

COUNTY COMMISSIONERS' WORK SESSION AGENDA

TUESDAY, JUNE 18, 2019

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

10:00 a.m.

EXECUTIVE SESSION ANNOUNCEMENT

PUBLIC SESSION:

Postpone approval of the May 28, 2019 Work Session Minutes and June 4, 2019 Work Session Minutes.

10:00 a.m.

Russell Glass, Deputy Court Administrator, Court Administration – Addendum to Magisterial District Court Lease Agreement (please refer to motion on tomorrow's agenda)

10:05 a.m.

Mark Wilson, Director, and Deric Lilly, Division Director, Adult Probation and Parole Services – Memorandum of Understanding for Adult Drug Court and Mental Health Court Grant Award (please refer to motion on tomorrow's agenda) and Budget Adjustments (please refer to Resolution No. 39 of 2019 on tomorrow's agenda)

10:10 a.m.

Eleanor Gerlott, Law Librarian – Library Maintenance Agreement (please refer to motion on tomorrow's agenda)

10:15 a.m.

Misty Witmer, Chief Deputy Director of IT Systems and Support, Information Technology – Presentation of Microsoft Enterprise Agreement via County Commissioners Association of Pennsylvania (CCAP) Contract (no official action requested)

10:20 a.m.

Matt Knepper, Director, Agricultural Preserve Board – Agreement of Sale of Agricultural Conservation Easement (please refer to motion on tomorrow's agenda)

10:25 a.m.

James Cowhey, Executive Director, and Michael Domin, Principal Planner, Planning Commission – Closure of Community Conservation Partnership Grant Project (please refer to Resolution No. 38 of 2019 on tomorrow's agenda)

10:30 a.m.

Charles Douts, Director, Facilities Management, and Dan Rogers, Project Engineer, RETTEW – Addendum to Agreement for Reynolds No. 1 Bridge Superstructure Replacement Project (please refer to motion on tomorrow's agenda)

10:35 a.m.

Beth Eberly, Program Coordinator of Parents as Teachers Program, Brooke Smith, Prenatal to Third Grade Coordinator, and Amanda Burns, Education Impact Team Leader, Community Action Partnership – Extension to Grant Agreement for Family Center Services (please refer to motion on tomorrow's agenda)

Other Discussion Items:

1. Appointments/Reappointments
2. June 19, 2019 Commissioners' Meeting Agenda
3. June 19, 2019 Election Board Agenda

Adjourn

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

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of Court Administration, to approve the following:

**Third Addendum to Lease
Agreement Dated December 28,
1994 With:**

Doug Graybill
Stevens, Pennsylvania

Purpose:

To amend the existing lease for 1,764 square feet of office space utilized by Magisterial District Court 02-3-07 located at 2 Cardinal Drive, Stevens, Pennsylvania as follows:

- Increase in annual rental fee.
- Extension of Term

Amount:

The annual rental fee shall be increased from \$1,958.67 per month to \$2,190.00 per month, for a total amount of \$26,280.00 per year.

Term:

Extend the current lease for an additional five-year term commencing June 1, 2019 through May 31, 2024.

Note:

All other terms and conditions of the original lease and any subsequent Addendums shall remain in full force and effect.

6/19/19

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: Russell A. Glass, Deputy Court Administrator
 Department: Court Administration
 Date: June 19, 2019

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

Provider Information: (Name, Address): Doug Graybill
300 Stevens Drive
Stevens, PA 17578

Proposed Program Budget Information:

Service	2019-2020 Amount to be Approved	2013-2014 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Lease of Office Space for MDJ Hamill	\$26,280/ yr	\$23,504/ yr	\$2,776./ yr	11.8%	County

Term of Contract: 5 Years

Budget Comments: Total cost over 5 year term would be \$131,400.00

Program Information: Magisterial District Court 02-3-07 Cost Center: B1600 21025 A7334

Description of Service: This is an addendum to the current lease with Douglas Graybill for 1764 sq ft of office space utilized for Magisterial District Court 02-3-07 located in Stevens, PA. The existing lease recently expired and concludes a 5 year agreement that was signed in 2014. The proposed addendum would extend the current lease for an additional 5 year term, increasing the rent from \$1,958.67 per month to \$2,190.00 per month. The new term would run from June 1, 2019 through May 31, 2024. This is a gross lease where taxes and utilities are included in the

monthly rent. The facility remains in excellent condition and the landlord has been extremely accommodating in attending to maintenance issues.

