

COUNTY COMMISSIONERS' WORK SESSION AGENDA

TUESDAY, FEBRUARY 11, 2020

10:00 a.m. – Conference Room #701, 7th Floor

10:00 a.m. EXECUTIVE SESSION ANNOUNCEMENT

PUBLIC SESSION:

Postpone approval of the December 3, 2019 Work Session Minutes, December 24, 2019 Work Session Minutes, January 28, 2020 Work Session Minutes and February 4, 2020 Work Session Minutes.

10:00 a.m. Teri Miller-Landon, Deputy Director, Adult Probation and Parole Services – Budget Adjustments for State Grant Funding for Drug Court and Mental Health Court (please refer to Resolution No. 17 of 2020 on tomorrow's agenda)

10:05 a.m. Paul Weiss, Administrator, Department of Parks and Recreation, and John Ulaky, Grounds Superintendent, Facilities Management – Authorization to Use Buchmiller Trust Funds for the Purchase of a Lawnmower (please refer to Resolution No. 18 of 2020 on tomorrow's agenda)

10:10 a.m. Randall Wenger, Chief/Clerk and Chief Register, Elections and Voter Registration – Purchase of Ten (10) Additional Scanners (please refer to motion on tomorrow's agenda) and Grant Application for GEMS Funding to Cover 60% of Voting Equipment Cost (please refer to motion on tomorrow's agenda)

Other Discussion Items:

1. Appointments/Reappointments:
2. February 12, 2020 Commissioners' Meeting Agenda

Adjourn

Note: The Work Session is being audio recorded. We ask that attendees speak into the microphone for audio recording purpose.

RESOLUTION NO. 17 OF 2020

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

REVENUE ACCOUNT:

Adult Probation and Parole – Administrative Services - State Grant Funding – Drug Court 6321-A B1148 41032	<u>\$7,500.00 (+)</u>
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EXPENDITURE ACCOUNTS:

Adult Probation and Parole Services - Professional Services 7318-A B1148 41032	\$1,700.00 (+)
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Adult Probation and Parole Services - Other Operating Expenses 7227-A B1148 41032	\$5,350.00 (+)
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Adult Probation and Parole Services - Staff Development 7328-A B1148 41032	<u>\$ 450.00 (+)</u>
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\$7,500.00 (+)

REVENUE ACCOUNT:

Adult Probation and Parole – Administrative Services - State Grant Funding – Mental Health Court 6321-A B1149 41033	<u>\$1,650.00 (+)</u>
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EXPENDITURE ACCOUNTS:

Adult Probation and Parole Services - Professional Services 7318-A B1149 41033	\$1,200.00 (+)
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Adult Probation and Parole Services - Staff Development 7328-A B1149 41033	<u>\$ 450.00 (+)</u>
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\$1,650.00 (+)

Resolution No. 17 of 2020

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I, Lawrence M. George, 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 12th day of February, 2020.

ATTEST: _____

Lawrence M. George, Chief Clerk
County of Lancaster, Pennsylvania
Date: February 12, 2020

2/12/20

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: Teri Miller-Landon, Deputy Director
 Department: Adult Probation & Parole Services
 Date: January 22, 2020

Board Action Requested: Budget Resolution
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Provider Information: (Name, Address): Administrative Office of Pennsylvania Courts
 601 Commonwealth Avenue
 Harrisburg, PA 17106

Proposed Program Budget Information:

Service	2018-2020 Amount to be Approved	2016-2017 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Drug Court	1650:00: 7500.00				100% AOPC
Mental Health Court	1650.00				100% AOPC

Term of Contract: April 1, 2019 – March 31, 2020

Budget Comments:

Program Information:

Description of Service:
 On June 19, 2019, the Board of Commissioners approved a Memorandum of Understanding with the Administrative Office of Pennsylvania Courts and a Budget Resolution for grant awards for Drug and Mental Heath Courts. Adult Probation & Parole Services is requesting a budget adjustment to include the expenditures for team retreats for both Courts in the 2020 budget. AOPC recommends that Treatment Courts hold day-long team retreats periodically for the purpose of reviewing data, policies, procedures and goals.

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

Date you would like the County Commissioners'

To take official action on this item?:

February 12, 2020

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

Teri Miller-Landon, Deputy Director

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

Teri Miller-Landon, Deputy Director

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.

RESOLUTION NO. 18 OF 2020

On motion of Commissioner _____, seconded by Commissioner _____;

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA to authorize the approval of using Buchmiller Trust Funds dedicated for improvements and maintenance at Buchmiller Park as follows:

<u>Description:</u>	<u>Vendor:</u>	<u>Cost:</u>
Purchase of Toro Groundsmaster 4000D Lawnmower utilizing State Contract No. 44000013056 which Includes a five-year/3,500-hour extended warranty and trade-in of the 2013 mower that is being replaced.	Turf Equipment and Supply Company West Chester, Pennsylvania	\$69,510.45

I, Lawrence M. George, Chief Clerk to the County of Lancaster, Pennsylvania, do hereby affirm that the above resolution was adopted by the Lancaster County Board of Commissioners on the 12th day of February, 2020.

