

# **COUNTY COMMISSIONERS' WORK SESSION AGENDA**

**TUESDAY, APRIL 11, 2017**

**10:00 a.m.**

**10:00 a.m.**                    **EXECUTIVE SESSION ANNOUNCEMENT**

**10:00 a.m.**                    **PUBLIC SESSION:**

Approval of the March 21, 2017 Commissioners' Work Session Minutes and postpone approval of the April 4, 2017 Work Session Minutes.

**10:00 a.m.**                    Jay Wenger, Managing Director, Susquehanna Group Advisors – Discussion re. Refunding Opportunity of 2012A Bonds

**10:10 a.m.**                    Crystal Natan, Executive Director, Children and Youth Agency, and David Mueller, Director, Office of Juvenile Probation – Agreements (please refer to motion on tomorrow's agenda)

**10:20 a.m.**                    Kelly Decker, Business Administrator, Youth Intervention Center – Budget Adjustments (please refer to Resolution No. 27 of 2017 on tomorrow's agenda); Authorization to Proceed with Purchase of Security System Upgrade (please refer to motion on tomorrow's agenda); and Agreement (please refer to motion on tomorrow's agenda)

**10:25 a.m.**                    Charles Douts, Director, Facilities Management – Designation of Signatories for PennDOT's Reimbursement Agreement System Documents (please refer to Resolution No. 28 of 2017 on tomorrow's agenda)

**Other Discussion Items:**

1. Appointments/Reappointments to County Boards
2. April 12, 2017 Commissioners' Meeting Agenda
3. April 12, 2017 Election Board Meeting Agenda

**Adjourn**

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Children and Youth Agency and/or the Office of Juvenile Probation, to approve the following:

<u>Agreements With:</u>	<u>For:</u>	<u>Amounts Fiscal Year 2016/2017</u>
Children's Home of York York, PA	Foster Care – Ages 3-13	\$71.82/day
	Foster Care – Ages 14-21	\$71.82/day
	Foster Care – Teen Mother – Ages 14-21	\$67.73/day
	Foster Care – Ages 2 and Under	\$53.44/day
	Kinship Care – Ages 3-13	\$71.35/day
	Kinship Care – Ages 14-21	\$67.73/day
	Enhanced Specialized Foster Care	\$158.16/day
	Diagnostic Foster Care	\$177.20/day
	George Street Independent Living Group Home	\$173.40/day
	Diagnostic Assessment	\$115.00/hour
	Girls Center – Medical Assistance	\$0.00/day
Personal Care Cost	\$2.00/day	
National Mentor Healthcare LLC d/b/a PA Mentor Broomall, PA	Community Residential Rehabilitation – Room and Board for Medical Assistance Clients	\$14.69/day
	Community Residential Rehabilitation – Treatment	\$145.60/day
	Foster Family Care	\$86.39/day
	Treatment Foster Care/Step Down	\$103.22/day
	Routine Respite	\$80.00/day
	Emergency Respite	\$99.00/day
	Pre-Placement Respite	\$85.00/day
Youth Services Agency Jim Thorpe, PA	ACT Camp for Males and Females – Jim Thorpe	\$155.00/day

4/12/17

## REQUEST SUMMARY

### ITEMS FOR COMMISSIONERS' AGENDA ON APRIL 12, 2017

from  
Crystal A. Natan, Executive Director, Children and Youth Agency  
David H. Mueller, Director, Juvenile Probation Office