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'

June 19, 2019

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 Adult Probation and Parole Services, to approve the following:

Memorandum of Understanding

Administrative Office of Pennsylvania Courts (AOPC)
Harrisburg, Pennsylvania

With:

Purpose:

To accept a grant award to support Lancaster County's Adult Drug Court and Mental Health Court as follows:

Drug Court:

- \$1,650.00 for a Team Retreat.
- \$500.00 for Moral Reconciliation Therapy Facilitator Training.
- \$2,500.00 to purchase program incentives.
- \$2,850.00 to purchase bus passes which will provide a reliable source of transportation for participating individuals.

Mental Health Court:

- \$1,650.00 for a Team Retreat.
- \$500.00 for Moral Reconciliation Therapy Facilitator Training.
- \$3,150.00 to purchase bus passes which will provide a reliable source of transportation for participating individuals.

Amount/Term:

\$7,500.00 for the Drug Court and \$5,300.00 for the Mental Health Court, for a total amount not to exceed \$12,800.00 for the period April 1, 2019 through March 31, 2020 (100% AOPC funding).

6/19/19

RESOLUTION NO. 39 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:

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	\$ 450.00 (+)
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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>\$5,300.00 (+)</u>
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EXPENDITURE ACCOUNTS:

Adult Probation and Parole Services - Professional Services 7318-A B1149 41033	\$1,700.00 (+)
--	----------------

Adult Probation and Parole Services - Other Operating Expenses 7227-A B1149 41033	\$3,150.00 (+)
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Adult Probation and Parole Services - Staff Development 7328-A B1149 41033	\$ 450.00 (+)
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\$5,300.00 (+)

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 19th day of June, 2019.

ATTEST: _____

Lawrence M. George, Chief Clerk
County of Lancaster, Pennsylvania
Date: June 19, 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: Mark Wilson, Director
 Department: Adult Probation & Parole Services
 Date: June 12, 2019

Board Action Requested: Memorandum of Understanding
 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	2019/2020 Amount to be Approved	2018/2019 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Drug Court	\$7500				100% AOPC
Mental Health Court	\$5300				100% AOPC

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

Budget Comments: Please see attached Budget Resolution

Program Information/Description of Service:

AOPC grant award of \$7500 for Drug Court: \$1650 for a Team retreat, \$500 for Moral Reconciliation Therapy Training (MRT), \$2500 for program incentives and \$2850 for bus passes.

AOPC grant award for \$5300 for Mental Health Court: \$1650 for Team retreat, \$500 for facilitator of MRT training and \$3150 for bus passes.

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

June 19, 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:

Director Mark Wilson, Division Director Deric Lilly

Division Director Deric Lilly

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

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On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Law Library, to approve the following:

Library Maintenance Agreement

West Publishing Corp.
St. Paul, Minnesota

For:

Subscription to West print products for the Law Library and the Judges of the Court of Common Pleas, including such items as Purdon's Pennsylvania Statutes, Pennsylvania cases, state and federal formbooks and practice materials, and legal encyclopedias and treatises.

Amount:

\$178,920.00 for the first year with a five percent (5%) increase per year for years two and three.

Term:

Three-year term effective August 1, 2019 through July 31, 2022.

6/19/19

**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: Eleanor Gerlott, Law Librarian
 Department: Lancaster County Law Library
 Date: 6/10/2019

Board Action Requested: Approval of West Library Maintenance agreement
 (Specify Agreement, Amended Agreement, Grant App.,
 Change Order, Bid Award etc.)