ATTEST:

Lawrence M. George
Chief Clerk
County of Lancaster, Pennsylvania

2/12/20

COVER SHEET
FOR

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

Submitted by: Name and Title: Paul Weiss
 Department: Parks and Recreation
 Date: 1/30/2020

Board Action Requested:

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

Approval of lawnmower purchase

Turf Equipment and Supply Company

16 Hagerty Road

West Chester, PA 19382

Proposed Program Budget Information:

Service	2020 Amount to be Approved	2019 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Purchase of Toro Groundsmaster 4000D lawnmower	\$69,510.45	N/A	N/A	N/A	N/A

Term of Contract:

N/A

Budget Comments:

This item was submitted by Fac. Mgt. as part of their 2020 capital budget proposal but was unable to be funded. Accordingly, we would like to use Buchmiller Park reserve funds to complete this purchase.

Program Information:

Description of Service:

This new lawnmower would replace a similar 2013 model that has logged 4,128 hours and is well beyond its useful life. (Note: The average life expectancy for a commercial mower of this type is approximately 3000 – 3500 hours.) While FM staff takes excellent care of its equipment and was able to significantly extend the life of this mower, it has come at a cost of nearly \$5,000 in repairs over the last year. This does not include labor which was completed by FM staff.

The mower that is being purchased is on State Contract #44000013056 and the total price includes a 5-year/3500-hour extended warranty as well as trade-in of the 2013 mower that is being replaced.

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?:

February 12, 2020

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

Paul Weiss, Parks and Recreation Administrator
John Ulaky, FM Grounds Superintendent

Paul Weiss, Parks and Recreation Administrator
John Ulaky, FM Grounds Superintendent

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 authorized by the Chief Administrator.

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Election and Voter Registration Office, to approve the following:

Purchase of Equipment With:

Hart InterCivic, Inc.
Austin, Texas

Purpose:

To purchase ten (10) additional Hart Verity precinct scanners including annual license and support.

Amount:

\$48,145.00 (60% eligible for Department of State's "Grants for Election Modernization and Security" (GEMS) funding).

2/12/20

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: Randall Wenger Chief Clerk, Lancaster County Board of Elections & Chief Registrar, Voter Registration Commission

Department: Voter Registration & Elections

Date: 2/4/2020

Board Action Requested: Consideration of purchase of 10 additional Hart Intercivic Verity precinct scanners
(Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Provider Information: (Name, Address): Hart Intercivic, Inc
1550 Wells Port Dive
Austin, TX 78728

Proposed Program Budget Information:

Service	2020 Amount to be Approved	2019 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
10 additional Hart Verity precinct scanners and License and Support	\$48,145	0	\$48,145	(100%)*	60% PA GEMS 40% County Funds

Term of Contract: 1 year.

Budget Comments: There is nothing budgeted for voting equipment procurement in our 2020 Budget.

Program Information/Description of Service:

Last year, Lancaster County leased 275 Hart Verity precinct scanners. That is the same number of scanners we had previously. Typically, in high turnout elections, we deploy second scanners to our precincts with over 2000 voters.

Each of my six voting machine techs takes two scanners with them on election day to be able to replace any scanners that fail in precincts, for a total of 12 reserved as spares. One of the scanners needs to stay in the office as a demo unit. That leaves 262 available units for election day.

We have 240 precincts. That means the top 22 could get a second scanner. That would enable us to deploy second scanners to precincts with over 2100 voters. We presently have 25 precincts with over 2000 voters and another 7 with between 1950 and 2000 voters as of the beginning 2020. I expect by November, many of those precincts will reach 2000 voters. There are presently 32 precincts with more than 1950 voters.

Here is the list of top 32 precincts and voter count.

Rank	Precinct #	Precinct Name	1/2020 Voter Count
1	0904	LANCASTER CITY 9-4	3,099
2	6201	PENN TWP JUNCTION	2,611
3	3001	BRECKNOCK TWP BOWMANSVILLE	2,589
4	1703	EPHRATA BORO 3W	2,555
5	5803	MANOR TWP LEISURE	2,532
6	4702	EPHRATA TWP MURRELL	2,462
7	3600	CONESTOGA TWP	2,460
8	1702	EPHRATA BORO 2W	2,314
9	3202	CLAY TWP SOUTH	2,287
10	5308	MANOR TWP LEISURE	2,272
11	4600	ELIZABETH TWP	2,257
12	6100	PARADISE TWP	2,240
13	3802	EAST DONEGAL, MAYTOWN WEST	2,232
14	5207	LAMPETER WEST TWP WINDY HILL	2,221
15	6800	STRASBURG TWP	2,208
16	6300	PEQUEA TWP-WEST WILLOW	2,207
17	5807	MANOR TWP-MANOR, NEW EAST	2,184
18	5309	LANCASTER TWO - 9	2,170
19	1400	DENVER BORO	2,159
20	5716	MANHEIM TWP 16	2,159
21	6400	PROVIDENCE TWP, EAST	2,121
22	1601	ELIZABETHTOWN BORO 1W	2,113
23	6905	Warwick Twp, Clay Newport	2,082
24	3700	Conoy Twp	2,075
25	4100	East Drumore Twp	2,031
26	3903	West Donegal Twp, 3	1,985
27	5801	Manor Twp Hambright	1,981
28	2400	Mountville Boro	1,978
29	6202	Penn Twp, South Penn	1,976
30	5204	West Lampeter Twp, Locust	1,965
31	6504	Rapho Twp- Elm Tree II	1,962
32	2302	Mount Joy Boro, Florin Ward	1,961

In order for counties to be included in the first round of payments, applications will need to be submitted by February 14, 2020. However, counties must have their applications (or revisions) submitted by July 1, 2020 to be included in the final bond payment.

