

**COUNTY COMMISSIONERS' WORK SESSION AGENDA**  
**TUESDAY, MAY 10, 2016**

**9:00 A.M.:**

**EXECUTIVE SESSION:**

Christina Hausner, County Solicitor

**10:00 A.M.:**

**PUBLIC SESSION:**

Postpone approval of March 29, 2016 Work Session Minutes, April 12, 2016 Work Session Minutes and May 3, 2016 Work Session Minutes.

**10:00 a.m.**

Kelly Decker, Business Administrator, Youth Intervention Center – Agreement (please refer to motion on tomorrow's agenda)

**10:05 a.m.**

Mike Sload, Deputy Director, Budget Services – Budget Adjustments (please refer to Resolution No. 44 of 2016 on tomorrow's agenda)

**10:10 a.m.**

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

Other Discussion Items:

1. Appointments/Reappointments to County Boards
2. May 11, 2016 Commissioners' Meeting Agenda

**Adjourn**

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:**

Union County  
Lewisburg, Pennsylvania

**Purpose:**

To allow Union County to purchase secure detention bed space and shelter bed space at the Youth Intervention Center, with the stipulation that Lancaster County has top priority in terms of bed space usage and certain rights of refusal.

**Amount/Term:**

\$285.11/day per child for secure detention area and \$173.93/day per child for secure shelter area for the period July 1, 2015 through June 30, 2016. The rate for both secure detention and secure shelter areas shall be increased by \$50.00 per day for one Unit if the Unit requires individualized staffing, including constant watches, court ordered seclusions, medical watches and extreme mental health issues.

5/11/16

**COVER SHEET**  
**FOR**

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

**Submitted by:** Name and Title: Kelly Decker, Business Administrator  
 Department: Lancaster County Youth Intervention Center  
 Date: 5/3/16

**Board Action Requested:**

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

Service Agreements

Union County

155 North 15<sup>th</sup> Street

Lewisburg, PA 17837

**Proposed Program Budget Information:**

<b>Service</b>	<b>2015-16 Amount to be Approved</b>	<b>2014-15 Amount</b>	<b>Amount Increase/ Decrease</b>	<b>Percent Increase/ Decrease</b>	<b>Percent Funding Source (Co., State, Fed)</b>
Detention Space	\$ 285.11	\$ 280.32	2.75 increase	0	
Shelter Space	\$ 173.93	\$ 170.94	2.75 increase	0	

**Term of Contract:** July 1, 2015 – June 30, 2016

**Budget Comments:** This agreement will allow Lancaster County to lower its share of the operational cost of the Center, as well as help neighboring counties.

**Program Information:**

**Description of Service:**

This action will allow other Pennsylvania Counties to purchase secure detention bed space at the Youth Intervention Center. The agreement with contracting counties is with the stipulation that Lancaster County has top priority in terms of bed space usage and certain rights of refusal. The agreement will allow Lancaster County to lower its share of the operational cost of the center. as well as help our neighboring counties.

**Complete sections pertaining to bid awards and Request for Proposals:**

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source
N/A				

**Complete Sections Pertaining to Construction Projects:**

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

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

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

May 10<sup>th</sup>, 2016

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

Kelly Decker, Business Administrator

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

Kelly Decker, Business Administrator

**This completed document must be submitted to the Chief Clerk by 9:00 am the Thursday 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 Wednesday prior to the Meetings. Exceptions to this deadline must be authorized by the Chief Administrative Officer.**

## RESOLUTION NO. 44 OF 2016

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

### REVENUE ACCOUNT:

Information Technology -  
Fund Balance  
A2800 16016 A-2951

\$7,094.17 (+)

### EXPENDITURE ACCOUNT:

Information Technology -  
Computer Software  
A2800 16016 A-7534

\$7,094.17 (+)

I, Robert T. Still, 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 11<sup>th</sup> day of May, 2016.

ATTEST:

\_\_\_\_\_  
Chief Clerk  
County of Lancaster, Pennsylvania  
Date: May 11, 2016

5/11/16

**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: Mike Sload, Deputy Director, Budget Services  
 Department: IT and Budget Services  
 Date: May 6<sup>th</sup>, 2016

**Board Action Requested:**

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

Approve Prior Year Budget Change

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

**Proposed Program Budget Information:**

Service	2016-17 Amount to be Approved	2015-2014 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

**Term of Contract:**

**Budget Comments:**

\$7,094.17 to be added to 2016 Revenue and Expenditure Accounts.