Provider Information: (Name, Address): West Pub. Corp.
 610 Opperman Dr.
 P.O Box 64833
 St. Paul, MN 55164-1803

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)
Subscription to West print products for the Law Library and the Judges	\$178,920	\$178,392	\$528	Less than 1%	Co.

Term of Contract: 3 year, with 5% increases per year

Budget Comments: The West LMA gives the Law Library and the Judges predictable monthly pricing for their print subscriptions. West projects that over the 3 year period this will save us at least \$500,000 over the retail value of the books.

Program Information/Description of Service:

West is one of the main providers of print products for both the Law Library and the Judges. Both groups have subscribed to many of these products for years, and West is the sole provider of these resources. The books form part of a core collection of resources for both the Library and the Judges, including such items as Purdon's Penna. Statutes, Pennsylvania cases, state and federal formbooks and practice materials, and legal encyclopedias and treatises. Several subscriptions in the LMA were canceled because of overlap with online materials and/or infrequency of use, which facilitated the less than 1% price increase for the 1st year of the agreement.

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

June 19, 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:

Eleanor Gerlott, Law Librarian

Eleanor Gerlott, Law Librarian

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

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COVER SHEET FOR

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

Submitted by: Name and Title: Misty Witmer, Chief Deputy Director IT Systems and Support
 Department: Information Technology
 Date: 6/6/2019

Board Action Requested: No official action requested. Presenting Microsoft Enterprise Agreement via CCAP contract
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Provider Information: (Name, Address): CDW Government, LLC
 75 Remittance Dr Ste 1515
 Chicago, IL 60675-1515

Proposed Program Budget Information:

Service	2019 Amount to be Approved	2019 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Subscription for Microsoft Office, Email, Server, Productivity applications, desktop applications, and infrastructure software	\$759,200.64				County

Term of Contract: 7/1/2019-6/30/2022

Budget Comments: Budgeted in 2019, A2800

Program Information/Description of Service:

No official action is being sought, as this is an agreement via a contract with CCAP and included in the 2019 budget.

This agreement allows the County of Lancaster use of several components of Microsoft's suite of products including Office 365, Email, SQL Server, Dynamics CRM, Windows Server, Desktop operating systems, Azure, Visio and System Center.

There is an increase in cost overall from the previous agreement due to adding Microsoft Server for all servers within the County infrastructure, ensuring that we are compliant in our usage.

As on previous Enterprise Agreements in 2014 and 2016, we will be asking the Chief Clerk for signature.

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

6/18/2019, although official action is not required

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:

Misty Witmer, Chief Deputy Director IT Systems and Support

N/A

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

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On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to approve an Agreement of Sale of an Agricultural Conservation Easement with the following property owners:

<u>Name/Township</u>	<u>Type of Easement</u>	<u>County Share</u>	<u>State Share</u>	<u>Township Share</u>
David B. and Christine M. Stull Pequea Township	Perpetual	\$33,557.00	\$0.00	\$0.00

The Commissioners certify that the David B. and Christine M. Stull farm, consisting of 21.65 acres, is located in the Agricultural Security Area of Pequea Township.

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 19th day of June, 2019.

ATTEST: _____
Lawrence M. George, Chief Clerk
County of Lancaster, Pennsylvania
Date: June 19, 2019