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
0				

Complete Sections Pertaining to Construction Projects:

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

2/11/ or 2/12/2020

Date you would like the County Commissioners'

To take official action on this item?:

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

Randall Wenger, Chief Clerk/Chief Registrar

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

Randall Wenger, Chief Clerk/Chief Registrar

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, acting on behalf of the Election and Voter Registration Office, to approve the following:

Grant Application With:

Commonwealth of Pennsylvania
Department of State
Harrisburg, Pennsylvania

Purpose:

To submit a grant application for "Grants for Election Modernization and Security " (GEMS) funding to cover 60% of voting equipment cost per Act 77 of 2019.

Amount:

\$1,869,292.00 representing 60% of costs incurred by the County. (including ten additional scanners)

OR

\$1,840,405.00 representing 60% of costs incurred by the County. (does not include approval of ten additional scanners)

Authorization to Sign Application:

The Board of Commissioners authorizes Chief Clerk Lawrence M. George to sign the GEMS application and subsequent documentation to effectuate receipt of funding.

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: Randall Wenger Chief Clerk, Lancaster County Board of Elections & Chief Registrar, Voter Registration Commission

Department: Voter Registration & Elections

Date: 2/4/2020

Board Action Requested:

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

Approval for Chief Clerk to sign application for GEMS Grant to cover 60% of voting equipment cost per Act 77 of 2019, and subsequent documentation to effectuate receipt of funding.

Provider Information: (Name, Address):

PA Department of State

Bureau of Finance and Operations

308 North Office Building 401 North Street

Harrisburg, PA 17120

Proposed Program Budget Information:

Service	2020 Amount to be Approved	2019 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
If 10 additional Hart Verity precinct scanners and License and Support and approved	\$1,869,292	0	\$1,869,292	(100%)*	60% of \$3,115,469 PA GEMS
If 10 additional scanners are not approved	\$1,840,405	0	\$1,840,405	(\$100%)	60% of \$3,067,342. PA GEMS

Term of Contract: Once. funding should be received by late June 2020.

Budget Comments: GEMS grant application for funding 60% of County voting system acquisition costs.

Program Information/Description of Service:

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
0				

Complete Sections Pertaining to Construction Projects:

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

2/11/ and/or 2/12/2020

Date you would like the County Commissioners'

To take official action on this item?:

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

Randall Wenger, Chief Clerk/Chief Registrar

Randall Wenger, Chief Clerk/Chief Registrar

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

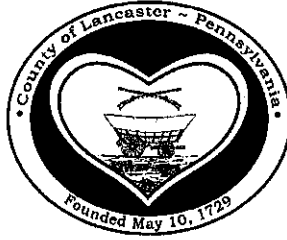
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Exceptions to this deadline must be approved by the County Administrator.

LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA

Wednesday, February 12, 2020

9:15 a.m. – Conference Room #701, 7th Floor



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Joshua G. Parsons.
2. Pledge of Allegiance
3. Minutes as Distributed: Postpone approval of the January 15, 2020 Commissioners' Meeting Minutes, January 29, 2020 Commissioners' Meeting Minutes and February 5, 2020 Commissioners' Meeting Minutes.
4. Old Business:
5. New Business:
 - a. **Resolution No. 17 of 2020 – Adult Probation and Parole Services - Budget Adjustments for State Grant Funding for Drug Court and Mental Health Court**
Teri Miller-Landon, Deputy Director, Adult Probation and Parole
 - b. **Resolution No. 18 of 2020 – Authorization to Use Buchmiller Trust Funds for the Purchase of a Lawnmower**
Paul Weiss, Administrator, Department of Parks and Recreation
John Ulaky, Grounds Superintendent, Facilities Management
 - c. **Election and Voter Registration Office – Purchase of Ten (10) Additional Scanners**
Randall Wenger, Chief Clerk and Chief Registrar, Elections and Voter Registration
 - d. **Election and Voter Registration Office – Grant Application for GEMS Funding to Cover 60% of Voting Equipment Cost**
Randall Wenger, Chief Clerk and Chief Registrar, Elections and Voter Registration
 - e. **Appointment of Director of Veterans Affairs**
Chief Clerk Lawrence George
6. Business from Guests
7. Adjourn

Note: The Commissioners' Meeting is being video recorded for public viewing and is available on the County's website. We ask that attendees speak into the microphone at the podium for audio recording purposes.

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed to appoint _____ as Director of Veterans Affairs for the County of Lancaster effective February 12, 2020.

2/12/20