**Program Information/Description of Service:**

Move 2015 Grant Money forward to 2016. IT received the grant money in December of 2015 from CCAP to Procure CRM licenses being used by YIC for a UCM like system written to maintain juvenile incarceration records.

However when IT received the money, the money was deposited in December, and then IT did not encumber it nor procure the licenses. So IT is requesting that the 2015 Grant Money be moved to 2016 to procure the licenses now. The only other option would be to return the Grant Money.

**Complete sections pertaining to bid awards and Request for Proposals:**

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source

**Complete Sections Pertaining to Construction Projects:**

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

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

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

At their earliest convenience.

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

Mike Sload, Deputy Director, Budget Services

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

Mike Sload, Deputy Director, Budget Services

**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 Court Administration, to approve the following:

**Lease Agreement With:**

Georgelis Holdings, LP  
Lancaster, Pennsylvania

**Purpose:**

To lease 2,200 square feet of office space utilized by Magisterial District Court 02-2-05 on a site located on Embassy Drive, East Hempfield Township, Lancaster County, Pennsylvania.

**Amount:**

The annual rental fee for years one through five shall be \$38,500.00 payable in monthly installments of \$3,208.33 (\$17.50 per square foot), plus electric estimated at \$2,500.00 per year.

The annual rental fee for years six through ten shall be \$42,900.00 payable in monthly installments of \$3,575.00 (\$19.50 per square foot), plus electric estimated at \$2,500.00 per year.

**Term:**

Anticipated effective date October 1, 2016 through September 30, 2026.

5/11/16

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: May 11, 2016

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

**Provider Information: (Name, Address):** Georgelis Holdings, LP  
Anthony and Tanya Georgelis  
1126 Persimmon Drive  
Lancaster, PA 17601

**Proposed Program Budget Information:**

Service	Amount to be Approved	Previous Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Lease of Office Space for Magisterial District Court 02-2-05 Magisterial District Judge Brian E, Chudzik, Esq.	\$38,500.00/yr for years 1-5 \$42,900.00/yr for years 6-10 *plus electric estimated at \$2500.00/yr	\$22,186.20/yr *plus electric estimated at \$3200.00/yr	\$16,313.80 /yrs 1-5 \$4,400.00 /yrs 6-10	74.0% /yrs 1-5 11.4% /yrs 6-10	County

**Term of Contract:** 10 Years, Anticipated to begin on October 1, 2016 and ending September 30, 2026

**Budget Comments:** Total cost over the term of the lease is \$407,000.00.

**Program Information:** Magisterial District Court 02-2-05, Cost Center: B1600 21017 A7334

**Description of Service:** This is a new Lease Agreement that will enable the long awaited relocation of our Landisville Magisterial District Court 022-05 to a site located on Embassy Drive in East Hempfield Township. This agreement covers 2200 square feet on the first floor of a new building and will be constructed to our specifications. Currently the second floor of the building is completed and occupied, the first floor is yet to be constructed and additional exterior excavation will be necessary. Once completed, this location will provide full ADA accessibility and the much needed safety and security improvements over our current location. The new site provides convenient access to public transportation, contains approximately 30 parking spaces and has the support of the East Hempfield Township Police Chief Stephen Skiles. This relocation has been long awaited and in recent years we have distributed two RFPs (with no response) and pursued several possibilities with private individuals and public agencies. The term of this new lease agreement is very similar to our existing lease in that the LESSEE will pay the monthly rent plus any electrical expenses, all other operating expenses will be paid by the LESSOR.

**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 11, 2016

**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

REQUEST FOR PROPOSALS  
FOR A  
DISTRICT COURT OFFICE  
LOCATED IN MAGISTERIAL DISTRICT 02-2-05  
IN  
COUNTY OF LANCASTER, PA

PREPARED BY: County of Lancaster, Facilities Management Department

Address: 150 North Queen Street  
Suite 612  
Lancaster, PA 17603

Telephone: 717/299-8323

Attention: Charles E. Douts, Jr., Director

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**LEASE**

LEASE NUMBER 02-2-05

**Parties**            **LEASE**, executed \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between **GEORGELIS HOLDINGS, LP** party of the first part, hereinafter called **LESSOR**, and the **COUNTY OF LANCASTER**, party of the second part, hereinafter called **LESSEE**.