Item #	Name of Contract/ Provider	Term	Services	Amount being Requested	Percent of Increase/ Decrease	Outcomes	Trends
1	Children's Home of York (York County)	7/01/16-6/30/17	Foster Care-Ages 3-13 Foster Care-Ages 14-21 Foster Care-Teen Mother-Ages 14-21 Foster Care-Ages 2 and Under Kinship Care-Ages 3-13 Kinship Care-Ages 14-21 Enhanced Specialized Foster Care Diagnostic Foster Care George Street IL Group Home Diagnostic Assessment Girls' Center - <del>MA</del> Personal Care Cost	\$71.82 \$71.82 \$67.73 \$53.44 \$71.35 \$67.73 \$158.16 \$177.20 \$173.40 \$115.00 \$0.00 \$2.00	3.00% 3.00% -2.87% 2.87% 2.32% -2.87% NEW NEW 3.00% 0.00% 0.00% 0.00%	Expected outcome goal information from providers for FY 16-17 will include the following areas: 1. Referral/Acceptance and Rejection Trends; 2. Discharge information; 3. Child arrests for delinquent behavior during placement; 4. Provider use of restraints.  These outcomes have been developed by DHS's Office of Children, Youth and Families and are expected to be standardized among all providers throughout PA.	Children's Home of York (CHYOY) provides emergency and specialized foster and kinship care services, an Independent Living group home, and diagnostic services. The Girls' Center Residential Treatment Center is MA approved and serves girls diagnosed with mental health disorders.
2	National Mentor Healthcare, LLC dba PA Mentor (Montgomery County)	7/01/16-6/30/17	Community Residential Rehabilitation-Room/Board Community Residential Rehabilitation-Treatment Foster Family Care Treatment Foster Care/Step Down Routine Respite Emergency Respite Pre-Placement Respite	\$14.69 \$145.60 \$86.39 \$103.22 \$80.00 \$99.00 \$85.00	0.00% 0.00% 9.99% 10.00% 0.00% 0.00% 0.00%	Expected outcome goal information from providers for FY 16-17 will include the following areas: 1. Referral/Acceptance and Rejection Trends; 2. Discharge information; 3. Child arrests for delinquent behavior during placement; 4. Provider use of restraints.  These outcomes have been developed by DHS's Office of Children, Youth and Families and are expected to be standardized among all providers throughout PA.	PA Mentor is a Community Rehabilitation Residential (CRR)/Host Home provider offering treatment services for children and adolescents in family homes. Children in these homes must have a primary psychiatric diagnosis. Mentor is also one of a limited number of providers who often assist foster parents to adopt hard to place children.

Item #	Name of Contract/ Provider	Term	Services	Amount being Requested	Percent of Increase/ Decrease	Outcomes	Trends
3	Youth Services Agency (Carbon County)	7/01/16- 6/30/17	ACT Camp (Males & Females) Jim Thorpe	\$155.00	0.98%	<p>Expected outcome goal information from providers for FY 16-17 will include the following areas: 1. Referral/Acceptance and Rejection Trends; 2. Discharge information; 3. Child arrests for delinquent behavior during placement; 4. Provider use of restraints.</p> <p>These outcomes have been developed by the Department of Human Services's Office of Children, Youth and Families and are expected to be standardized among all providers throughout PA.</p>	<p>YSA's services include education (including vocational training), job readiness skills, community services (including restitution reimbursement), cognitive behavioral therapy, and life skills instruction (including anger management and BARJ principles). This residential program provides a nurturing, structured, and disciplined wilderness environment for male and female delinquent clients ages 12 to 20. It is also a licensed alternative school.</p>

**COVER SHEET**

CONTRACT # 1

**FOR**

**CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.**

**Submitted by:** Crystal A. Natan, Executive Director of CYA  
Name and Title: David H. Mueller, Director of JPO  
Department: Children and Youth Agency/Juvenile Probation Office  
Date: April 5, 2017

