

COUNTY COMMISSIONERS' WORK SESSION AGENDA

TUESDAY, JANUARY 17, 2017

10:00 a.m.

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

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

Postpone the approval of the December 13, 2016 Commissioners' Work Session Minutes, December 20, 2016 Commissioners' Work Session Minutes, December 27, 2016 Commissioners' Work Session Minutes and January 10, 2017 Commissioners' Work Session Minutes.

10:00 a.m. Clarence Kegel, Vice President, Murray Securus – Comprehensive Insurance Package Renewal Agreement (please refer to motion on tomorrow's agenda)

10:10 a.m. Matt Knepper, Director, Agricultural Preserve Board – Consultant Agreement Extension (please refer to motion on tomorrow's agenda)

10:15 a.m. Lawrence George, Executive Director, Behavioral Health/Development Services – Agreement (please refer to motion on tomorrow's agenda)

10:20 a.m. Linda Schreiner, Senior Buyer, Purchasing; Charles Douts, Director, Facilities Management; and Bob Devonshire, Maintenance Superintendent, Facilities Management – Request for Proposal Award for Maintenance Services at the Prison (please refer to Resolution No. 2 of 2017 on tomorrow's agenda)

10:30 a.m. Linda Schreiner, Senior Buyer, Purchasing; Harry Klinger, Director, Purchasing; and Charles Douts, Director, Facilities Management – Appointment of Primary and Secondary County Engineers (please refer to Resolution No. 3 of 2017 on tomorrow's agenda)

Other Discussion Items:

1. Appointments/Reappointments to County Boards
2. January 18, 2017 Commissioners' Meeting Agenda

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to approve the County of Lancaster's Comprehensive Insurance Package Renewal Agreement through Murray Securus, Lancaster, Pennsylvania for the period February 1, 2017 through January 31, 2018. The total amount of the premium package is \$1,013,499.00. There is no increase in the Administrative Fee portion of this Agreement which is a flat fee.

1/18/17

Premium Comparison 17-18

Description of Coverage	Estimated Annual Premium 2016-2017	2017 Budget Estimates	Estimated Annual Premium 2017-2018	Difference
Property including Terrorism	\$ 159,083		\$ 159,726	+ \$643
Commercial Inland Marine	\$ 19,853		\$ 20,081	+ \$228
Total Property Costs	\$ 178,936	\$191,767	\$ 179,807	
Commercial General Liability	\$ 100,000		\$ 98,678	- \$1,322
Employee Benefits Liability	\$ 160		\$ 428	+ \$268
Law Enforcement Liability	\$ 315,000		\$ 332,000	+ \$17,000
Public Entity Management Liability	\$ 36,000		\$ 36,000	0
Public Entity Employment Practices Liab.	\$ 86,000		\$ 89,000	+ \$3,000
Total Casualty Premium	\$ 537,160	\$553,275	\$ 556,106	
Commercial Automobile	\$ 69,039	\$71,110	\$ 75,562	+ \$6,523
Umbrella	\$ 124,815	\$128,560	\$ 127,024	+ \$2,209
Totals Travelers Renewal Proposal	\$ 909,950		\$ 938,499	+ \$28,549
Murray Fee	\$ 75,000	\$75,000	\$ 75,000	0
Totals with Murray Fee	\$ 984,950		\$ 1,013,499	+\$28,549
Third Party Fee for Liability Claims	\$ 17,500	\$17,500	\$ 17,500	0
Third Party Fee for Workers Comp Claims	\$ 15,000	\$15,000	\$ 15,000	0
Total Estimated Annual Costs	\$ 1,017,450		\$ 1,045,999	+28,549