6/19/19

APPROVAL REQUEST SUMMARY

ITEMS FOR COMMISSIONERS' AGENDA on June 18 and 19, 2019

From Agricultural Preserve Board

Item #	Name of Contract Provider	Term	Amount being Requested	Percent of Increase/Decrease	Goals	Trends
1	Agricultural Conservation Easement to be granted by David B. and Christine M. Stull	Duration of easement is perpetual .	\$33,557.00 from the County of Lancaster. Per acre cost of the easement is \$1,550.00 for the 21.65 acre farm. <i>The Appraised Easement Value is \$67,115.070</i> <i>The Easement Purchase Price is \$33,557.00</i>	The Easement Purchase Price is 15% less than the 2013-2015 County Average of \$2,897.00/acre. The Easement Purchase Price is 50% of the Appraised Easement Value.	95% of soils are in capability classes II-IV. Within a quarter of a mile of one preserved farm. There are 2,324 acres preserved in Pequea Township. Farm is within a half mile of the Central Lancaster Urban Growth Area, and within a mile of public water and sewer. Farm has 660 feet of frontage on Linstown Road.	The Stull farm is crop production growing corn and cover crops and pastureland for horses and llamas. Landowner applied to preserve the farm in 2017. Landowners agreed to accept 50% of the appraised easement value. The farm ranked #130 of 192 in the 2017 ranking year and considered due to 50% Tiered Pricing.

As of Commissioners Meeting:

June 19, 2019

Preserved Farms in Lancaster County

	Farms	Acres
APB:	982	82,523
LFT:	500	30,388
Other:	(37)	1,815
Joint:		(2,532)
Total:	1,445	112,194
Waiting List:	194	

RESOLUTION NO. 38 OF 2019

**A RESOLUTION CLOSING OUT COMMUNITY CONSERVATION PARTNERSHIPS
GRANT PROJECT (BRC-TAG-20-71)**

On motion of Commissioner _____, seconded by Commissioner _____;

WHEREAS, the County of Lancaster, Pennsylvania has prepared a County Bike and Pedestrian Plan Update titled "The Lancaster Active Transportation Plan" for Lancaster County, Pennsylvania; and

WHEREAS, the purpose of the Plan is to create an interconnected network of pedestrian, bicycle and transit facilities throughout Lancaster County, Pennsylvania; and

WHEREAS, the Plan was financed in part by a Community Conservation Partnerships Program grant under the administration of the Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation, under contract number **BRC-TAG-20-71**.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA that:

- a. The project was completed in accordance with the Grant Agreement.
- b. All project expenditures have been made and were in accordance with the Grant Agreement.
- c. The Plan and related materials are acceptable to the County of Lancaster.
- d. The Plan and related materials will be used to guide future transportation, recreation and conservation decisions.

ADOPTED this 19th day of June, 2019 by the Board of Commissioners of the County of Lancaster, Pennsylvania in lawful session duly assembled.

ATTEST:

Lawrence M. George, Chief Clerk
County of Lancaster, PA
Date: June 19, 2019

Joshua G. Parsons, Chairman

Dennis P. Stuckey, Vice Chairman

Craig E. Lehman

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

REQUEST SUMMARY

ITEMS FOR COMMISSIONERS' AGENDA ON JUNE 19, 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.	Pennsylvania Department of Conservation & Natural Resources	Expiration 6/30/2019			Close out the Community Conservation Partnerships Grant Project - BRC-TAG-20-71	Provided partial funding for the update to the County Bike & Pedestrian Plan titled the Lancaster Active Transportation Plan

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: 06/07/2019

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)
Approve the closure of the Community Conservation Partnerships Program grant (Contract #BRC-TAG-20-71

Provider Information: (Name, Address):
Pennsylvania Department of Conservation & Natural Resources
Bureau of Recreation & Conservation
400 Market Street, 5th Floor, RCSOB
Harrisburg, PA 17105-8475

Proposed Program Budget Information:

Service	Amount to be Approved	2015-2019 Total	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Provided partial funding for the update to the County Bike & Pedestrian Plan titled the Lancaster Active Transportation Plan	—	—			

Term of Contract: Expires June 30, 2019

Budget Comments: _____

Program Information:
Description of Service:
Provided funding for the update to the County Bike & Pedestrian Plan titled the Lancaster Active Transportation Plan in the amount of \$37,500.

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	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'

6/19/2019

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

Michael A. Domin, AICP
Principal Planner

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

Michael A. Domin, AICP
Principal Planner

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 Facilities Management Department, to approve the following:

Addendum No. 1 to Agreement

RETTEW

With:

Lancaster, Pennsylvania

Purpose:

To provide the following services for the Reynolds No. 1 Bridge superstructure replacement project:

- Design a bank stabilization plan for the northwestern corner of the bridge and streambank.
- Design a temporary road crossing to gain access to the bank stabilization location.
- Incorporate the bank stabilization and temporary road crossing design into the overall plan set for the bridge superstructure replacement.
- Incorporate the GP-3 and GP-8 registrations into the previously proposed GP-11 registration package.

