

COUNTY COMMISSIONERS' WORK SESSION AGENDA

TUESDAY, MAY 7, 2019

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

10:00 a.m.

EXECUTIVE SESSION ANNOUNCEMENT

PUBLIC SESSION:

Approval of the April 16, 2019 Work Session Minutes and April 30, 2019 Work Session Minutes. Postpone approval of the April 2, 2019 Work Session Minutes and April 23, 2019 Work Session Minutes.

Re-announcement:

- There is no Work Session scheduled for Tuesday, May 21, 2019, and there is no Commissioners' Meeting scheduled for Wednesday, May 22, 2019.

Announcement:

The County of Lancaster will conduct public hearings to discuss the County's proposed Human Services Block Grant categorical funding allocations for Fiscal Year 2019-2020 on the following dates:

- Thursday, May 23, 2019 at 3:00 p.m., Room 701, 150 North Queen Street, Lancaster;
- Tuesday, May 28, 2019 at 6:00 p.m., Public Safety Training Center, 101 Champ Boulevard, Manheim;
- Monday, June 3, 2019 at 3:00 p.m., Room 701, 150 North Queen Street, Lancaster;
- Wednesday, June 5, 2019 at 9:15 a.m. during the County Commissioners' Meeting, Room 701, 150 North Queen Street, Lancaster, at which time the Board of Commissioners will consider the adoption of the Human Services Block Grant categorical funding allocations for Fiscal Year 2019-2020.

The block grant encompasses mental health and intellectual disabilities base funds, Act 152 drug and alcohol funds, behavioral health services initiative funds, Human Services Development Fund, and homeless assistance funding.

Public participation is invited.

10:00 a.m.

James Cowhey, Executive Director, Planning Commission, and Jim Fasnacht, Senior Buyer, Purchasing – Request For Proposal Award for the Development of the 2040 Metropolitan Transportation Plan (please refer to Resolution No. 30 of 2019 on tomorrow's agenda) and Budget Adjustments (please refer to Resolution No. 31 of 2019 on tomorrow's agenda)

10:10 a.m.

Kathy Kunkel, Deputy Controller, and Rebecca Dittenhafer, PeopleSoft Systems Administrator, Controller's Office – Statement of Work Extension (please refer to motion on tomorrow's agenda)

"continued"

10:15 a.m.

Lon Wible, Executive Director, Office of Aging – Update on Lancaster County Office of Aging's Plan to Discontinue as a Service Coordination Provider for the Pennsylvania Department of Human Services – Aging Waiver Program (no formal action is requested)

Other Discussion Items:

1. Appointments/Reappointments
2. May 8, 2019 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. 30 OF 2019

On motion of Commissioner _____, seconded by Commissioner _____;

WHEREAS, Requests for Proposals were issued by the County of Lancaster on Friday, January 25, 2019 for the development of the 2040 Metropolitan Transportation Plan; and

WHEREAS, the sealed proposals for the above-mentioned service were opened on Thursday, February 14, 2019; and

WHEREAS, after extensive review, the County's evaluation team has recommended approval of the proposal submitted by Michael Baker, International, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA to authorize the approval and execution of a Supplemental Agreement with Michael Baker International, Inc, Harrisburg, Pennsylvania to develop the 2040 Metropolitan Transportation Plan in accordance with the LCTCC Unified Transportation Planning Work Program, Contract 521160, Work Order 2-A, for Fiscal Years 2018-2020 in an amount not to exceed \$325,000.00 from date of execution through June 30, 2020 (100% Federal funding).

5/08/19

RESOLUTION NO. 31 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:

Planning Commission- Pennsylvania Department of Transportation Work Order #2-A - Master Reimbursement Agreement 521160 UPWP SPR Federal Funds A2600 14500 6311	<u>\$325,000.00 (+)</u>
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EXPENDITURE ACCOUNT:

Planning Commission - Michael Baker International- Work Order #2-A - Master Reimbursement Agreement 521160 A2600 14500 7318	<u>\$325,000.00 (+)</u>
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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 8th day of May, 2019.