**Board Action Requested:** Contract Approval

**Provider Information: (Name, Address):** Children's Home of York  
77 Shoe House Road  
York, PA 17406

**Proposed Program Budget Information:**

Service	2016-17 Amount to be Approved	2015-16 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Foster Care-Ages 3-13	\$71.82	\$69.73	\$2.09	3.00%	16% , 56%, 28%
Foster Care-Ages 14-21	\$71.82	\$69.73	\$2.09	3.00%	16% , 56%, 28%
Foster Care-Teen Mother-Ages 14-21	\$67.73	\$69.73	-\$2.00	-2.87%	16% , 56%, 28%
Foster Care-Ages 2 and Under	\$53.44	\$51.95	\$1.49	2.87%	16% , 56%, 28%
Kinship Care-Ages 3-13	\$71.35	\$69.73	\$1.62	2.32%	16% , 56%, 28%
Kinship Care-Ages 14-21	\$67.73	\$69.73	-\$2.00	-2.87%	16% , 56%, 28%
Enhanced Specialized Foster Care	\$158.16	NEW	NA	NA	16% , 56%, 28%
Diagnostic Foster Care	\$177.20	NEW	NA	NA	16% , 56%, 28%
George Street JL Group Home	\$173.40	\$168.35	\$5.05	3.00%	16% , 56%, 28%
Diagnostic Assessment	\$115.00/hf	\$115.00	\$0.00	0.00%	16% , 56%, 28%
Girls' Center-MA	\$0.00	\$0.00	\$0.00	0.00%	16% , 56%, 28%
Personal Care Cost	\$2.00	\$2.00	\$0.00	0.00%	16% , 56%, 28%

**Term of Contract:** 7/01/16-6/30/17

**Budget Comments:**

**Program Information:**

**Description of Service:** Placement Services

COVER SHEET

CONTRACT # 2

FOR

CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

**Submitted by:** Name and Title: Crystal A. Natan, Executive Director  
 Department: Children and Youth Agency  
 Date: April 5, 2017

**Board Action Requested:** Contract Approval

**Provider Information: (Name, Address):** National Mentor Healthcare LLC, d/b/a PA Mentor  
450 Parkway Drive, Suite 204  
Broomall, PA 19008

**Proposed Program Budget Information:**

Service	2016-17 Amount to be Approved	2015-16 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Residential (Room and Board) <sup>to PA</sup>	\$14.69	\$14.69	\$0.00	0.00%	16% , 56%, 28%
Residential (Treatment)	\$145.60	\$145.60	\$0.00	0.00%	16% , 56%, 28%
Foster Family Care	\$86.39	\$78.54	\$7.85	9.99%	16% , 56%, 28%
Treatment Foster Care/Step Down	\$103.22	\$93.84	\$9.38	10.00%	16% , 56%, 28%
Routine Respite	\$80.00	\$80.00	\$0.00	0.00%	16% , 56%, 28%
Emergency Respite	\$99.00	\$99.00	\$0.00	0.00%	16% , 56%, 28%
Pre-Placement Respite	\$85.00	\$85.00	\$0.00	0.00%	16% , 56%, 28%

**Term of Contract:** 7/01/16-6/30/17

**Budget Comments:**

**Program Information:**

**Description of Service:** Placement Services

**Date you would like the County Commissioners to take official action on this item?** April 12, 2017

**Who will be in attendance at the County Commissioners Work Session? Please include name and title:** David H. Mueller, Director JPO

**Who will be in attendance at the County Commissioners Meeting to comment on this item? Please include name and title:** Crystal A. Natan, Executive Director  
David H. Mueller, Director JPO

CONTRACT # 3

**COVER SHEET  
FOR  
CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.**

**Submitted by:** Name and Title: David H. Mueller, Director JPO  
 Department: Office of Juvenile Probation  
 Date: April 5, 2017

**Board Action Requested:** Contract Approval

**Provider Information: (Name, Address):** Youth Services Agency  
1398 State Rte. 903, Suite 1  
Jim Thorpe, PA 18229

**Proposed Program Budget Information:**

Service	2016-17 Amount to be Approved	2015-16 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
ACT Camp -Jim Thorpe	\$155.00	\$153.50	\$1.50	0.98%	16% , 56%, 28%

