

# **COUNTY COMMISSIONERS' WORK SESSION AGENDA**

**TUESDAY, APRIL 23, 2019**

**10:00 a.m. – Conference Room #701, 7<sup>th</sup> Floor**

**10:00 a.m.**

## **EXECUTIVE SESSION ANNOUNCEMENT**

### **PUBLIC SESSION:**

Approval of the April 9, 2019 Work Session Minutes. Postpone approval of the March 12, 2019 Work Session Minutes, April 2, 2019 Work Session Minutes and April 16, 2019 Work Session Minutes.

### **Re-announcement:**

- The Commissioners' Meeting scheduled for Wednesday, April 24, 2019 at 9:15 a.m. has been canceled.

**10:00 a.m.**

James Noel, Esquire, Solicitor to the Hospital Authority; Peter Edelman, Stevens and Lee and Bond Counsel for Moravian Manors, Inc.; J. David Swartley, President and CEO and/or Cindy Meier, Vice President of Finance, Moravian Manors, Inc.; and Jay Wenger, Managing Director, Susquehanna Group Advisors, Inc. – Financing by the Lancaster County Hospital Authority of Projects for Moravian Manors, Inc. (action will be considered at today's Work Session; please refer to attached Resolution No. 28 of 2019)

**10:15 a.m.**

Kelly Decker, Business Administrator, Youth Intervention Center – Agreement (action will be considered at today's Work Session; please refer to attached motion)

**10:20 a.m.**

Michael Weaver, Director, County-Wide Communications – Purchase Orders and Interoperability and Site Sharing Agreement (action will be considered at today's Work Session; please refer to attached motion)

**10:25 a.m.**

Russell Glass, Deputy Court Administrator, Court Administration – Budget Adjustments (action will be considered at today's Work Session; please refer to attached Resolution No. 29 of 2019)

**10:30 a.m.**

Judith Erb, Executive Director, Behavioral Health/Developmental Services (BH/DS) - Sublease Agreement (action will be considered at today's Work Session; please refer to attached motion)

**10:35 a.m.**

Charles Douts, Director, and John Ulaky, Grounds Superintendent, Facilities Management – Lease/Purchase Agreements (action will be considered at today's Work Session; please refer to attached motion)

### **Other Discussion Items:**

1. Appointments/Reappointments:

### **Adjourn**

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

## RESOLUTION NO. 28 OF 2019

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

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF LANCASTER, APPROVING THE FINANCING BY THE LANCASTER COUNTY HOSPITAL AUTHORITY OF CERTAIN PROJECTS FOR THE BENEFIT OF MORAVIAN MANORS, INC.; DECLARING THAT IT IS DESIRABLE FOR THE HEALTH, SAFETY AND WELFARE OF THE PEOPLE IN THE AREA SERVED BY THE CORPORATION, TO HAVE THE PROJECTS PROVIDED BY AND FINANCED THROUGH THE AUTHORITY; DESIGNATING THE CHAIRMAN OF THE BOARD OF COMMISSIONERS OR, IN HIS ABSENCE, ANY OTHER MEMBER OF THE BOARD OF COMMISSIONERS AS THE PERSON TO ACT ON BEHALF OF THE BOARD OF COMMISSIONERS AS THE "APPLICABLE ELECTED REPRESENTATIVE" WITHIN THE MEANING OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED; AUTHORIZING SUCH CHAIRMAN OR ANY SUCH MEMBER OF THE BOARD OF COMMISSIONERS TO TAKE CERTAIN ACTIONS ON BEHALF OF THE BOARD OF COMMISSIONERS AS SUCH "APPLICABLE REPRESENTATIVE"; AND AUTHORIZING OTHER NECESSARY AND APPROPRIATE ACTION.**

**WHEREAS**, the Lancaster County Hospital Authority (the "Authority") is a municipal authority incorporated pursuant to a resolution of the Board of Commissioners of the County of Lancaster, Pennsylvania, and is existing under and governed by the provisions of the Pennsylvania Municipality Authorities Act (Act 22 of 2001), as amended and supplemented (the "Authorities Act"); and

**WHEREAS**, the Authorities Act permits the Authority to assist in the financing of buildings and facilities for health centers; and

