



# MINUTES

## Cumberland County Salary Board Meeting

January 5, 2026 at 1:30 p.m.  
Commissioners' Hearing Room  
Courthouse, Carlisle, PA

Phone (717) 240-6150 Website: [www.cumberlandcountypa.gov](http://www.cumberlandcountypa.gov)

### Salary Board Re-Organization Meeting

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**Salary Board Present:** Commissioners Kelly Neiderer, Jean Foschi, and Gary Eichelberger, and Controller Dana Best.

**Staff Present:** Stacy M. Snyder, Chief Clerk; Keith Brenneman, Solicitor; Lauren Kauffman, Executive Assistant.

**Department Staff Present:** Mike Carver, IMTO; Paul Landers, Ron Snow, Finance; John Bitner, Vector Control; Melissa Calvanelli, Court Administration; Katie Zimmerman, Grants Administration; Mark Adams, Adam Green, IMTO; Samantha Krepps, Communications; Dennis Lebo, Clerk of Courts.

**Department Staff Present via Zoom:** Cathy Waters, Melissa Mixell, Tax Administration; Chanda Gipe, Finance; Mike Snyder, Michele Parsons, Public Safety; Holly Sherman, Human Resources; Kim Winton, Aging and Community Services; Keeter Kallam, Veterans Affairs and Services; Justin Miller, Recycling and Waste.

**Other Agencies Present Via Zoom:** Mary Kuna, Cumberland County Housing and Redevelopment Authority.

**Call to Order:** Commissioner Neiderer called the meeting to order.

**Roll Call:** Commissioners Neiderer, Foschi, and Eichelberger, and Controller Best were present.

**Public Comment:** None.

#### **Reorganization:**

- a) Vice-Chairman:** Commissioner Neiderer made a motion to appoint Commissioner Foschi as Vice-Chairman of the Salary Board. Commissioner Eichelberger seconded the motion and it unanimously carried.
- b) Secretary:** Commissioner Neiderer stated that per county code, Controller Best is secretary of the Salary Board and no action is needed.

**Approval of Minutes of December 18, 2025:** Commissioner Foschi made a motion to approve the salary board minutes of December 18, 2025. Commissioner Eichelberger seconded the motion. Controller Best abstained. The motion carried.

**Approval of the 2026 Salary Book:** Controller Best made a motion to approve the 2026 salary book. Commissioner Foschi seconded the motion and it unanimously carried.

**Approval of Salary Board Actions:** Clerk of Court Denny Lebo made a motion to approve the salary board action for the Clerk of Courts Office. Controller Best seconded the motion and it unanimously carried.

**Other Business:** None.

**Adjourn:** There being no other business to come before the board, Controller Best made a motion to adjourn the meeting.

Respectfully Submitted,  
Lauren Kauffman, Executive Assistant



# MINUTES

## Cumberland County Salary Board and Board of Commissioners Meetings

January 5, 2026 at 1:30 p.m.  
Commissioners Hearing Room  
Courthouse, Carlisle, PA

Phone (717) 240-6150 Website: [www.cumberlandcountypa.gov](http://www.cumberlandcountypa.gov)

### Board of Commissioners' Meeting

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**Board of Commissioners Present:** Commissioners Kelly Neiderer, Jean Foschi, and Gary Eichelberger.

**Staff Present:** Stacy M. Snyder, Chief Clerk; Lauren Kauffman, Executive Assistant; Keith Brenneman, Solicitor.

**Department Staff Present:** Mike Carver, IMTO; Paul Landers, Ron Snow, Finance; John Bitner, Vector Control; Melissa Calvanelli, Court Administration; Katie Zimmerman, Grants Administration; Mark Adams, Adam Green, IMTO; Samantha Krepps, Communications; Dennis Lebo, Clerk of Courts; Dana Best, Controller

**Department Staff Present via Zoom:** Cathy Waters, Melissa Mixell, Tax Administration; Chanda Gipe, Finance; Mike Snyder, Michele Parsons, Public Safety; Holly Sherman, Human Resources; Kim Winton, Aging and Community Services; Keeter Kallam, Veterans Affairs and Services; Justin Miller, Recycling and Waste.

**Other Agencies Present via Zoom:** Mary Kuna, Executive Director, Cumberland County Housing and Redevelopment Authority.