**Premises**           **NOW THIS INDENTURE WITNESSETH**, That **LESSOR** hereby lets unto **LESSEE** a portion of the premises situate at

**Term**                consisting of 2200 usable square feet for a term of 10 years, at a mutually agreed upon rental fee as follows:

**For years one through five:** \$17.50 per square foot per year. The annual rentals for each year shall be \$ 38,500.00, payable in equal monthly installments of \$3,208.33. **LESSEE** agrees to payment of electric bills attributable to the premises.

**For years six through ten:** \$19.50 per square foot per year. The annual rentals for each year shall be \$ 42,900.00, payable in equal monthly installments of \$3,575.00. **LESSEE** agrees to payment of electric bills attributable to the premises.

The demised premises are for the use of the Magisterial District Court 02-2-05.

**Physically Handicapped**    Said premises, at **LESSOR's** expense, shall conform to all requirements of the Americans with Disabilities Act of 1990, Act 235 of 1965, 1974, Act 176 of 1976, and all current ADA requirements as amended prior to the effective date of this lease for public building.

**Services**            **LESSOR** agrees to complete, prior to **LESSEE's** occupancy of the demised premises, certain construction and renovations to the demised premises to make it suitable for use as a Magisterial District Court in accordance with Exhibit "A" hereto attached. The parties specifically agree that the cost of any such construction and renovation shall be borne by the **LESSOR** solely.

Except as specifically excepted, the rental cited shall include **LESSOR** providing and maintaining the following: property free from asbestos, as certified by Exhibit "E" attached hereto; heat, air conditioning and ventilation in accordance with Section 2 of the Request for Proposals, "General Conditions, Specifications and Space Requirements," incorporated herein by reference as if fully set forth at length; all electricity; lighting at working level must meet the minimum standards of the (American) Illuminating Engineering Society Lighting Handbook, Current Edition; real estate taxes; sewer and water rental; adequate insurance on the leased property; snow and ice removal from walks, driveways and parking areas; lavatories in accordance with Department of Labor and Industry requirements; a minimum of twelve (30) parking spaces in close proximity to the public entrance to the premises, which shall be permanently marked as being reserved for persons conducting court business; a minimum of four (4) parking spaces in close proximity to the public entrance to the premises, which shall be permanently marked as being reserved for police personnel; gas; trash removal; janitor services in the common areas of the building; and maintenance of the building and internal systems. **LESSOR** shall provide and maintain suitable exterior landscaping and lawn and shrub care. **LESSOR** shall provide and maintain electrical, plumbing, heating, air conditioning and ventilation equipment.

**Completion**        If construction and renovations are required to prior to occupancy, **LESSEE** may not take possession of the Premises until all construction and renovations are completed to the reasonable, written satisfaction of the County of Lancaster and, in addition, accepted and occupied by the District Court 02-2-05. The commencement of rental payments will begin on the first date that **LESSEE** takes possession of the

Premises, which shall become the Commencement Date if the date of the taking possession is other than October 1, 2016, in that event, the term shall be extended the number of days necessary to end the term on the last day of the month.

**Renewal/  
Cancellation**

A lawful continuance of the tenancy beyond said term or any renewal thereof without three months prior notice from either party to terminate lease shall be deemed a renewal thereof for the term of one year and so on from year to year until either party shall give the other three months' notice in writing of intention to terminate the tenancy.

**Covenants**

**LESSOR** hereby covenants and agrees:

1. To maintain the premises in tenantable condition and to make all repair necessary for that purpose;
2. To assume liability for all damages resulting from failure to maintain the premises in tenantable condition;
3. To provide space in accordance with General Conditions and Detailed Specifications;
4. To repaint premises every five (5) years, or when needed, as reasonably designated by **LESSEE**;
5. To submit, within one month after the execution date of this lease and each year thereafter, current certification from reputable contractors that all fire suppression systems are being serviced and tested on an acceptable periodic basis. Certificates shall be submitted for the following items, where applicable: sprinkler system, fire alarm system, emergency lighting, and fire extinguishers;
6. That no rents shall accrue or be due or payable under this lease prior to the date of approval or such other date designated by the Board of Commissioners of Lancaster County, Pennsylvania.