**WHEREAS**, Moravian Manors, Inc., a Pennsylvania non-profit corporation (the "Corporation"), has represented to the Authority that it (i) owns the facilities comprising the Project (as hereinafter defined), (ii) the Project is a "health center" in that it constitutes an integrated facility which provides substantial health care services on a nonsectarian basis and reasonably related services and which is operated by a nonprofit corporation existing under the laws of the Commonwealth of Pennsylvania (the "Commonwealth"); and

**WHEREAS**, the Corporation has requested that the Authority finance a project (the "Project") which consists of, among other things: (a) the refunding of certain outstanding indebtedness of the Corporation used to finance the design, acquisition, construction, installation and equipping of a fifty-four (54) unit apartment building; (b) the design, acquisition, construction, installation and equipping of seventy-five (75) carriage homes consisting of Phase II of the Warwick Woodlands development; (c) the design, acquisition, construction, equipping and installation of the infrastructure improvements required to service the residential expansion project, including, but not limited to, new roads, sewer and water lines and other utility infrastructure; (d) the design, acquisition, construction, installation and equipping of various buildings, additions, renovations and other capital improvements to the Corporation's existing continuing care retirement community facilities; (e) the payment of capitalized interest on a portion of

the debt; (f) the funding of a debt service reserve fund and (g) the payment of certain of the costs and expenses in connection with the issuance of the Bonds (as hereinafter defined); and

**WHEREAS**, in order to finance the Project, the Corporation has requested that the Authority issue its Healthcare Facilities Revenue Bonds (Moravian Manors, Inc. Project) Series of 2019 (the "Bonds") in a principal amount of not to exceed \$40,000,000; and

**WHEREAS**, the County of Lancaster, Pennsylvania (the "County") approves the financing of the Project for the benefit of the Corporation, and has determined that it is in the best interests of the people in the County of Lancaster, and is desirable for the health, safety and welfare of the people in the area served by the Corporation and the Project to have the Project provided, and undertaken, by the Authority; and

**WHEREAS**, pursuant to the Internal Revenue Code of 1986, as amended (the "Code"), all bonds to be issued by the Authority, such as the Bonds to be issued to finance the Project for the benefit of the Corporation, must be approved by the "applicable elected representative" of the governmental unit in which the Project is located after a public hearing following reasonable public notice; and

**WHEREAS**, pursuant to the Code, the term "applicable elected representative" means, among other things, the elected legislative body of the governmental unit in which the Project is located; and

**WHEREAS**, the Project is located in the County; and

**WHEREAS**, the Board of Commissioners of the County (the "Board") is the "applicable elected representative" of the County within the meaning of the Code; and

**WHEREAS**, the Board desires to authorize and direct any member of its Board to act on its behalf as such "applicable elected representative."

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA, AS FOLLOWS:**

1. In connection with the financing of the Project by the Authority, this Board hereby declares it to be desirable for the health, safety and welfare of the people in the area served by the Corporation and the Project, to have the Project provided by, and financed through, the Authority.
2. The Board hereby empowers, authorizes and directs any of its members, to execute and deliver an "approval of applicable representative" in the form attached hereto; provided that, such approval shall be delivered only following a public hearing, held on behalf of the County by the Authority, which has followed reasonable public notice, with respect to the Project (described on such approval). The Board intends that this resolution and the subsequent execution and delivery of the approval of "applicable elected representative" by any Commissioner of this County shall constitute the "approval by a government unit" required by Section 147(f) of the Code.

3. The approval granted hereby shall not, in any way, pledge or obligate the credit or taxing power of the County, nor shall the County be liable for the payment of the principal of, or interest on, any obligations issued by the Authority.
4. The County acknowledges that the Authority is entitled to rely upon, and will rely upon, the findings and determinations of this County as set forth in Paragraph 1 above.

**ADOPTED** this 23<sup>rd</sup> day of April, 2019, by the Board of Commissioners of the County of Lancaster, in lawful session duly assembled.

**BOARD OF COMMISSIONERS OF LANCASTER COUNTY,  
PENNSYLVANIA**

By: \_\_\_\_\_  
Chairman

By: \_\_\_\_\_  
Vice Chairman

By: \_\_\_\_\_  
Commissioner

4/23/19

I, Lawrence M. George, Chief Clerk to the County of Lancaster, Pennsylvania, do hereby affirm that the above resolution was passed unanimously by the Lancaster County Board of Commissioners on the 23<sup>rd</sup> day of April, 2019.