**Term of Contract:** 7/01/16-6/30/17

**Budget Comments:**

**Program Information:**

Description of Service: Placement Services

Date you would like the County Commissioners to take official action on this item? April 12, 2017

Who will be in attendance at the County Commissioners Work Session? Please include name and title: David H. Mueller, Director JPO

Who will be in attendance at the County Commissioners Meeting to comment on this item? Please include name and title: Crystal A. Natan, Executive Director  
David H. Mueller, Director JPO

**RESOLUTION NO. 27 OF 2017**

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster to approve the following budget adjustments:

**FROM – REVENUE ACCOUNT:**

Youth Intervention Center - Fund Balance 2951Y C1411	<u>\$5,000.00 (-)</u>
--	-----------------------

**TO – EXPENDITURE ACCOUNT:**

Youth Intervention Center – Unified Case Management Project Other Operating Supplies 7227Y C1411 00000	<u>\$3,250.00 (+)</u>
---	-----------------------

Youth Intervention Center – Unified Case Management Project Other Operating Supplies 7227Y C1411 17011	<u>\$1,750.00 (+)</u>
---	-----------------------

\$5,000.00 (+)

Motion passed unanimously.

I, E. William Peters, Chief Clerk to the County of Lancaster, Pennsylvania, do hereby affirm that the above motion was adopted by the Lancaster County Board of Commissioners at its regularly scheduled meeting held on the 12<sup>th</sup> day of April, 2017.

ATTEST:

\_\_\_\_\_  
Chief Clerk  
County of Lancaster, Pennsylvania  
Date: April 12, 2017

4/12/17



This completed document must be submitted to the Chief Clerk by **9:00 am** the **Wednesday** prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request.

**COVER SHEET FOR**

**CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.**

**Submitted by:** Name and Title: Kelly Decker / Business Administrator  
 Department: Youth Intervention Center  
 Date: March 30<sup>th</sup>, 2017

**Board Action Requested:**

(Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Budget Adjustment (Encumber grant money from 2016)

**Provider Information: (Name, Address):**

**Proposed Program Budget Information:**

Service	2017 Amount to be Approved	2016 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Block Grant	\$5000.00	\$5000.00	0%	0%	

**Term of Contract:**

**Budget Comments:**

**Program Information:**

**Description of Service:**

We received \$5000.00 from a block grant in 2016 to fund our portion of the Unified Case Management project (UCM), Project we have been working on. Funds were transferred around May of 2016 below is the amounts and the account: \$3250.00 credit 7227 Y C1411 00000 and \$1750.00 credit 7227 Y C1411 17011

I would like the funds to be transferred back into the same accounts.

*FROM - 2951 Y C1411*

*Fund Balance - \$5,000.*

**Complete sections pertaining to bid awards and Request for Proposals:**

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source
N/A				

**Complete Sections Pertaining to Construction Projects:**

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source
N/A			

**Date you would like the County Commissioners'**

**To take official action on this item?:**

April 12, 2017

**Who will be in attendance at the County Commissioners' Work Session? Please include name and title:**

Kelly Decker, Business Administrator

**Who will be in attendance at the County Commissioners Meeting to comment on this item? Please include name and title:**

Kelly Decker, Business Administrator

**This completed document must be submitted to the Chief Clerk by 9:00 am the Wednesday prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request. When there is a holiday, the request must be submitted no later than 12:00 noon on the Tuesday prior to the Meetings.**

**Exceptions to this deadline must be approved by the County Administrator.**

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster to authorize the Youth Intervention Center to proceed with the purchase of a security system upgrade with Pinnacle Integrated System, Malvern, Pennsylvania, through CoStars "MRO" Contract #008-072, in the amount of \$300,000.00, and to authorize the use of funds from the Youth Intervention Center's 2017 budget. The Scope of Work for the new detention control system at the Youth Intervention Center includes the following:

- Furnish and install one Allen Bradley Control Logix PLC system.
- Utilize existing SCL 500 remote IO.
- Furnish and install two new touch screen control stations with same current functionality.
- Furnish and install one new server/data logging computer.
- Furnish and install one Harding DXL series head-end.
- Existing intercoms to be reused.
- Furnish and install two Harding VOIP intercom master stations.
- Furnish and install one Comnet network switch.
- Furnish and install all necessary interconnecting cables and conduit.
- Furnish and install all required licenses for Wonderware control system.
- Furnish all passwords and final software copies to County once project is completed.