Exposure Comparison

Line of Coverage	2016-2017	2017-2018	Difference
PROPERTY			
Blanket Bldg, Contents and EDP	\$293,607,207	\$293,607,207	0
Blanket Extra Expense	\$2,500,000	\$2,500,000	0
Specific Property Limits (Bridges and Vacant Buildings)	\$16,383,773	\$16,706,569	+322,796
Inland Marine			
Contractors Equipment	\$801,299	\$626,115	(- \$175,184)
Scheduled Property	\$31,782,769	\$31,750,467	(- \$32,302)
Communications Towers	\$8,251,002	\$8,638,111	+ \$387,109
GENERAL LIABILITY			
Net Expenditures	\$176,900,000	\$175,200,000	(- \$1,700,000)
COMMERCIAL AUTO			
# of vehicles excluding Trailers	159	165	+ 6
# of Trailers	32	34	+ 2
Law Enforcement Liab			
Officers, Police Dogs and Detectives	58	69	+ 11
County Detectives		9	+9
Part time officers and Jailors	239	221	-18
Dispatchers	85	85	0
Unarmed Sheriff Staff	11	9	-2
Unarmed Jail	32	32	0
Medical	12	2	-10

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

Consultant Agreement
Extension With:

Lancaster County Conservation District
Lancaster, Pennsylvania

Purpose:

To extend the term of the existing contract to provide two levels of service: (1) verification of the status of conservation plans on preserved farms, and (2) technical assistance to develop conservation plans for preserved farms for the period January 1, 2017 through December 31, 2017.

Note:

The cost remains the same at \$200.00 per verification plus \$53.65 per hour for farms over 100 acres.

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: Matt Knepper, Director
 Department: Ag. Preserve Board
 Date: January 17, 2017

Board Action Requested: Authorize extension of term for Consultant Agreement with the Lancaster County Conservation District for the services outlined below.
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Provider Information: (Name, Address): Lancaster County Conservation District
 1383 Arcadia Rd., #200
 Lancaster, PA 17601
 717-299-5361

Proposed Program Budget Information:

Service	2010-2011 Amount to be Approved	2008-2009 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
(1) Conservation Plan Verification	\$200 per Verification plus \$53.65/hr. for farms over 100 ac.	n/a	\$0/hr	0%	100% Co.

Term of Contract: January 1, 2017-December 31, 2017.

Budget Comments: This is an extension of the contract term only The proposed contract will not increase the Ag. Preserve Board's General Fund expenditures for the 2017 budget year.

Program Information: The Agricultural Preserve Board (APB) is a nonmandated County program that has been preserving Lancaster County farmland since 1980. To date, the APB has permanently preserved more than 78,000 acres of farmland on more than 900 farms.

Description of Service: The Lancaster County Conservation District will provide two levels of service: 1) Verification of the status of conservation plans on preserved farms, and; 2) Technical Assistance to develop conservation plans for preserved farms. The Lancaster County Conservation District has been providing verification services to the Agricultural

Preserve Board since 2011. Verification will allow the Agricultural Preserve Board to accurately determine compliance with conservation standards on preserved farms, which is vital to monitoring, enforcing and defending the substantial County and State funds invested in farmland preservation

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

January 18, 2017

Date you would like the County Commissioners'

To take official action on this item?:

Matt Knepper, Director

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

Matt Knepper, 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

updated March, 2008

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), to approve the following:

Agreement With:

Lancaster General Health/
Lancaster County Coalition to End Homelessness
Lancaster, Pennsylvania

Purpose:

To provide funding for the administration and service provision costs of the Lancaster County Coalition to End Homelessness in accordance with the terms and conditions set forth in the Agreement.

Amount/Term:

Not to exceed \$772,746.00 for the period July 1, 2016 through June 30, 2017 (Human Services Block Grant funding).

Note:

The Rate Sheet, identified as Exhibit "B" of the Agreement, provides that Fiscal Years 2016-2017 and beyond that the Rate Sheet shall be negotiated as part of the County's regular budgeting process, and that each new Rate Sheet submitted by the Lancaster County Coalition to End Homelessness and approved by the County will automatically become a part of the Agreement.