ATTEST: _____
Lawrence M. George, Chief Clerk
County of Lancaster, Pennsylvania
Date: May 8, 2019

5/08/19

REQUEST SUMMARY

ITEMS FOR COMMISSIONERS' AGENDA ON MAY 8, 2019

from

James R. Cowhey, AICP, Executive Director, Planning Commission

Item #	Name of Contract Provider	Term	Amount being Requested	Percent of Increase/ Decrease	Goals (Define goals by percentages when applicable)	Trends
1.	Michael Baker International, Inc.	Date of execution through 6/30/2020	Year 1 2018-2019: \$162,500 Year 2 2019-2020: \$162,500	100% Federal Funds	Consultant to prepare the 2040 Metropolitan Transportation Plan	Funding provided through the 2018-2020 Unified Planning Work Program, Contract 521160 Work Order 2-A

**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 R. Cowhey, AICP, Executive Director
 Department: Planning
 Date: 5/1/2019

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App.,
 Change Order, Bid Award etc.)
 Approve Contract with Michael Baker International, Inc. for
 2040 Metropolitan Transportation Plan.

Provider Information: (Name, Address):
 Michael Baker International, Inc.
 4431 North Front Street, 2nd Floor
 Harrisburg, PA 17110

Proposed Program Budget Information:

Service	Year 1 2018-2019 Amount to be Approved	Year 2 2019-2020 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Preparation of 2040 Metropolitan Transportation Plan	\$162,500	\$162,500			100% Fed

Term of Contract: Date of execution through 6/30/2020.
Budget Comments: Funding provided for through the 2018-2020 Unified Planning Work Program,
 Contract 521160 Work Order 2-A.

Program Information:

Description of Service:
 Consultant to prepare 2040 Metropolitan Transportation Plan.

Request For Proposal Award

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
1	N/A	N/A	N/A	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	N/A	N/A	N/A

Date you would like the County Commissioners'

5/8/2019

To take official action on this item?:

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

James R. Cowhey, AICP
Executive Director

Jim Fasnacht
Senior Buyer, Purchasing

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

James R. Cowhey, AICP
Executive Director

Jim Fasnacht
Senior Buyer, Purchasing

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 Controller's Office, to approve the following:

Statement of Work #010418

Extension With:

HyperGen, Inc.
Roanoke, Virginia

Purpose:

To extend the existing Statement of Work to perform On-Demand Remote PeopleSoft Technical and Functional consulting services, including the following:

- Evaluation of PeopleSoft ePerformance to determine if it is the best option to implement the new employee evaluations.
- Assist with upgrade of Financials and HRMS to PeopleTools 8.57, as needed.
- Develop program to capture out time to assist in preparation of retirement quotes.
- Onboarding (online enrollment for new hires)
- Other projects as needed.

Amount/Term:

Not to exceed \$200,000.00 for the period January 1, 2019 through December 31, 2019.

5/08/19

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: Brian K. Hurter
 Department: Controller's
 Date: 4/25/19

Board Action Requested: Extension of existing -Statement of Work Approval -same prices
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Provider Information: (Name, Address): Hypergen Inc
 7810 Carvin St
 Roanoke, VA 24019

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)
Peoplesoft Technical consulting/Remote	200,000				

Term of Contract: This is for the 2019 calendar year

Budget Comments: The amount is included in the 2019 budget.

Program Information/Description of Service:

We have been working with Hypergen Inc since August 2017 to provide us with remote consulting services. They provide a developer team of PeopleSoft experts for the County to contact as needs arise. Hypergen works closely with client staff to understand the specifications for system requirements, unit testing, and troubleshooting, to insure the application functions correctly in the client's operating environment. They provide status reports on projects. In 2018 they completed consulting services for the following projects.

- Completed conversion of all HRMS Crystal reports to BI Publisher
- Assisted in Paperless Open Enrollment Project
- Assisted in converting Journal, Asset and Requisition Workflow to new AWE model
- Helped with SES Troubleshooting for Recruiting application
- Developed program to clean up Job Entry Dates in preparation for new Salary Plan that included Market

Adjustments.

- Wrote program to pull all voucher attachments into one report for Right to Know Requests.
- Assisted in trouble shooting Savings Plan Beneficiary issues and modified COBOL as needed.

Proposed Projects for 2019:

- HyperGen will be working with HR to perform a fit/gap to evaluate PeopleSoft ePerformance to determine if it is the best option to implement the new employee evaluations proposed by the Salary Study performed in 2018. If the County decides to move forward, they would assist with implementation.
- Assist with upgrade of Financials and HRMS to PeopleTools 8.57 in 2019 as needed.
- Develop program to capture out time to assist in preparation of retirement quotes
- Onboarding - (online enrollment for new hires)
- Other projects as they arise

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
We feel this is Professional Services and it was not put out for bid.	N/A	Oracle Gold Partner		General fund / cost allocated to the user departments for financial report.