4/12/17

This completed document must be submitted to the Chief Clerk by **9:00 am** the **Wednesday** prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request.

**COVER SHEET FOR**

**CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.**

**Submitted by:** Name and Title: Kelly Decker / Business Administrator  
 Department: Youth Intervention Center  
 Date: April 4, 2017

**Board Action Requested:**

(Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Approval to move forward with security system upgrade. Updated quote was received on 4/4/17. Project was budgeted for in 2017 budget and the vendor is a co-stars member 008-072

**Provider Information: (Name, Address):**

Pinnacle Integrated System  
600 Swedesford Road  
Malvern, PA 19355

**Proposed Program Budget Information:**

Service	2017 Amount to be Approved	2016 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Upgrade current security system	\$300,000	N/A	0%	0%	

**Term of Contract:**

**Budget Comments:**

**Program Information:**

**Description of Service:**

See scope of work, amount not to exceed 2017 budgeted amount of \$300,000.00

**Complete sections pertaining to bid awards and Request for Proposals:**

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source
N/A	NA	Costats Member		

**Complete Sections Pertaining to Construction Projects:**

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source
N/A			

**Date you would like the County Commissioners'**

**To take official action on this item?:**

April 12, 2017

**Who will be in attendance at the County Commissioners' Work Session? Please include name and title:**

Kelly Decker, Business Administrator

**Who will be in attendance at the County Commissioners Meeting to comment on this item? Please include name and title:**

Kelly Decker, Business Administrator

**This completed document must be submitted to the Chief Clerk by 9:00 am the Wednesday prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request. When there is a holiday, the request must be submitted no later than 12:00 noon on the Tuesday prior to the Meetings.**

**Exceptions to this deadline must be approved by the County Administrator.**



April 3, 2017

To: Lancaster County Youth Intervention Center
235 Circle Avenue
Lancaster PA 17602
Attn: Brett Zerphey
Attn: Kelly Decker
Subject: Security Electronics Upgrade

Pinnacle Integrated Systems Inc. Vendor #322817 - CoStars "MRO" Contract # 008-072
is pleased to provide member pricing to furnish a new detention control system for your facility.

Scope of Work

- 1. Furnish and install (1) Allen Bradley Control Logix PLC system
2. Utilize existing SCL 500 remote IO - SLC 500 is EOL as of December 2015
3. Furnish and install (2) new touch screen control stations with same current functionality.
4. Furnish and install (1) new server/data logging computer
5. Furnish and install (1) Harding DXL series head-end
6. Existing intercoms to be reused
7. Furnish and install (2) Harding VOIP intercom master stations
8. Furnish and install (1) Comnet network switch
9. Furnish and install all necessary interconnecting cables and conduit
10. Furnish and install all required licenses for Wonderware control system
11. Furnish all passwords and final software copies to county once project is completed

Exclusions

- 1. Supply and installation of all 120V power
2. Supply and installation of all conduit and raceway
3. Supply and installation of all standard back boxes

P2 ABC CONTROLS'S Price Is .....\$261,567.00
Replace existing DVR System ADD.....\$25,000.00

Any questions, please contact Nelson Meredith at 610-644-8300 or nmeredith@p2abc.com .
Proposal Valid for Ninety [90] Days.

Sincerely Yours,

Nelson W. Meredith
Sales Manager
P2 Controls

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Youth Intervention Center, to approve the following:

**Agreement With:**

Chester County  
West Chester, Pennsylvania

**Purpose:**

To allow Chester County to purchase secure detention bed space and shelter bed space at the Youth Intervention Center, with the stipulation that Lancaster County has top priority in terms of bed space usage and certain rights of refusal.