**LESSEE** hereby covenants and agrees:

1. To pay punctually the rental herein above specified.

**Penalty**

In case of the **LESSOR'S** failure to maintain the premises in a tenantable condition as aforesaid, or in the event of damage to the premises by fire, flood, lightning, etc., rendering it impossible or inconvenient for **LESSEE** to continue to occupy or use the same for its operations the, should the **LESSOR** fail to have repaired and restored the premises to a tenantable condition within one month after notice of such condition by **LESSEE** to **LESSOR**, the **LESSEE** may at its option terminate this lease or any renewal or extension thereof by giving the **LESSOR** ten (10) days written termination notice at last known mailing address, or at its option, may, after first giving **LESSOR** fifteen (15) days written notice, repair and restore premises to a tenantable condition, and deduct such costs made in restoration of premises from the monthly rental payments due. Further, if **LESSEE** so elects, payment of rent shall abate as long as the premises remain in an untenable condition after notice thereof to **LESSOR** and shall resume only after condition has been corrected.

In the event **LESSOR** fails to provide the services or perform the covenants as stipulated in this lease, **LESSEE** may, after giving **LESSOR** fifteen (15) days' notice in writing to remedy a deficiency, withhold payment of future rentals until the deficiency is corrected.

**Assignment**

No assignment shall be made of this lease without the prior written approval of the County of Lancaster.

**No Oral**

This agreement may not be changed orally, but only by an agreement in writing and signed by the party against whom enforcement of any waiver, change, modification or discharge is sought.

**Cancellation** It is understood and agreed between the parties hereto that if the Governmental function for which these premises are being leased, is abolished, limited, or restricted, by any Act of Legislature or Law of Congress, or any Action taken under authority conferred by such Acts or Laws, or decision of court; then the County shall have the privilege of canceling this lease by giving three months' notice in writing.

**Exhibits** Included in and made a part of this lease is Exhibits "A," and "E". These exhibits and Supplemental Conditions herein referred to as well as being attached to and made a part of this indenture.

**IN WITNESS WHEREOF**, the parties hereto have duly executed these presents and intend to be legally bound thereby, the day and year first above written.

\_\_\_\_\_  
(Individual Principal)

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_  
(Signature of Individual)

\_\_\_\_\_  
(Partnership Principal)  
\_\_\_\_\_  
(Name of Partnership)

WITNESS:

\_\_\_\_\_ BY \_\_\_\_\_ (SEAL)  
Partner

(Corporation Principal)

\_\_\_\_\_  
(Name of Corporation)

ATTEST

BY: \_\_\_\_\_  
(President/Vice President)

\_\_\_\_\_  
(Secretary/Assistant Secretary)

Or (if appropriate)

\_\_\_\_\_  
(Name of Corporation)

LESSEE:

LANCASTER COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Dennis P. Stuckey, Chairman

\_\_\_\_\_  
Joshua G. Parsons, Vice Chairman

\_\_\_\_\_  
Craig Lehman

WITNESS:

\_\_\_\_\_

REQUEST FOR PROPOSALS  
REQUIREMENTS FOR  
PROPOSED COUNTY OF LANCASTER  
PROPERTY LEASES  
STANDARD INFORMATION AND SUBMITTAL PACKET