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?:

May 8, 2019

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

Kathy Kunkel, Rebecca Dittenhafer

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

Kathy Kunkel, Rebecca Dittenhafer

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: Lon Wible, Executive Director
 Department: Office of Aging
 Date: April 29, 2019

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.) No formal action requested

Provider Information: (Name, Address): n/a

Proposed Program Budget Information:

Service	2018-19 Amount to be Approved	2017-2018 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
n/a	na	na	na	na	na

Term of Amendment: n/a

Budget Comments: n/a

Program Information/Description of Service:

Update on Lancaster County Office of Aging's plan to discontinue as a service coordination provider for the Department of Human Services (DHS)- Aging Waiver program. Due to significant growth in the number of approved Lancaster County service coordination providers over the last two years and the corresponding 55% reduction in the agency's Aging Waiver caseload the Office of Aging is planning to submit a letter of discontinuation. A transition plan will also be submitted to DHS outlining the agency's commitment to ensuring a smooth transition of the remaining 157 consumers to another provider of the

consumer's choice. This action will permit the Lancaster County Office of Aging to focus full attention and resources on Department of Aging mandated services, specifically Older Adult Protective Services and the OPTIONS in-home care program.

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'

May 7, 2019 (no official action)

To take official action on this item?:

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

Lon Wible, Executive Director

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

na

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.

LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA

Wednesday, May 8, 2019

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: Approval of the April 17, 2019 Commissioners' Meeting Minutes and May 1, 2019 Commissioners' Meeting Minutes.
4. Old Business:
 - a. **Re-announcement:**
There is no Work Session scheduled for Tuesday, May 21, 2019, and there is no Commissioners' Meeting scheduled for Wednesday, May 22, 2019.
5. New Business:
 - a. **Announcement:**
The County of Lancaster will conduct public hearings to discuss the County's proposed Human Services Block Grant categorical funding allocations for Fiscal Year 2019-2020 on the following dates:
 - Thursday, May 23, 2019 at 3:00 p.m., Room 701, 150 North Queen Street, Lancaster;
 - Tuesday, May 28, 2019 at 6:00 p.m., Public Safety Training Center, 101 Champ Boulevard, Manheim;
 - Monday, June 3, 2019 at 3:00 p.m., Room 701, 150 North Queen Street, Lancaster;
 - Wednesday, June 5, 2019 at 9:15 a.m. during the County Commissioners' Meeting, Room 701, 150 North Queen Street, Lancaster, at which time the Board of Commissioners will consider the adoption of the Human Services Block Grant categorical funding allocations for Fiscal Year 2019-2020.

The block grant encompasses mental health and intellectual disabilities base funds, Act 152 drug and alcohol funds, behavioral health services initiative funds, Human Services Development Fund, and homeless assistance funding.

Public participation is invited.

"continued"

b. **Presentation of "National Bike Month" Proclamation**

James Cowhey, Executive Director, Planning Commission
Scott Standish, Director of Countywide Planning, Planning Commission
Emma Hamme, Senior Countywide Planner, Planning Commission
Alex Rohrbaugh, Senior Community Planner, Planning Commission
Kristiana Barr, Senior Transportation Planner, Planning Commission
Scott Haverstick, Chair, Lancaster County Planning Commission
Adriana Atencio, The Common Wheel and Lancaster Bikes!
Gregory Paulson, Lancaster Bikes!, and Chief of Staff to Representative Mike Sturla
Anne Willias, Lancaster City Alliance and Lancaster Bikes!
Tom Simpson, F&M and Lancaster Bikes!
Dave Stauffer, President, Lancaster Bike Club
John Mullineaux, Board Member, Lancaster Bike Club

c. **Lancaster Bike Club Presentation of Check to the County of Lancaster to Help Preserve the Heritage of the County's Covered Bridges**