Amount:

Increase the amount of the existing contract by \$5,800.00, for a total contract amount not to exceed \$161,800.00 through completion of project (Act 13 funds).

6/19/19

**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: June 12, 2019

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App.,
 Change Order, Bid Award etc.)
 Contract addendum for Reynolds # 1 Superstructure
 Replacement

Provider Information: (Name, Address):
 RETTEW
 3020 Columbia Ave.
 Lancaster, Pa

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:
 Addendum # 1 in the amount of \$5,800 is for a bank stabilization plan for the northwestern corner of the streambank.
 Please see the attached change order/addendum. This project is utilizing Act 13 funds.

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

June 19, 2019

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

Charles Douts, Jr, Director, Facilities Management Department.

Dan Rogers, RETTEW, Project Engineer

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Community Action Partnership of Lancaster County, to approve the following:

Extension to Grant Agreement
No. 4100067012 With:

Pennsylvania Department of Human Services
Office of Child Development and Early Learning (OCDEL)
Harrisburg, Pennsylvania

Purpose:

To extend the term of the grant for Family Center services to at-risk families, including "Parents As Teachers" Program, which offers personal home visits, child screenings, group connections, parent workshops and referrals to community resources.

Amount:

Not to exceed \$414,039.00 (State-OCDEL funding).

Term:

Extend the term of the existing grant agreement for an additional two years for the period July 1, 2019 through June 30, 2021.

6/19/19

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: Beth Eberly
Parents as Teachers, Program Coordinator

Department: Community Action Partnership of Lancaster County

Date: 6/12/2019

Board Action Requested:

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

Two year extension to the term of Grant # 4100067012 for Family Center services to at-risk families, including the Parents as Teachers program which offers personal home visits, child screenings, group connections, parent workshops, and referrals to community resources.

This grant is funded by the Office of Child Development and Early Learning.

Provider Information: (Name, Address):

Community Action Partnership of Lancaster County

601 South Queen Street

Lancaster, PA 17603

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)
Parents as Teachers services	\$414,039	\$414,039	0	0	State- OCDEL

Term of Contract: 07/01/2019 – 06/30/2021

Budget Comments: *OCDEL has not yet released the extension amount. Current grant ends 6/30/19 and this extension will begin 7/1/19. Our OCDEL support liaison has indicated funding would be extended for the same amount at 2018-2019.

Program Information/Description of Service:

Parents as Teachers is an evidence-based home visiting program which includes personal home visits, child screenings, group connections, parent workshops, and referrals to community resources. The goals of this model include improved child health and development, reduced rates of child abuse and neglect, increased school readiness, and increased parent involvement in children's care and education.

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'

06/18/2019

To take official action on this item?:

06/19/2019

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

- Beth Eberly-Program Coordinator, CAP
Parents as Teachers
- Brooke Smith
Prenatal to Third Grade Coordinator, CAP
- *Amanda Burns
Education Impact Team Leader, CAP

*TBD

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

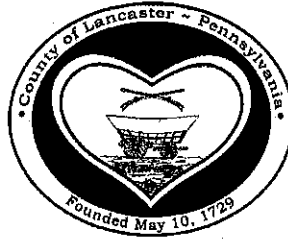
- Beth Eberly-Program Coordinator, CAP
Parents as Teachers
- Brooke Smith
Prenatal to Third Grade Coordinator, CAP
- *Amanda Burns
Education Impact Team Leader, CAP
- *CYA Representative- YA provides a 10% match for the OCDEL Family Center grant.