**Amount/Term:**

\$299.37/day per child for secure detention area and \$182.63/day per child for secure shelter area for the period July 1, 2016 through June 30, 2017. The rate for both secure detention and secure shelter areas shall be increased by \$75.00 per day for one Unit if the Unit requires individualized staffing, including constant watches, court ordered seclusions, medical watches and extreme mental health issues.

4/12/17

**COVER SHEET**  
**FOR**

**CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.**

**Submitted by:** Name and Title: Kelly Decker, Business Administrator  
 Department: Lancaster County Youth Intervention Center  
 Date: March 30, 2017

**Board Action Requested:**

(Specify Agreement, Amended Agreement, Grant App.,  
Change Order, Bid Award etc.)

Service Agreements

*Chester* ~~Berks~~ County  
 505 South Wawaset Road  
 West Chester, PA 19382

**Proposed Program Budget Information:**

Service	2016-17 Amount to be Approved	2015-16 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Detention Space	\$ 299.37	\$ 285.11	5% increase		
Shelter Space	\$ 182.63	\$ 173.93	5% increase		
Additional Staffing Charge	\$75.00	\$50.00	\$25.00 increase		

**Term of Contract:** July 1, 2016 – June 30, 2017

**Budget Comments:** This agreement will allow Lancaster County to lower its share of the operational cost of the Center, as well as help neighboring counties.

**Program Information:**

**Description of Service:**

This action will allow other Pennsylvania Counties to purchase secure detention bed space at the Youth Intervention Center. The agreement with contracting counties is with the stipulation that Lancaster County has top priority in terms of bed space usage and certain rights of refusal. The agreement will allow Lancaster County to lower its share of the operational cost of the center, as well as help our neighboring counties.



**Complete sections pertaining to bid awards and Request for Proposals:**

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source
N/A				

**Complete Sections Pertaining to Construction Projects:**

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source
N/A			

**Date you would like the County Commissioners'**

**To take official action on this item?**

April 12, 2017

**Who will be in attendance at the County Commissioners'**

**Work Session? Please include name and title:**

Kelly Decker, Business Administrator

**Who will be in attendance at the County Commissioners'**

**Meeting to comment on this item? Please include name and title:**

Kelly Decker, Business Administrator

**This completed document must be submitted to the Chief Clerk by 9:00 am the Thursday prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request. When there is a holiday, the request must be submitted no later than 12:00 noon on the Wednesday prior to the Meetings. Exceptions to this deadline must be authorized by the Chief Administrative Officer.**

## RESOLUTION NO. 28 OF 2017

### A RESOLUTION OF THE BOARD OF COMMISSIONERS, COUNTY OF LANCASTER, DESIGNATING THE CHIEF CLERK AND THE DIRECTOR OF FACILITIES MANAGEMENT AS AUTHORIZED SIGNATORIES FOR EXECUTION OF DOCUMENTS, NOTICES AND CONTRACTS AND MANAGEMENT OF PROJECTS THROUGH PENNDOT'S REIMBURSEMENT AGREEMENT (RAS) SYSTEM

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_;

WHEREAS, the Pennsylvania Department of Transportation (PennDOT) has implemented and requires the use of its Reimbursement Agreement System (RAS) via the Electronic Contract Management System (ECMS) for all agreements; and

WHEREAS, the County of Lancaster currently is a party to such agreements and anticipates continued participation in such agreements as owner of bridges throughout Lancaster County; and

WHEREAS, all statements of interest, bids, notifications, awards, contracts and agreements are to be entered and authorized electronically in RAS via ECMS with no signature line but rather only an electronic acknowledgement of acceptance; and

WHEREAS, there will be no physical agreements and documents presented before the Board of Commissioners for execution; and