ATTEST:

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CHIEF CLERK  
COUNTY OF LANCASTER, PENNSYLVANIA

Date: April 23, 2019

**APPROVAL OF APPLICABLE ELECTED REPRESENTATIVE**

I, Joshua G. Parsons, Chairman of the Board of Commissioners of Lancaster County, Pennsylvania having been designated and empowered to approve the execution of tax-exempt obligations issued by the Lancaster County Hospital Authority to finance the cost of the Projects described below, hereby approve the following Projects for the applicant as described below.

**Moravian Manors, Inc. Project**

**Name of Applicant:** Moravian Manors, Inc., a Pennsylvania non-profit corporation.

**Project Address:** The Applicant's main campus is located at 300 West Lemon Street, Lititz, Pennsylvania 17543. The Warwick Woodlands development is located on a 72-acre tract in the Borough of Lititz, Pennsylvania (the "Warwick Woodland Tract"). The apartment building and the carriage homes to be financed and refinanced with the proceeds of the debt will be located between West 6<sup>th</sup> Street and the Lititz Borough/Warwick Township line.

**Aggregate Amount of Issue Requested:** Not to exceed \$40,000,000.

**Project Description:** Proceeds of the debt will be used on behalf of the Applicant to finance among other things: (a) the refunding of certain outstanding indebtedness of the Applicant used to finance the design, acquisition, construction, installation and equipping of a fifty-four (54) unit apartment building on the Warwick Woodland Tract (b) the design, acquisition, construction, installation and equipping of seventy-five (75) carriage homes consisting of Phase II of the Warwick Woodlands development; (c) the design, acquisition, construction, equipping and installation of the infrastructure improvements required to service the residential expansion project, including, but not limited to, new roads, sewer and water lines and other utility infrastructure; (d) the design, acquisition, construction, installation and equipping of various buildings, additions, renovations and other capital improvements to the Applicant's existing continuing care retirement community facilities; (e) the payment of capitalized interest on a portion of the debt; (f) the funding of a debt service reserve fund and (g) the payment of certain of the costs and expenses in connection with the issuance of the debt to be issued.

**Project Owner and User:** Moravian Manors, Inc.

**Date and Location of Public Hearing:** The public hearing was held on Thursday, April 18, 2019, at 9 a.m. on behalf of the Board of County Commissioners by the Lancaster County Hospital Authority at the offices of McNees, Wallace & Nurick LLC located at 570 Lausch Lane, Suite 200, Lancaster, Pennsylvania 17601.

**COUNTY OF LANCASTER**

By: \_\_\_\_\_

Chairman, Board of County  
Commissioners of the County of Lancaster

Dated: April 23, 2019

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: James K. Noel, IV, Esquire, Solicitor  
 Department: McNees Wallace & Nurick, LLC  
 Date: April 16, 2019

**Board Action Requested:**

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

Approval of proposed attached Resolution

Lancaster County Hospital Authority

c/o McNees Wallace & Nurick, LLC

570 Lausch Lane, Suite 200

Lancaster, PA 17601

**Proposed Program Budget Information:**

Service	2019-20 Amount to be Approved	2019-2020 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

**Term of Contract:** \_\_\_\_\_

**Budget Comments:** \_\_\_\_\_

**Program Information:** \_\_\_\_\_

**Description of Service:** \_\_\_\_\_

To consider and approve a proposed plan of financing involving the issuance by the Authority of its tax-exempt Healthcare Facilities Revenue Bonds (Moravian Manors, Inc. Project) Series of 2019 (the "Bonds") in a principal amount of not to exceed \$40,000,000. The proceeds of the Bonds will be loaned to Moravian Manors, Inc., a Pennsylvania non-profit corporation (the "Corporation"), and applied to finance a project (the "Project"), consisting of: among other things: (a) the refunding of certain outstanding indebtedness of the Corporation used to finance the design, acquisition, construction, installation and equipping of a fifty-four (54) unit apartment building; (b) the design, acquisition, construction, installation and equipping of seventy-five (75) carriage homes consisting of Phase II of the Warwick Woodlands development; (c) the design, acquisition, construction, equipping and installation of the infrastructure improvements required to service the



residential expansion project, including, but not limited to, new roads, sewer and water lines and other utility infrastructure; (d) the design, acquisition, construction, installation and equipping of various buildings, additions, renovations and other capital improvements to the Corporation's existing continuing care retirement community facilities; (e) the payment of capitalized interest on a portion of the debt; (f) the funding of a debt service reserve fund and (g) the payment of certain of the costs and expenses in connection with the issuance of the Bonds. (please 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

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

*Truly* 23  
Wednesday, April 24, 2019

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

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

James K. Noel, IV, Esq., Solicitor to the Authority; , Peter Edelman of Stevens & Lee, bond counsel for Moravian Manors, Inc., J. David Swartley, President & CEO and/or Cindy Meier, Vice President of Finance from Moravian Manors, Inc. as well as Jay Wenger of Susquehanna Group Advisors, Inc.