*TBD

LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA

Wednesday, June 19, 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: Postpone approval of the May 29, 2019 Commissioners' Meeting Minutes, June 5, 2019 Commissioners' Meeting Minutes and June 12, 2019 Evening Commissioners' Meeting Minutes.
4. Old Business:
5. New Business:
 - a. **Resolution No. 38 of 2019 – Planning Commission – Closure of Community Conservation Partnership Grant Project**
James Cowhey, Executive Director, Planning Commission
Michael Domin, Principal Planner, Planning Commission
 - b. **Adult Probation and Parole Services – Memorandum of Understanding for Adult Drug Court and Mental Health Court Grant Award**
Deric Lilly, Division Director, Adult Probation and Parole Services
 - c. **Resolution No. 39 of 2019 – Adult Probation and Parole Services Budget Adjustments**
Deric Lilly, Division Director, Adult Probation and Parole Services
 - d. **Court Administration – Addendum to Magisterial District Court Lease Agreement**
Russell Glass, Deputy Court Administrator, Court Administration
 - e. **Law Library – Library Maintenance Agreement**
Eleanor Gerlott, Law Librarian
 - f. **Agricultural Preserve Board – Agreement of Sale of Agricultural Conservation Easement**
Matt Knepper, Director, Agricultural Preserve Board

"continued"

g. **Facilities Management – Addendum to Agreement for Reynolds No. 1 Bridge Superstructure Replacement Project**

Charles Douts, Director, Facilities Management

Dan Rogers, Project Engineer, RETTEW

h. **Community Action Partnership – Extension to Grant Agreement for Family Center Services**

Beth Eberly, Program Coordinator of Parents as Teachers Program, Community Action Partnership

Brooke Smith, Prenatal to Third Grade Coordinator, Community Action Partnership

Amanda Burns, Education Impact Team Leader, Community Action Partnership

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.*

LANCASTER COUNTY ELECTION BOARD

AGENDA

JUNE 19, 2019

Conference Room #701, 7th Floor



1. Meeting Called to Order:
2. Minutes as Distributed: Approval of the April 17, 2019 Election Board Minutes. Postpone approval of the May 17, 2019 Election Board Minutes.
3. Old Business:
4. New Business:
 - a. **Resolution No. 8 of 2019 – Acquirement of Voting Equipment**
Randall Wenger, Chief Clerk/Registrar, Board of Elections
5. Business from Guests
6. Adjourn

ELECTION BOARD RESOLUTION NO. 8 OF 2019

Acquirement of Voting Equipment

On motion of _____, seconded by _____;

The Lancaster County Board of Elections ("Board") hereby adopts the following Resolution:

WHEREAS, the Board is charged with the responsibility of acquiring voting equipment pursuant to Section 2642(c) of the Election Code; and

WHEREAS, the Pennsylvania Department of State ("DOS") has mandated that all counties within the Commonwealth of Pennsylvania acquire voting equipment that is DOS-certified after January 1, 2018, in order that a county has voting equipment that provides a voter-verifiable paper trail for all voters prior to the 2020 primary election; and

WHEREAS, the Board, after thorough research, established criteria for voting equipment and extensively investigated available voting equipment; and

WHEREAS, the Hart Intercivic Verity 2.3.4 System is the only DOS-certified equipment, having been certified on June 13, 2019, which meets all of the desired criteria for voting equipment established by the Board; and

WHEREAS, the Board is desirous of acquiring voting equipment in conformity with the suggested timeline of the Department of State; and

WHEREAS, the Board believes the Hart Intercivic Verity 2.3.4 voting system is the best system for Lancaster County.

NOW, THEREFORE, BE IT RESOLVED THAT THE ELECTION BOARD OF LANCASTER COUNTY, PENNSYLVANIA selects the Hart Intercivic Verity 2.3.4 voting equipment system and authorizes the acquisition of voting equipment sufficient to accommodate the needs of all election districts within Lancaster County. The acquisition of the voting equipment shall be in accordance with the proposal from Hart Intercivic attached to this Resolution.

ADOPTED this 19th day of June, 2019 by the Election Board of the County of Lancaster, Pennsylvania in lawful session duly assembled.

6/19/19