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: Lawrence M George
 Department: Lancaster County Behavioral Health & Developmental Services
 Date: January 12, 2017

Board Action Requested:

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

Commissioner's approval of contract agreement between

Provider Information: (Name, Address):

The Lancaster County Coalition to End Homelessness
(LCCEH)/ Lancaster General Hospital and the County of
Lancaster

Proposed Program Budget Information:

Service	2016-2017 Amount to be Approved	2015-2016 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Coalition to End Homelessness	\$772, 746	\$799,505	\$26,759	3.3%	State

Term of Contract: July 1, 2016-June 30, 2017

Budget Comments: This is funding from the Lancaster County Human Services Block Grant

Program Information/Description of Service:

This contract provides funding for the administration and service provision costs of the Coalition to End Homelessness for the period July 1, 2016-June 30, 2017. This contract will be renegotiated annually, with quarterly financial reports to be provided by the LCEEH to the Lancaster County Chief Clerk and/or their designee.

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'

January 12, 2017

To take official action on this item?:

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

Lawrence M. George BHDS

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

Lawrence M. George BHDS

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

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

RESOLUTION NO. 2 OF 2017

On motion of Commissioner _____, seconded by Commissioner _____;

WHEREAS, Requests for Proposals were issued by the County of Lancaster, on behalf of the Facilities Management Department, for maintenance services at the Lancaster County Prison; and

WHEREAS, Sealed proposals for maintenance services at the Lancaster County Prison were opened on Wednesday, December 14, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA to authorize the approval and execution of a contract with CGL Facility Management, LLC, Fayetteville, Georgia, for maintenance services (labor only) at the Lancaster County Prison, which is the lowest and/or best proposal received, in the amount not to exceed \$2,538,972.80 for a three year base period, from March 6, 2017 through March 5, 2020, with two one-year extension options,. The County will be responsible for all parts and materials required by CGL Facility Management, LLC for day-to-day maintenance requirements.

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: January 10, 2017

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.) Award – Maintenance Services – Prison (RFP# 16-014)

Provider Information: (Name, Address): CGL FACILITY MANAGEMENT, LLC
 795 E. Lanier Avenue
 Fayetteville, GA 30214

Proposed Program Budget Information:

Service	2017-20 Amount to be Approved	2017 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Maintenance Services – Prison	\$2,538,972.80				County
Estimated 2017 Contract Costs, inclusive of estimated overtime	\$ 551,656.55	\$ 551,669.77			

Term of Contract: March 6, 2017 – March 5, 2020

Budget Comments: *The current 2017 Budget has \$467,154.77 for wages and benefits, as well as \$85,515.00 in outsourced services that should no longer be required with the implementation of this agreement.*

Program Information:

Description of Service:

This award recommendation is pursuant to a Request for Proposals (16-014) issued by the Purchasing Department on behalf of Facilities Management for maintenance services at the Lancaster County Prison. Sealed proposals from three (3) vendors were opened on Wednesday, December 14, 2016.

The contract is for a three (3) year base period; from March 6, 2017 through March 5, 2020; with two (2) 1-year options to extend. This is a labor only contract. The County would still be responsible for all parts and materials required by

the vendor for day-to-day maintenance requirements.

The proposed contract would allow for four (4) full-time trades and one (1) general labor person during the hours of 7:00 AM – 3:00, Monday – Friday and one (1) general labor person during the hours of 3:30 PM – 11:30 PM, Monday – Friday. Currently there are eight (8) maintenance positions, seven (7) of which will be vacant as of January 20th, at the Prison.

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
3	Yes		No	

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'

To take official action on this item?:

January 18, 2017

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

Linda Schreiner, Senior Buyer
 Charles Douts, Director Facilities Management
 Bob Devonshire, Maintenance Superintendent

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

Linda Schreiner, Senior Buyer
 Charles Douts, Director Facilities Management
 Bob Devonshire, Maintenance Superintendent

RESOLUTION NO. 3 OF 2017

On motion of Commissioner _____, seconded by Commissioner _____;

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA,

That Rettew Associates, Inc. be and is hereby appointed Primary County Engineer for the County of Lancaster, Pennsylvania.

BE IT FURTHER RESOLVED, That Gannett Fleming, Inc. be and is hereby appointed Secondary County Engineer for the County of Lancaster, Pennsylvania.

BE IT FURTHER RESOLVED, to authorize the approval and execution of agreements with Rettew Associates, Inc. and Gannett Fleming, Inc. for professional engineering services in accordance with the terms and conditions set forth in the agreements.