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

James K. Noel, IV, Esq., Solicitor to the Authority; Peter Edelman of Stevens & Lee, bond counsel for Moravian Manors, Inc., J. David Swartley, President & CEO and/or Cindy Meier, Vice President of Finance from Moravian Manors, Inc. as well as Jay Wenger of Susquehanna Group Advisors, Inc.

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:**

Maureen G. Raquet, Raquet Justice Consultants, LLC  
St. Peters, Pennsylvania

**Purpose:**

To conduct the Prison Rape Elimination Act (PREA) Re-Audit of the Lancaster County Youth Intervention Center.

**Amount/Term:**

Not to exceed \$5,212.00. On-site visit for the audit will occur October 21 – October 23, 2019.

4/23/19

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: 4/12/19

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

**Provider Information: (Name, Address):** Maureen G. Raquet, Raquet Justice Consultants LLC  
 P.O. Box 274  
 St. Peters, PA 19470-0274

**Proposed Program Budget Information:**

Service	2016 Amount to be Approved	2019 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Chaplain Services	\$4302.00	\$5212.00	21%	0%	
PREA Audit					

**Term of Contract:** On site: October 21, 2019 – October 23, 2019

**Budget Comments:**

**Program Information:**

**Description of Service:**

PREA Audit, mandated

**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			

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of Lancaster County-Wide Communications, to approve the following:

1. **Purchase Order With:** Zetron, Inc.  
Redmond, Washington

**For:** Refresh of the County's 911 Zetron Console System, which includes hardware and software, utilizing PA State Contract No. 4400016323.

**Amount:** \$791,932.45 (Act 12 funding).
2. **Purchase Order With:** Exacom, Inc.  
Concord, New Hampshire

**For:** Refresh of the County's 911 Voice Logging Recorder System, which includes hardware and software, utilizing Co-Stars Contract No. 0000534808.

**Amount:** \$233,486.85 (Act 12 funding).
3. **Interoperability and Site Sharing Agreement With:** Commonwealth of Pennsylvania  
Pennsylvania State Police  
Harrisburg, Pennsylvania

**Purpose:** The Commonwealth will grant to the County a license to use the Commonwealth's tower(s) and the County will grant to the Commonwealth a license to use the County's tower(s) in accordance with the terms and conditions set forth in the Agreement.

**Amount:** There is no cost for this Agreement.

**Term:** The term shall commence on the date of execution by the Commonwealth and shall remain in effect for a period of twenty years and thereafter be automatically renewed on an annual basis.

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: Michael W. Weaver, Director  
 Department: LCWC  
 Date: April 11, 2019

**Board Action Requested:**  
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)  
 Approve a Purchase Order for a hardware and software refresh for the County 911 Zetron console system. Price is per PA Contract 4400016323

**Provider Information: (Name, Address):**  
 Zetron, Inc.  
 12034 134<sup>th</sup> Court Northeast  
 Redmond, WA 98052

**Proposed Program Budget Information:**

Service	2017-18 Amount to be Approved	2016-2017 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Zetron console system refresh	\$791,932.45				100% Act 12

**Term of Contract:** Purchase Order PA State Contract number 4400016323

**Budget Comments:** Money is budgeted in A2413 for 2019. This project is 100% funded by Act 12

**Program Information/Description of Service:**

This project is a total refresh of the County 911 Zetron console system. It includes both hardware and software. This is a planned maintenance upgrade.

**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	N/A	PA Contract 4400010525		ACT 12

**Complete Sections Pertaining to Construction Projects:**

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

April 23, 2019.