**Others Present:** None.

**Call to Order:** Commissioner Neiderer called the meeting to order.

**Roll Call:** Commissioners Neiderer, Foschi, and Eichelberger were present.

**Public Comment:** Controller Best thanked everyone for their support previously and as she transitions to her new role. She expressed concerns over the revised ERP Charter on the agenda for approval and requested it be tabled so she can review it prior to it being approved. She also expressed concerns over the recent change of the right-to-know officer for the Controller's Office.

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Commissioner Eichelberger requested that agenda item #16 be removed from the consent agenda for discussion on the Regular Agenda.

**CONSENT AGENDA:** Commissioner Foschi made a motion to approve the consent agenda. Commissioner Eichelberger seconded the motion. The motion carried. The following items were approved

4. The Minutes of the December 10, 2025 Finance Meeting

5. The Minutes of the December 18, 2025 Board of Commissioners Meeting
6. The Personnel Transactions
7. Existing Contracts, Contract Extensions, Grants or Addenda with No Additional Cost or Increase to the County:
  - a. **Aging & Community Services**
    - Contact Helpline
    - Maranatha-Carlisle
    - Domestic Violence Services of Cumberland and Perry Counties
  - b. **Juvenile Probation**
    - PA Juvenile Court Judges Commission Juvenile Probation Services Program Grant Acceptance of \$247,125.00
  - c. **Prison**
    - PA District Attorney's Institute
8. The **Agricultural Land Preservation Board** Reappointment Recommendations for the Following Individuals:
  - **Corey Carothers, William Piper, Denny McCullough, and Phyllis Nye** – Reappointments are for Three (3) Year Terms, Effective January 5, 2026, and Expiring on January 4, 2029
9. The **Cumberland County Blighted Property Reinvestment Board** Reappointment Recommendations for the Following Individuals:
  - **Gary Eichelberger, Matt Fischer, and Louis Martin** – Reappointments are for One (1) Year Terms, Effective January 5, 2026 and Expiring on December 31, 2026
10. The **Central Pennsylvania Transportation Authority** Appointment and Reappointment Recommendations for the Following Individuals:
  - **Diane Bosak** – Appointment is for a Partial Term, Effective January 5, 2026, and Expiring on June 25, 2027
  - **Kirk Stoner** – Reappointment is for a Three-Year Term, Effective January 5, 2026, and Expiring on December 31, 2029
11. The **Municipal Authority Board** Reappointment Recommendation for the Following Individual:
  - **Timothy Scott** – Reappointment is for a Five-Year Term Effective January 5, 2026, and Expiring on January 31, 2030
12. The **Planning Commission** Appointment Recommendation for the Following Individual:
  - **Anita Archambeau** – Appointment is for a Partial Term, Effective January 5, 2026, and Expiring on December 31, 2028
13. The **Redevelopment Authority** Appointment Recommendations for the Following Individual:
  - **Brandon Motuk** – Appointment is for a Five-Year Term, Effective January 5, 2026, and Expiring on January 4, 2030
14. The Human Resource Policies Effective January 5, 2026, as Listed:
  - HR-014 Leave of Absence Policy
  - HR-028 Absence Without Leave Policy
15. Rescind the Following Human Resource Policies due to Being Replaced by HR-014 Leave of Absence Policy:

- HR-038 Family Medical Leave Act (FMLA) Policy
- HR-046 Medical Leave of Absence Policy
- HR-049 Parental Leave of Absence Policy
- HR-050 Personal Leave of Absence Policy

17. General Disbursements Transfer Authorizations:

a.	12/17/2025	\$	288,764.61
b.	12/19/2025	\$	1,058,136.72
c.	12/19/2025	\$	2,531,239.01
d.	12/24/2025	\$	381,233.94
e.	12/26/2025	\$	5,240,560.39
f.	12/27/2025	\$	2,466,365.94

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REGULAR AGENDA – The following is a list of non-routine items that will be discussed and may be acted upon individually.

16. **Approval of the MD-005 ERP Charter Policy**

Commissioner Neiderer shared that to her understanding the ERP Charter Policy has been expanded to include more involvement with different departments. Stacy shared that the policy was reformatted to match our new policy format the number of individuals on the steering committee has increased. Commissioner Foschi indicated the policy should be shared with Controller Best for her review and then come forward for approval at the next meeting.

Commissioner Eichelberger made a motion to table Approval of the MD-005 ERP Charter Policy. Commissioner Foschi seconded the motion. Commissioner Neiderer opposed. The motion carried.