1/18/17

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

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

Submitted by: Name and Title: Linda Schreiner, Senior Buyer
 Department: Purchasing
 Date: January 10, 2017

Board Action Requested:

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

Agreement – County Engineer

Provider Information: (Name, Address):

PRIMARY ENGINEER:

RETTEW ASSOCIATES, INC.

3020 Columbia Avenue

Lancaster, PA 17603

SECONDARY ENGINEER:

GANNETT FLEMING INC.

207 Senate Avenue

Camp Hill, PA 17011

Proposed Program Budget Information:

Service	2016-17 Amount to be Approved	2015-2016 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

Term of Contract: January 18, 2017 – January 17, 2022

Budget Comments:

Program Information:

Description of Service:

Purchasing, on behalf of the Board of Commissioners and Facilities Management, issued a Statement of Interest Request for two (2) County Engineers. The Statement of Interest process being utilized is a blended County and PennDOT process. County is looking to appoint a primary engineer and alternate engineer for general County engineer services while ensuring that the engineers meet PennDOT requirements.

Statements of Interest were received on Thursday, July 14, 2016. Six (6) firms submitted SOI's; Gannett Fleming, Lancaster, PA, Herbert, Rowland, Grubic Inc., Harrisburg, PA, Johnson, Mirmiran, & Thompson, York, PA, Larson Design

The top three (3) firms, Gannett Fleming, Larson Design Group and Rettew Associates provided a fifteen (15) minute presentation of their SOI for the Board of Commissioners on November 29, 2016. On November 30, 2016 the Board of Commissioners meeting approved a motion to submit Rettew Associates Inc. and Gannett Fleming Inc. to PennDOT for approval serve as the County Engineers within PennDOT. As of December 30, 2016, PennDOT has approved the County's recommended engineers.

We are now presenting to the BOC the agreements identifying the primary engineer and the alternate engineer for general County Engineer services exclusive of bridge and NBIS bridge inspections, as per of the Statement of Interest process for the selection of two County Engineers approved by the Board of Commissioners on May 25, 2016 by Resolution No. 47 of 2016.

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
6	n/a	Agreements are being awarded based on technical evaluation of SOI submissions.	n/a	County

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?:

January 18, 2017

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

Linda Schreiner, Senior Buyer
 Harry Klinger, Director of Purchasing
 Charlie Douts, Director of Facilities Management

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

Linda Schreiner, Senior Buyer
 Harry Klinger, Director of Purchasing
 Charlie Douts, Director of Facilities Management

LANCASTER COUNTY COMMISSIONERS' MEETING

AGENDA

JANUARY 18, 2017

9:15 A.M.



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Dennis Stuckey.
2. Pledge of Allegiance
3. Minutes as Distributed: Postpone the approval of the December 14, 2016 Commissioners' Meeting Minutes, December 21, 2016 Commissioners' Meeting Minutes, December 28, 2016 Commissioners' Meeting Minutes, January 4, 2017 Commissioners' Meeting Minutes and January 11, 2017 Commissioners' Meeting Minutes.
4. Old Business:
5. New Business:
 - a. **Resolution No. 2 of 2017 – Request for Proposal Award for Maintenance Services at the Prison**
Linda Schreiner, Senior Buyer, Purchasing
Charles Douts, Director, Facilities Management
Bob Devonshire, Maintenance Superintendent, Facilities Management
 - b. **Resolution No. 3 of 2017 – Appointment of Primary County Engineer and Secondary County Engineer**
Linda Schreiner, Senior Buyer, Purchasing
Harry Klinger, Director, Purchasing
Charles Douts, Director, Facilities Management
 - c. **Murray Securus – Comprehensive Insurance Package Renewal Agreement**
Clarence Kegel, Vice President, Murray Securus
 - d. **Agricultural Preserve Board – Consultant Agreement Extension**
Matt Knepper, Director, Agricultural Preserve Board

"continued"

- e. **Behavioral Health/Developmental Services - Agreement**
Lawrence George, Executive Director, Behavioral Health/Developmental Services

6. Business from Guests

7. Adjourn