**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:**

Michael W. Weaver, Director

Michael W. Weaver, Director

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

**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.**

**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: Michael W. Weaver, Director  
 Department: LCWC  
 Date: April 11, 2019

**Board Action Requested:**  
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)  
 Approve a Purchase Order for a hardware and software refresh for the County 911 system voice logging recorder system, COSTARS vendor 0000534808

**Provider Information: (Name, Address):**  
 Exacom, Inc.  
 99 Airport Road  
 Concord, NH 03301

**Proposed Program Budget Information:**

Service	2017-18 Amount to be Approved	2016-2017 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Logging recorders refresh	\$233,486.85				100% Act 12

**Term of Contract:** Purchase Order COSTARS vendor 0000534808

**Budget Comments:** Money is budgeted in A2413 for 2019. This project is 100% funded by Act 12

**Program Information/Description of Service:**

This project is a total refresh of the County 911 voice logging recorder system. It includes both hardware and software. This is a planned maintenance upgrade.

**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	N/A	PA COSTARS contract		ACT 12

**Complete Sections Pertaining to Construction Projects:**

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

April 23, 2019.

**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:**

Michael W. Weaver, Director

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

Michael W. Weaver, 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.**



**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: Michael W. Weaver  
 Department: LCWC  
 Date: April 17, 2019

**Board Action Requested:** Approve site sharing agreement with the Commonwealth of PA, Pennsylvania State Police  
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

**Provider Information: (Name, Address):** Pennsylvania State Police  
 8001 Bretz Drive  
 Harrisburg, PA 17112

**Proposed Program Budget Information:**

Service	2019/2020 Amount to be Approved	2018/2019 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Site sharing agreement	n/a	n/a	n/a	n/a	n/a

**Term of Contract:** 20 Years

**Budget Comments:** There is no cost for this agreement

**Program Information/Description of Service:**

Essentially this agreement allows PSP to share available space on a Lancaster County owned tower and likewise, allows Lancaster County to share available space on a Commonwealth owned tower.

**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

April 23, 2019

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

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

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

Michael W. Weaver, Director

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

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**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.**

**RESOLUTION NO. 29 OF 2019**

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

**REVENUE ACCOUNT:**

Magisterial District Court - State Grant – Security Enhancements B1600 21009 A6321	<b><u>\$14,025.00 (+)</u></b>
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**EXPENDITURE ACCOUNT:**

Magisterial District Court - Equipment Maintenance and Repairs – Security Enhancements B1600 21009 A7336	<b><u>\$14,025.00 (+)</u></b>
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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 23<sup>rd</sup> day of April, 2019.

ATTEST: \_\_\_\_\_

Chief Clerk  
County of Lancaster, Pennsylvania  
Date: April 23, 2019

**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: Russell A. Glass, Deputy Court Administrator  
 Department: Court Administration  
 Date: April 17, 2020

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

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

<u>Yarnell Security Systems</u>	<u>National Door Openings</u>
<u>131 Elmwood Road</u>	<u>18 Richard Drive</u>
<u>Lancaster, PA 17602</u>	<u>Lititz, PA 17543</u>

**Proposed Program Budget Information:**

<b>Service</b>	<b>2018-2019 Amount to be Approved</b>	<b>2017-2018 Amount</b>	<b>Amount Increase/ Decrease</b>	<b>Percent Increase/ Decrease</b>	<b>Percent Funding Source (Co., State, Fed)</b>
Upgrade of existing Video Conferencing Systems for the Magisterial District Courts	\$14,025.00	\$0/ yr	\$14,025.00	100.0%	State

**Term of Contract:** \_\_\_\_\_  
**Budget Comments:** Total cost to be reimbursed to County from State (Administrative Office of PA Courts)

**Program Information:** Revenue: B1600 21009 6321 Expense: B1600 21009 A7336

**Description of Service:** The Administrative Office of Pennsylvania Courts (AOPC), through an appropriation of state funds, previously announced they are able to reimburse counties for security enhancements that include an upgrade or replacement of video surveillance equipment, keyless entry systems and secure doors for use in the Magisterial District Courts. This work

will be completed by Yarnell Security Systems and National Door Openings and the County will be 100% reimbursed upon completion.

**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
NA				

**Complete Sections Pertaining to Construction Projects:**

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

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

April 24, 2018

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

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

Russell Glass, Deputy Court Administrator

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

Russell Glass, Deputy Court 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 authorized by the Chief Administrative Officer.**

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of Behavioral Health/Developmental Services (BH/DS) and the Purchasing Department, to approve the following:

**Sublease Agreement With:**

Lancaster-Lebanon Intermediate Unit 13  
Lancaster, Pennsylvania

**Purpose:**

To provide interim office space for approximately 52 BH/DS staff at the Burle Business Park located at 1020 New Holland Avenue, Lancaster until the completion of BH/DS' permanent location at 750 Eden Road, Lancaster.