18. **Discussion and Approval of Resolution 2026-1: Amending Fees for the Inspection of Commercial Weighing or Measuring Devices**

John Bitner presented a request to amend the fees for the inspection of commercial weighing or measuring devices to keep in line with increases in expenses. (See attached)

Commissioner Foschi made a motion to approve the Resolution 2026-1: Amending Fees for the Inspection of Commercial Weighing or Measuring Devices. Commissioner Eichelberger seconded the motion and it unanimously carried.

19. **Discussion and Approval of the Contracts and Grant for Aging and Community Services as Listed**

- PA Department of Agriculture State Food Purchase Program Application of \$355,016.20 – Increase
- Safe Harbour, Inc. – Increase
- Carlisle C.A.R.E.S. d/b/a/ Community C.A.R.E.S. – Increase

Kim Winton presented the contracts and grant listed above.

Commissioner Eichelberger made a motion to approve the contracts listed above. Commissioner Foschi seconded the motion and it unanimously carried.

20. **Discussion and Approval of the Contracts for MH/IDD as Listed**  
**Mental Health**

- ConnectionsPA, LLC – Addendum, Increase

## **Intellectual and Developmental Disabilities FY 2025/2026**

- The Advocacy Alliance - Decrease

Miranda Melton presented the contracts listed above.

Commissioner Foschi made a motion to approve the contracts for MH/IDD as listed. Commissioner Eichelberger seconded the motion and it unanimously carried.

### **21. Discussion and Approval of the Capital Project Request for Court Administration for 2026 Courtroom Upgrades with a Total Project Cost of \$705,000.00**

Melissa Calvanelli and Adam Green shared that Court Administration and IMTO have worked with the vendor to identify needs and develop a plan to update the technology in the courtrooms and keep it current. (See attached)

Commissioner Foschi made a motion to approve the capital project request for Court Administration for 2026 Courtroom Upgrades with a total project cost of \$705,000.00. Commissioner Eichelberger seconded the motion and it unanimously carried.

### **22. Update on Anticipated Grant Awards**

Katie Zimmerman shared news of upcoming grant awards totaling \$715,000.00 that she anticipates will be received within the next few months as awards are finalized. She shared that these include the DCED Municipal Assistance Program grant for the strategic planning project, the Byrne SCIP Local Solicitation for the Public Defenders Office, and the LSA Statewide Grant for the Public Safety Mobile Communications Unit.

### **23. Commissioners' Liaison Reports**

#### **Commissioner Neiderer**

Commissioner Neiderer shared she attended the retirement event for former Conservation District Manager Carl Goshorn, the unveiling of Cumberland County's liberty bell as part of the America250PA celebrations in Veterans Square, the swearing in ceremony for elected officials which was also attended by Commissioner Foschi, and a celebration of a new Eagle Scout Bailey for restoring a neglected garden in Mt Holly.

#### **Commissioner Foschi**

**Library System Board:** Commissioner Foschi encouraged everyone to use the Cumberland County Library System.

**HATS Coordination Committee:** Commissioner Foschi shared the SusqueCycle bike share program in Dauphin County region is doing well and the hope is it will expand. She shared that PennDOT alerted the commonwealth nonprofit organization partners that PA is not going to meet the highway safety standards and there will be penalties, just over \$128 million due from the state.

She shared a Mobility Plan survey for the general public has been released. She also reported that a traffic engineering and safety analysis was done in the region and there will be roadwork this year in Cumberland County as well as Dauphin County as a result.

**Housing and Redevelopment Authority:** Commissioner Foschi shared that the authority is to go paperless in 2026 and are working to accept debit and credit cards. She also shared they have shifted closing costs for homes to be funded by CDBG dollars.

#### **Commissioner Eichelberger**

**Solid Waste Advisory Committee:** Commissioner Eichelberger shared they cancelled the next meeting due to a lack of quorum

24. **Report of Executive Session:** Stacy Snyder reported that an executive session was held on December 24, 2025 @ 9:30 a.m. Re: Personnel.
25. **Other Business:** None.
26. **ADJOURN:** Stacy Snyder adjourned the meeting.

Respectfully submitted,  
Lauren Kauffman Executive Assistant

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The next Salary Board and Board of Commissioners Meetings will be held on Wednesday, January 14, 2026  
– at 1:30 p.m.