Director's Report by Ann Simonetti was distributed at the meeting. Simonetti mentioned that although the CapCOG Joint Chesapeake Bay Pollutant Reduction Plan (CBPRP) that initially had 12 interested municipalities, only five are participating. Simonetti is awaiting the return of executed Intergovernmental Agreements prior to signing the contract with Pennoni Associates.

Staff continues working on the Building Codes program and was highly encouraged by a meeting with the GCLGS executive Director Rick Vilello and the ad hoc committee. Statistical data is being compiled so the state can perform a cost analysis study for CapCOG.

Old Business:

The update on CBPRP and the Pennoni Contract was given under the Executive Director's report.

New Business:

On motion by Stewart, second by Ryder, John Kuntzelman was designated as CapCOG's delegate to the PA Association of Councils of Government (PACOG). The motion passed unanimously. Kuntzelman and Simonetti shared comments regarding the value of the PACOG Conference.

Salt Bid results were ratified on motion by Adams, second by Stewart, and passed unanimously.

County and Planning Commission Reports *(reports are sent via email to the municipalities in that county)*

Cumberland County – Cory Adams/Jim Hertzler

Dauphin County – Anna Dale

York County – Mark Ryder – York is now using Smart 9-1-1

Committee Reports:

-Chesapeake Bay/Stormwater MS4 - Simonetti reminded the delegates that previously authorized to apply for grants, she will apply for any that may assist in the various efforts undertaken by the CapCOG

-Legislative Update – Nate Silcox

HB1394 - An Act amending Title 8 (Boroughs and Incorporated Towns) of the Pennsylvania Consolidated Statutes, in storm sewers and watercourses, further providing for authority of boroughs and for manner of financing work.

-PACOG

Ron Reeder attended the PACOG annual conference and mentioned COSTARS as a purchasing option. Also the team building exercise netted 450 dental kits to be distributed to needy families through United Way of Central PA.

-Appeals/Act 45 – Terry Watts, no files pending

For the good of the order: Silcox said we will continue working together for public safety on fire issues.

Adjournment was made on motion by Ryder, second by Beaver, and unanimously approved.

The next meeting is scheduled for November 16, 2015, at which time the budget will be presented. Please be present to vote in November. The December meeting may be canceled if the budget is passed in November.

Recording Secretary

Frances Myers

Capital Region Council of Governments

Board of Delegates Meeting

Monday, October 19, 2015 7:00 pm

Executive Director's Report, Ann Simonetti

Picnic & Golf – was held September 21, at Sunset Golf Course, Middletown

- 64 golfers – last year 21
- 95 dinner attendees – last year 85
- \$5,500 in sponsorship
- \$3,100 net to CapCOG

2016 CapCOG Annual Dinner – January 18, 2016 at the West Shore Country Club,
Keynote Speaker, Captain Rudy Geisler, Commander of the Naval Support Activity Mechanicsburg (Invited)
Currently have \$5,500 in sponsorship

2016 Budget – Executive Committee will review, will be presented at the November 16, Board Meeting

Joint Bidding

-Salt Bid was advertised in September, opened Oct. 14, 2015. CapCOG will ratify bids at tonight's meeting

-Bid materials for the January bid cycle are being compiled. The following categories will be bid:

- In-Place and or Joint & Crack Seal Projects
- Chemicals – Waste Water & Pool
- Construction Materials
- Fleet Vehicles and Materials
- Landscape/Park/Golf Course Materials, Chemicals & Services,
- Line Painting – Materials & Services
- Office Supplies & Services
- Police Department Supplies
- Road Materials and Equipment Rental
- Traffic Signs, Posts, and Control Devices
- Waste Water & Stormwater Products

Building Codes Program

- Over the last several years, CapCOG was asked to consider creating a Building Codes Department to hire certified personnel to provide plan review, issue permits and inspections services
- In August, met with an ad hoc committee consisting of George Wolfe, Lower Paxton Manager, and Tom Vernau, Lower Allen Manager, to create a more definitive concept plan to move forward.
- At the September 3 managers meeting, with 17 members present the concept was presented and the consensus was to move ahead and get an outside group to do a cost analysis.
- October 5, met with Rick Vilello, Executive Director, Governors Center for Local Government Services. He offered that the state can conduct the cost analysis and assist us in getting the department operational. A compilation is underway of the statistics requested. A Municipal Assistance Program grant in the amount of \$25,000-\$35,000 will be submitted. Although the grant has a 50/50 match, Rick said to list the time already spent and anticipated to be spent as in-kind services. He further said that the state has the authority to waive the match component in some instances. Rick set up a third-party agency as a sole proprietor. He is passionate about helping CapCOG in this endeavor.