**PROPOSED SUBMISSION PACKET**  
(Section #1)

Proposed Project Name: Magisterial District Court Office - District 02-2-05

For County Department: Courts

**SECTION 1**

**REQUEST FOR PROPOSALS**

**SUBMISSION INFORMATION**

**1. General Information**

- 1.1 Proposal submitters for all County of Lancaster leases are hereby notified that the Lancaster County Facilities Management Department is the County agency responsible for renting proper and adequate offices, rooms, accommodations or property for all County Departments.
- 1.2 The Lancaster County Facilities Management Department or its Designee is authorized to negotiate the terms and conditions of a proposed lease agreement. Any negotiations between proposal submitters and the County of Lancaster must be reduced to a written agreement and are subject to approval by the County Commissioners. Therefore, said negotiations with the County Facilities Management or its Designee cannot be interpreted as binding upon the County Commissioners until a formal lease agreement is fully processed. A formal lease agreement is fully processed, awarded, when it has received all necessary signatures and approvals, such as the approval of the Lancaster County Commissioners, and has been delivered to the **LESSEE** or **LESSOR**.
- 1.3 Proposal submitters are further advised that the County of Lancaster has no responsibility for any costs the proposal submitter may encounter, including but not limited to cost and expenses in acquiring the leased space, preparing it for occupancy or preparing the proposal. Nor will the County be bound by any of the prospective lease's terms and conditions, until the lease is fully approved and executed by the County and delivered to the **LESSEE** or **LESSOR**.
- 1.4 Only those individuals requesting and receiving the proposal package from the County Facilities Management Department shall be entitled to, and provided with, amendments or clarifications to this solicitation.
- 1.5 A complete proposal package is necessary for evaluation of your proposal. Failure to include any other required information or form will result in the rejection of your proposal.
- 1.6 A separate proposal submission package is required for each site/building offered. You may copy the forms provided for this purpose.

- 1.7 A complete proposal submission will be as follows:
  - 1.71 Proposal to Lease Space to the County of Lancaster
  - 1.72 **LESSOR** Identity Disclosure (when applicable)
  - 1.73 Agent Agreement
  - 1.74 General Acknowledgment Notice
  - 1.75 Usable Area Definition
  - 1.76 Supplemental Information Requirements
    - 1.76.1 One-quarter (1/4) inch scale drawing of the building footprint and space offered
    - 1.76.2 Site Plan that shows building dimensions, site and improvement configuration, parking, access, etc.
    - 1.76.3 Site/Building Photographs
    - 1.76.4 Exact location shown on local area map
    - 1.76.5 Proof of Ownership or Evidence of Control

**2. Proposal Instructions**

2.1 Proposal to Lease Space Form All information requested is to be provided. Use a second page to provide information that will not fit on the form.

Building Address: You must provide the exact street address or tax parcel number or lot number if the street number does not exist or has not been assigned.

For new construction show estimated figures. For major renovation projects show estimated figures.

Show usable square feet offered.

Options terms may be a consideration in the award of the lease. If you include option terms they must be at established rates. Options offered with CPI or similar rent escalators cannot be considered.

The specification package states what services must be included in the rental.

The prospective **LESSOR** must sign the proposal.

Proposals submitted by agents, attorneys, trustees, executors or corporate officials (other than as provided below) shall be accompanied by an attested certificate of authority to submit the offer and to bind the principals to execute any resultant leases to deliver the premises.

If the proposed **LESSOR** is a corporation, corporate authorization and signatures of two duly authorized corporate officers will be required to make the proposal

- 4.2.1.1 Satisfactory evidence of at least a conditional commitment of funds in an amount necessary to prepare the space. Such commitment must be signed by an authorized bank officer and at a minimum must state amount of loan; term in years; annual percentage rate; length of loan commitment.
- 4.2.1.2 The name of the proposed construction contractor, as well as evidence of his experience, competency, and performance capabilities with construction similar in scope to that which is required herein.
- 4.2.1.3 The license or certification of the individual(s) and/or firm(s) providing architectural and engineering design services to practice in the Commonwealth of Pennsylvania.
- 4.2.1.4 Compliance with local zoning laws or evidence of variances, if any, approved by the proper local authority.
- 4.2.1.5 Additional evidence of ownership or control of site.
- 4.2.1.6 A tentative construction schedule giving the dates on which the various phases of construction will be completed to coincide with the required occupancy date.