WHEREAS, all notifications, selections, awards, agreements and contract executions requiring approval by the Board of Commissioners will be presented as a motion to be approved during a regular public meeting; and

WHEREAS, upon such motion and approval by the Board of Commissioners, as noted by the duly recorded minutes, the requirements of the County Code naming the Commissioners as the sole contractors of the County will be met; and

WHEREAS, the Board of Commissioners desires to authorize the Chief Clerk and Director of Facilities Management to execute all paperwork upon such approval.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA that upon motion and approval by the Board of Commissioners of any action or expenditure pertaining to the management and maintenance of Lancaster County bridges, the Chief Clerk and Director of Facilities Management are authorized to approve, as the Board of Commissioners' agent, any and all notices, awards and contracts the County must undertake as owner of County bridges through PennDOT's RAS system via PennDOT's ECMS system funding.

**Resolution No. 28 of 2017**

**Page 2**

ADOPTED this 12<sup>th</sup> day of April, 2017 by the Board of Commissioners of the County of Lancaster, Pennsylvania in lawful session duly assembled.

ATTEST:

\_\_\_\_\_  
E. William Peters, Chief Clerk  
County of Lancaster, PA  
Date: April 12, 2017

\_\_\_\_\_  
Dennis P. Stuckey, Chairman

\_\_\_\_\_  
Joshua G. Parsons, Vice Chairman

\_\_\_\_\_  
Craig E. Lehman

**Board of Commissioners of  
Lancaster County, Pennsylvania**

4/12/17

**This completed document must be submitted to the Chief Clerk by 9:00 am the Wednesday prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request.**

**COVER SHEET FOR**

**CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.**

**Submitted by:** Name and Title: Charles Douts  
 Department: Facilities Management  
 Date: April 6, 2017

**Board Action Requested:**

(Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Resolution designating the Chief Clerk and Facilities Management Director to sign PennDot's Reimbursement Agreement System documents

**Provider Information: (Name, Address):**

County of Lancaster  
 Facilities Management Department

**Proposed Program Budget Information:**

Service	2017 Amount to be Approved	2017 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

**Term of Contract:**

**Budget Comments:**

**Program Information:**

PennDot is requesting a County resolution which authorizes designated personnel to sign and execute documents, notices, contracts and management of projects through Penndot's Reimbursement Agreement (RAS) System which will occur via Electronic Contract Management System (ECMS). The recommended personnel are the Chief Clerk and Facilities Management Director. See attached resolution.

**Complete sections pertaining to bid awards and Request for Proposals:**

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source

**Complete Sections Pertaining to Construction Projects:**

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source

April 12, 2017

---

**Who will be in attendance at the County Commissioners' Work Session? Please include name and title:**

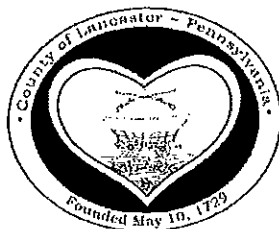
Charles E. Douts, Jr., Director, Facilities Management Department.

# LANCASTER COUNTY COMMISSIONERS' MEETING

## AGENDA

APRIL 12, 2017

9:15 A.M.