**Amount:**

Monthly rent of \$4,322.62 inclusive of Common Area Maintenance Costs, real estate taxes, building insurance, heat, air conditioning, electricity and customary office trash removal (Human Services Block Grant funding).

**Term:**

May 1, 2019 through April 30, 2020 followed by a month-to-month term (Human Services Block Grant funding).

4/23/19

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: Linda Schreiner, Senior Buyer  
 Department: Purchasing  
 Date: April 10, 2019

**Board Action Requested:**  
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)  
 Agreement – Sublease of Interim Office Space for BHDS  
**Provider Information: (Name, Address):**  
 Lancaster-Lebanon Intermediate Unit 13  
 1020 New Holland Avenue  
 Lancaster, PA 17601

**Proposed Program Budget Information:**

Service	2019 - 2020 Amount to be Approved	2009-2011 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Sublease Agreement for Interim Office Space Located at 1020 New Holland Avenue Lancaster, PA	\$ 51,871.48	n/a	n/a	n/a	Block Grant

**Term of Contract:** The term of this sublease will begin on May 1, 2019 – April 30, 2020 then moves to a month-to-month term.

**Budget Comments:** Funding for the costs associated with this sublease are available through the Block Grant and funding is sustainable through the Block Grant.

**Program Information:**

**Description of Service:**  
 The recommended sublease is a result of BHDS's desire to provide continuity for their staff during the interim period between the end of the current lease associated with the BHDS location at 1120 Frances Avenue Lancaster, PA, that will expire on June 30, 2019, and the completion of its permanent BHDS location at 750 Eden Road Lancaster, PA, approved on March 13, 2019.

During the previous approval process, it was communicated that an interim office space was being provided to the County at no cost for essential BHDS staff, approximately 35 staff, currently located at Frances Avenue, crisis, intake and LAPS. The remaining staff, approximately 52, from Frances Avenue will be working from a space being subleased from the Lancaster-Lebanon Intermediate Unit 13 within the Burle Business Park located at 1020 New Holland Avenue Lancaster, PA.

This second space is being offered in "as is" condition. The monthly rent of \$4,322.62 is inclusive of Common Area Maintenance Costs (CAM) as well as real estate taxes, building insurance, heat, air conditioning, electricity, and customary office trash removal.

Sublease language has been reviewed and agreed upon by Lancaster-Lebanon IU13 and the County Solicitor.

**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		N/A	Block Grant

**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:**

**23**

April ~~17~~, 2019

~~Linda Schreiner, Senior Buyer~~

Judith Erb, Executive Director

~~Julie Holtry, Deputy Director of Mental Health Services~~

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

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

~~Linda Schreiner, Senior Buyer~~

Judith Erb, Executive Director

~~Julie Holtry, Deputy Director of Mental Health Services~~



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

**Lease/Purchase Agreements With:** Whitmoyer Ford  
Mount Joy, Pennsylvania

**Purpose:** To lease the following vehicles for a period of five years which will replace two existing trucks:

2019 Ford F250 Supercab Pickup \$26,835.00

2019 Ford F250 Supercab Pickup \$24,835.00

**Total: \$51,670.00 under State Purchasing Contracts**

**Term:** The County will own the vehicles following the five-year lease period.

4/23/19

**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 18, 2019

**Board Action Requested:** Vehicle lease agreement to replace two trucks  
 (Specify Agreement, Amended Agreement, Grant App.,  
 Change Order, Bid Award etc.)

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

**Proposed Program Budget Information:**

Service	2019 Amount to be Approved	2019 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

**Term of Contract:**

**Budget Comments:**

**Program Information:**  
 Per the 2019 budget, Facilities Management Department will be trading in 2 trucks and leasing 2 new replacement vehicles. The lease purchase of these vehicles is based upon State purchasing contracts and consists of the following vehicles and lease financing by Santander Bank. Ford F250 Supercab Pick up, trade in 2002 GMC Sierra Pick up, purchase price \$26,835 after \$3,000 trade in value. Second vehicle, F250 Supercab Pick up, trade in 2007 F250 Pick up purchase price \$24,835 after \$5,000 trade in value. Lease purchase value with Santander for both vehicles is \$51,670. See attached documents.