Stormwater Program

Chesapeake Bay Pollutant Reduction Plan Work Group – Site visits will begin upon receipt of executed contract.

Currently awaiting the Intergovernmental Cooperation Agreements from the participating members. The cost has been negotiated to \$60,000.

| Stormwater Training | Date | Location | Presenter | # Att |
|---|-----------------------------|-------------------|---|-------|
| MS4 Data Collection and Documentation: "If it wasn't documented, it didn't happen." | Nov 19, 2015 8 – 9:30 | Fairview Township | Veronica Chavez, Pretreatment Permit & Compliance Manager, City of York | |
| BMP Maintenance and Inspections | Oct 21, 2015 8 – 9:30 am | Silver Spring | Bob Christoff, Assistant District Manager, Dauphin County Conservation District | |

Stormwater Program Continued

| Stormwater Training | Date | Location | Presenter | # Att |
|--|------------------------------|---------------|--|-------|
| Managing Stormwater – Authorities | Sept 16, 2015 8 – 9:30 am | Middle Paxton | Scott Wyland and Lee Stinnett, Salzmans Hughes | 21 |
| Londonderry Township BMP, Presentation and Tour | Aug 19, 2015 8 – 9:30 am | Londonderry | Allison Funk, MS4 Specialist | 17 |
| Managing Stormwater – Authorities, Intergovernmental Cooperation, and Rate Setting in Today's Regulatory Environment | Sept 16, 2015 8-9:30 am | Middle Paxton | Scott Wyland & Lee Stinnett Salzmans Hughes | |

Joint Ad to meet MCM #1 Requirement

- 28 municipal and associate members participated
- 1/8th page in the Patriot News & Cumberland County Sentinel
- \$60 cost per participant

Quarterly Email Update – sent to 1,100

Other Member Services

| Trainings | Date | Location | Presenter | # Att |
|--|--------------------------------|------------------|---|-------|
| The Fair Labor Standards Act (FLSA) – “Are you in compliance?” | Oct 29, 2015 9 – 11 am | Hampden Township | Bob Wallace and Bill Irwin, The Wallace Group, LLC | |
| Budget and Taxes | Oct 28, 2015 8:30 – 9:30 am | Lemoyne Borough | Susan Pinti, Exec Dir of Cumberland County Tax Bureau (CCTB) | |
| COSTARS - Simplifying Local Procurement | August 26, 2015 8 – 10 am | Derry Township | Claire Osborne, a COSTARS Marketing Mgr, discussion at end of the meeting re. Road Salt procurement issues COSTARS & CapCOG | 32 |
| Getting the Most From Your Grant Writing Efforts | August 11, 2015 9 - Noon | Hampden Twp Bldg | Neal Fogle, Penn State | 13 |

Job Postings – in 2015 have posted 23 listings on the CapCOG website and also sent emails to members advertising job openings

Other Meetings:

July

- West Shore Economic Development & Transportation Committee meeting
- Met with DEP Secretary Quigley

August

- CapCOG Building Codes Program ad hoc committee
- Abtech representative
- Regional Connections Committee Chamber Event
- Sen Toomey's aide Bob DeSousa
- CapCOG Executive Committee
- Cumberland/Perry Joint Task Force on Transportation
- Transportation Briefing, Harrisburg Regional Chamber
- NFWF webinar (National Fish & Wildlife Federation)
- West Shore Chamber luncheon
- West Hempfield Township –prospective member

September

- Met with CAEDC
- Franklinton Borough, prospective member
- Managers meeting
- ACB with Blair County
- State of the City address
- DEP Sec Quigley
- APWA
- South Central Assembly
- APWA Symposium
- PACOG Conference
- West Shore Economic Development & Transportation Committee meeting
- Local Government Advisory Committee for the CB quarterly meeting
- Regional Connections Committee
- Local Housing Investment Fund & Trust of South Central PA (LHIFT of SCPA)