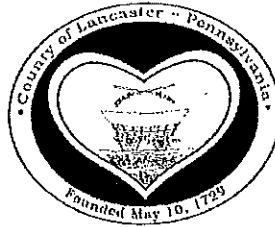


1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Dennis Stuckey.
2. Pledge of Allegiance
3. Minutes as Distributed: Approval of the March 29, 2017 Commissioners' Meeting Minutes. Postpone approval of the March 15, 2017 Evening Commissioners' Meeting Minutes, March 22, 2017 Commissioners' Meeting Minutes and April 5, 2017 Commissioners' Meeting Minutes.
4. Old Business:
5. New Business:
  - a. Resolution No. 27 of 2017 – Budget Adjustments for Youth Intervention Center  
Kelly Decker, Business Administrator, Youth Intervention Center
  - b. Youth Intervention Center – Authorization to Proceed with Purchase of Security System Upgrade  
Kelly Decker, Business Administrator, Youth Intervention Center
  - c. Youth Intervention Center - Agreement  
Kelly Decker, Business Administrator, Youth Intervention Center
  - d. Resolution No. 28 of 2017 – Designation of Signatories for PennDOT's Reimbursement Agreement System Documents  
Charles Douts, Director, Facilities Management
  - e. Children and Youth Agency and/or Office of Juvenile Probation - Agreements  
Crystal Natan, Executive Director, Children and Youth Agency  
David Mueller, Director, Office of Juvenile Probation
6. Business from Guests
7. Adjourn

# LANCASTER COUNTY ELECTION BOARD

## AGENDA

APRIL 12, 2017



1. Meeting Called to Order:
2. Minutes as Distributed: Postpone approval of April 5, 2017 Election Board Minutes.
3. Old Business:
  - a. **Re-announcement:**  
An Election Board Meeting is scheduled for Friday, May 12, 2017 at 1:30 p.m. in Conference Room No. 701, Lancaster County Government Center.
4. New Business:
  - a. **Public Hearing re. Proposed Polling Place Changes**  
Randall Wenger, Chief Clerk/Registrar, Board of Elections
  - b. **Election Board Resolution No. 2 of 2017 – Approval of Proposed Polling Place Changes**  
Randall Wenger, Chief Clerk/Registrar, Board of Elections
5. Business from Guests
6. Adjourn

## ELECTION BOARD RESOLUTION NO. 2 OF 2017

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_;

**WHEREAS**, A public hearing was held on Wednesday, April 12, 2017 following the Commissioners' public meeting which starts at 9:15 a.m. for the designation of polling places for Millersville Borough – 4<sup>th</sup> District, East Hempfield Township – Cherry Hill District, East Hempfield Township – Kings District, Manor Township – Bethel District, Martic Township – Holtwood District, Penn Township – Junction District, and Penn Township – South Penn District; and

**WHEREAS**, Proper notices of said hearing were posted by the Chief Clerk.

**NOW, THEREFORE, BE IT RESOLVED BY THE LANCASTER COUNTY BOARD OF ELECTIONS**, That the Board hereby designates the following polling places effective with the May 16, 2017 Municipal Primary:

**FROM**

**TO**

**Millersville Borough - 4<sup>th</sup> District**

Blue Rock Fire Rescue Station 5  
26 East Charlotte Street  
Millersville, PA

Charles F. Snyder Funeral Home  
441 North George Street  
Millersville, PA

**East Hempfield Township - Cherry Hill District**

Centerville Middle School  
865 Centerville Road  
Lancaster, PA

Four Seasons Pro Shop  
949 Church Street  
Landisville, PA

**East Hempfield Township - Kings District**

Centerville Middle School  
865 Centerville Road  
Lancaster, PA

Hempfield School District Administration  
Building  
200 Church Street  
Landisville, PA

**Manor Township - Bethel District**

Blue Rock Fire Rescue Station 1  
1697 Temple Avenue  
Lancaster, PA

Signature Senior Living Center  
31 Millersville Road  
Lancaster, PA

**Martic Township - Holtwood District**

Quarryville VFW Post 3575  
1653 Holtwood Road  
Holtwood, PA

Bethesda United Methodist Church  
1086 Hilldale Road  
Holtwood, PA

"continued"



FROM

TO

Penn Township -- Junction District

Enck's Banquet and Conference Center  
1461 Lancaster Road  
Manheim, PA

Penn Township Municipal Building  
97 North Penryn Road  
Manheim, PA

Penn Township - South Penn District

Penn Township Municipal Building  
97 North Penryn Road  
Manheim, PA

Pleasant View Retirement Community  
544 North Penryn Road  
Manheim, PA

4/12/17