**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 24, 2019

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

Charles Douts, Jr, Director, Facilities Management Department.

John Ulaky, Grounds Superintendent, Facilities Management



# WHITMOYER

## FORD

1001 E. Main St.

Mount Joy, PA 17552

[www.whitmoyerautogroup.com](http://www.whitmoyerautogroup.com)

## VEHICLE INVOICE

DATE 04/08/19

PHONE  
717-653-7080

RES. PHONE
BUS. PHONE <b>(717) 209-3166</b>
DR. LIC. #1
DR. LIC. #2

PURCHASER'S NAME **PARKS & RECREATION**STREET ADDRESS **1050 ROCKFORD ROAD** CITY **LANCASTER** STATE **PA** ZIP **17602**PLEASE ENTER MY ORDER FOR:  DEMO  NEW  USED  CAR  TRUCKDELIVERY DATE **04/08/19**

MAKE <b>FORD TRUCK</b>	MODEL <b>F250 4X4 SUPERCAB PICKI</b>	BODY TYPE <b>TK</b>	YEAR <b>2019</b>	COLOR <b>OXFORD WHITE (Z</b>	MILEAGE <b>5</b>	STOCK NO. <b>7876</b>
SERIAL NO. <b>1FT7X2B66KEE57876</b>	KEY NUMBERS (IGN) <b>10908</b> (TK) <b>10908</b>		SALESMAN <b>FLEET</b>			

YEAR	<b>2002</b>	MAKE:	<b>GMC</b>
MODEL:	<b>SIERRA</b>	BODY:	<b>TK</b>
EQUIPMENT	<b>P/S, P/B, AUTO, A/C, AM/FM</b>		
SERIAL #	<b>1GTGK29U32Z309101</b>		
TITLE #			
REGISTRATION #			
EXPIRATION DATE			
BALANCE OWED \$			
OWED TO:			
ADDRESS			
ADDRESS	ZIP		
ACCOUNT #			

THE ABOVE DESCRIBED VEHICLE MAY BE REAPPRAISED IF IT HAS SUFFERED DAMAGE OR SERIOUS MECHANICAL DETERIORATION SINCE THE DATE OF THE ORIGINAL VALUATION AND PRIOR TO ITS DELIVERY TO THE DEALER, OR IF PART OR ACCESSORIES OR BOTH, INCLUDING TIRES HAVE BEEN REMOVED OR REPLACED WITH PARTS AND ACCESSORIES OF INFERIOR

## REMARKS

INS. CO.	<b>TRAVELERS INDEMNITY COMPAN</b>
INS. AGENT	<b>MURRAY SECURUS</b>
ADDRESS	<b>PO BOX 1728</b>
ADDRESS	<b>LANCASTER PA 17608-1728</b>
PHONE #	<b>(717) 397-9600</b>
POLICY #	<b>H8102C410591IND18</b>
EFFECTIVE DATE	<b>2/1/2019</b>
EXPIRATION DATE	<b>2/1/2020</b>
COLLISION DEDUCTIBLE	
COMP. DEDUCTIBLE	

## WARRANTY

THIS ORDER IS NOT BINDING UNTIL ACCEPTED BY DEALER

PURCHASER'S  
SIGNATURE*Rick McLeod*DATE **4/8/2019**

## SOLD VEHICLE INFORMATION

BASE PRICE	\$	<b>29835.00</b>
REBATE	\$	<b>0.00</b>
TOTAL DELIVERED PRICE	\$	<b>29835.00</b>
TRADE IN	\$	<b>3000.00</b>
NET AMOUNT	\$	<b>26835.00</b>
TAX (IF APPLICABLE)	\$	<b>0.00</b>
PA TIRE TAX	\$	<b>0.00</b>
DOCUMENTARY FEE	\$	<b>0.00</b>
ON-LINE REG 14.15 DLR SVC FEE \$25	\$	<b>0.00</b>
STATE TITLE & REG. FEES	\$	<b>0.00</b>
SUB TOTAL	\$	<b>26835.00</b>
BALANCE DUE ON TRADE IN	\$	
CASH WITH ORDER	\$	
CASH ON DELIVERY	\$	
TOTAL CASH	\$	
UNPAID BALANCE	\$	<b>26835.00</b>