Dave Stauffer, President, Lancaster Bike Club
John Mullineaux, Board Member, Lancaster Bike Club
Charles Douts, Director, Facilities Management

d. **Presentation of "Conservation District Week" Proclamation**

Christopher Thompson, District Manager, Lancaster County Conservation District

e. **"Celebrating Lancaster County's 290th Anniversary" Proclamation**

John Bennawit, Archives and Records Manager, Lancaster County Archives

f. **Resolution No. 30 of 2019 – Request For Proposal Award for the Development of the 2040 Metropolitan Transportation Plan**

James Cowhey, Executive Director, Planning Commission
Jim Fasnacht, Senior Buyer, Purchasing

g. **Resolution No. 31 of 2019 – Planning Commission Budget Adjustments**

James Cowhey, Executive Director, Planning Commission

h. **Controller's Office – Statement of Work Extension**

Kathy Kunkel, Deputy Controller, Controller's Office
Rebecca Dittenhafer, PeopleSoft Systems Administrator, Controller's Office

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.

PROCLAMATION

National Bike Month

May 8, 2019

WHEREAS, the National League of American Bicyclists recognizes the month of May to be National Bike Month, the week of May 13 to be National Bike to Work Week, and May 17 to be National Bike to Work Day; and

WHEREAS, the bicycle is an economical, healthy, convenient and environmentally sound form of transportation, as well as an excellent form of recreation to enjoy Lancaster County's scenic beauty; and

WHEREAS, creating bicycle-friendly communities has been shown to improve citizens' health, well-being and quality of life, along with improving traffic safety, reducing pollution, congestion, and wear and tear on our streets; and

WHEREAS, Lancaster County's network of roads and trails attracts many bicyclists each year, including both residents and visitors, who support our local economy by enjoying hotels, restaurants, retail establishments, and cultural and scenic attractions; and

WHEREAS, throughout the month of May the residents of Lancaster County and its visitors will experience the joys of bicycling through educational programs, commuting events, charity events, or by simply getting out and going for a ride; and

WHEREAS, the County of Lancaster and its partners support greater public awareness of bicycle operation and safety education to reduce collisions, injuries, fatalities, and improve health and safety for everyone on the road; and

WHEREAS, the Lancaster County Transportation Coordinating Committee (MPO) recently adopted the *Lancaster Active Transportation Plan* – a plan undertaken jointly by the County of Lancaster, the Lancaster Inter-Municipal Committee and the City of Lancaster – to improve conditions for walking and biking and encourage more people to use active transportation.

NOW, THEREFORE, WE, THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA do hereby proclaim May 2019 to be "National Bike Month" throughout our proud County and urge all to support bicycling and participate in the events planned throughout the community.

Joshua G. Parsons, Chairman

Dennis P. Stuckey, Vice Chairman

Craig E. Lehman

*Board of Commissioners of
Lancaster County, Pennsylvania*

County Commissioners
Joshua G. Parsons, Chairman
Dennis P. Stuckey, Vice-Chairman
Craig E. Lehman





County Commissioners
Joshua G. Parsons, Chairman
Dennis P. Stuckey, Vice-Chairman
Craig E. Lehman

150 North Queen Street
Suite #715
Lancaster, PA 17603
Phone: 717-299-8300
Fax: 717-293-7208
www.co.lancaster.pa.us

PROCLAMATION

Conservation District Week

May 5 – 11, 2019

WHEREAS, conservation districts are locally led units of government established under state law to promote the good stewardship and protection of the region's natural resources; and

WHEREAS, each district is led by a volunteer board of directors with strong ties to the community; and

WHEREAS, Farmers, public members and a member of county government who care and respond to local conservation needs, strategically decide which programs and services to offer; and

WHEREAS, it is understood that the best defense for protecting and improving the natural resources which make Lancaster County a great place to live, work and play is an active and engaged citizen in the local community who takes steps to create positive environmental change to combat our environmental challenges; and

WHEREAS, conservation district staff work directly with landowners and local governments providing resources and helping them manage and protect land and water resources on private and public lands; and

WHEREAS, the district also assists and coordinates with many partners including government agencies, private organizations, and businesses – to accomplish the important mission of supporting and helping landowners to conserve natural resources.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA that the week of May 5 - 11, 2019 be proclaimed as ----- "Conservation District Week" ----- acknowledging the important work accomplished by the Lancaster County Conservation District.

Joshua G. Parsons, Chairman

Dennis P. Stuckey, Vice Chairman

Craig E. Lehman

Board of Commissioners of
Lancaster County, Pennsylvania