## ENCUMBRANCE

TO:	<b>SANTANDER</b>
APR:	
INS. INFO:	MOS

## WARRANTY INFORMATION

(Check Appropriate Block(s))

DISCLAIMER OF WARRANTIES: I UNDERSTAND THAT YOU (THE DEALER) EXPRESSLY DISCLAIM ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND THAT YOU NEITHER ASSUME NOR AUTHORIZE ANY OTHER PERSON TO ASSUME FOR YOU ANY LIABILITY IN CONNECTION WITH THE SALE OF THE VEHICLE, EXCEPT AS OTHERWISE PROVIDED IN WRITING BY YOU IN AN ATTACHMENT TO THIS CONTRACT OR IN A DOCUMENT DELIVERED TO ME WHEN THE VEHICLE IS DELIVERED.

"AS IS" THE MOTOR VEHICLE IS SOLD "AS IS" WITHOUT ANY WARRANTY EITHER EXPRESS OR IMPLIED. THE PURCHASER WILL BEAR THE ENTIRE EXPENSE OF REPAIRING OR CORRECTING ANY DEFECTS THAT PRESENTLY EXIST OR THAT MAY OCCUR IN THE VEHICLE.

CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY) THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.



# WHITMOYER

## FORD

1001 E. Main St.  
Mount Joy, PA 17552  
[www.whitmoyerautogroup.com](http://www.whitmoyerautogroup.com)

### VEHICLE INVOICE

DATE 04/08/19

PHONE  
717-653-7080

RES. PHONE
BUS. PHONE (717) 209-3166
DR. LIC. #1
DR. LIC. #2

PURCHASER'S NAME **PARKS & RECREATION**

STREET ADDRESS **1050 ROCKFORD ROAD** CITY **LANCASTER** STATE **PA** ZIP **17602**

PLEASE ENTER MY ORDER FOR:  DEMO  NEW  USED  CAR  TRUCK DELIVERY DATE **04/08/19**

MAKE <b>FORD TRUCK</b>	MODEL <b>F250 4X4 SUPERCAB PICKU</b>	BODY TYPE <b>TK</b>	YEAR <b>2019</b>	COLOR <b>OXFORD WHITE (Z</b>	MILEAGE <b>5</b>	STOCK NO. <b>7875</b>
SERIAL NO. <b>1FT7X2B64KEE57875</b>	KEY NUMBERS (IGN) <b>10232</b> (TK) <b>10232</b>		SALESMAN <b>FLEET</b>			

YEAR	<b>2007</b>	MAKE:	<b>FORD TRUCK</b>
MODEL:	<b>F250</b>	BODY:	<b>TK</b>
EQUIPMENT	<b>P/L, P/W, TLT, P/S, P/B, AM/FM, A/C, ABS</b>		
SERIAL #	<b>1FTSX21567EB03320</b>		
TITLE #			
REGISTRATION #			
EXPIRATION DATE			
BALANCE OWED \$			
OWED TO:			
ADDRESS			
ADDRESS	ZIP		
ACCOUNT #			

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COLLISION DEDUCTIBLE	
COMP. DEDUCTIBLE	

WARRANTY

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PURCHASER'S SIGNATURE  
*Rick McLeod*  
ACCEPTED BY: *Rick McLeod* DATE **4/8/2019**

SOLD VEHICLE INFORMATION

BASE PRICE	\$	<b>29835.00</b>
REBATE	\$	<b>\$0.00</b>
TOTAL DELIVERED PRICE	\$	<b>29835.00</b>
TRADE IN	\$	<b>5000.00</b>
NET AMOUNT	\$	<b>24835.00</b>
TAX (IF APPLICABLE)	\$	<b>0.00</b>
PA TIRE TAX	\$	<b>0.00</b>
DOCUMENTARY FEE	\$	<b>0.00</b>
ON-LINE REG 14.15 DLR SVC FEE \$25	\$	<b>0.00</b>
STATE TITLE & REG. FEES	\$	<b>0.00</b>
SUB TOTAL	\$	<b>24835.00</b>
BALANCE DUE ON TRADE IN		
CASH WITH ORDER	\$	
CASH ON DELIVERY	\$	
TOTAL CASH	\$	
UNPAID BALANCE	\$	<b>24835.00</b>

ENCUMBRANCE

TO:	<b>SANTANDER</b>
APR:	<b>MOS</b>
INS. INFO:	

WARRANTY INFORMATION

(Check Appropriate Block(s))

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