**5.0 Information to be provided after County notification of "Intent to Award"**

- 5.1 Time for Additional Information Submittal After the lease award the successful offeror shall, where applicable, within thirty (30) days provide the County with the following:
  - 5.1.1 Additional Information
    - 5.1.1.1 Documentation of ownership or legal control of the site, building or space.
    - 5.1.1.2 A firm commitment of funds in an amount sufficient to perform the work.
    - 5.1.1.3 Execution of Non Disturbance and Attornment Agreement.
    - 5.1.1.4 Award of a construction contract with a firm completion date.
    - 5.1.1.5 Issuance of a building permit covering construction of the improvements.
    - 5.1.1.6 Finalized construction schedule to include timing for completion of design and construction milestones, including but not limited to, (1) submittal of preliminary plans and specifications, (2) submittal of other working drawings, (3) issuance of a building permit, (4) completed construction documents, (5) start of construction, (6) completion of principal categories of work, (7) phased completion, and availability for occupancy of each portion of the leased space (by floor, block, or other appropriate category), and (8) final construction completion.

Work Session 5/11/2016

Children and Youth Agency Citizens' Advisory Board

New Appointment: Three year 1<sup>st</sup> term, July 1, 2016 through July 31, 2019

James Doughty 575-2960

116 North Jackson Street

Strasburg, PA 17579

Lancaster County resident.



**Children and Youth Social Service Agency**

150 North Queen Street  
Suite #111  
Lancaster, PA 17603  
Phone: 717-299-7925  
Fax: 717-299-7929  
www.co.lancaster.pa.us

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

**Executive Director**  
Crystal A. Natan, MSW, LSW

**MEMO**

**TO:** County Commissioners-Dennis P. Stuckey, Chairman  
Joshua G. Parsons, Vice-Chairman  
Craig Lehman

**FROM:** Crystal A. Natan, MSW, LSW  
Executive Director *Crystal A. Natan* **3yr term**

**DATE:** May 3, 2016

**RE:** **NOMINATION TO THE ADVISORY BOARD**

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See attached resume and copies of the completed  
Criminal and ChildLine checks for:

**James Doughty**

nomination for the Children and Youth Agency Citizens' Advisory  
Board.



## BIOGRAPHICAL INFORMATION SHEET

NAME: James J. Doughty, MA

HOME ADDRESS: 116 North Jackson Street, Strasburg, Pa. 17579

CELLPHONE #: 717-575-2960 BUSINESS PHONE #: 717-575-2960

BUSINESS FIRM: T.W. Ponessa & Associates Counseling Services, Inc.

ADDRESS: 410 North Prince Street, Lancaster, Pa. 17603

BUSINESS FAX#: 717-735-8916 EMAIL ADDRESS: Jimdoughty6@comcast.net

FORMER TOWNS OR CITIES OF RESIDENCE, IF ANY:

Drexel Hill and Lancaster, PA.

WHAT IS YOUR CURRENT POSITION WITH YOUR EMPLOYER AND HOW LONG HAVE YOU SERVED IN THAT CAPACITY? DID YOU HOLD OTHER POSITIONS THERE PREVIOUSLY?

TW Ponessa

Director of Mental Health School Based Outpatient Services, 6 years

Director of Community Relations, 4 years

PLEASE LIST OTHER CAREER AND EMPLOYMENT EXPERIENCE:

COBYS Family Services

Lancaster County Juvenile Probation and Parole

MANOS

PLEASE LIST EDUCATIONAL INSTITUTIONS YOU HAVE ATTENDED AND DEGREES, LICENSES, OR CERTIFICATIONS YOU HAVE OBTAINED.

Millersville University, BA in Social Work 1979

Immaculata University, MA in Clinical Psychology, 2013

PLEASE LIST ANY CIVIC, PROFESSIONAL, TRADE OR OTHER GROUPS WITH WHICH YOU ARE CURRENTLY INVOLVED AND ANY POSITIONS OF OFFICE HELD, IF APPLICABLE.

Victory Church

DO YOU VOLUNTEER WITH ANY INSTITUTIONS OR ORGANIZATIONS?

Not formally. I'll help out with softball programs, as needed.

**LIST ANY HOBBIES OR SPECIAL ACTIVITIES YOU LIKE TO DO IN YOUR LEISURE TIME:**

I'm a sports oriented person. Mainly was watching, now.

**IF APPLICABLE, PLEASE LIST SPOUSE'S NAME AND NAME(S) AND AGE(S) OF CHILDREN:**

Beverly Doughty, wife

Jamie Himmelberger, daughter, 28 years olds

Katie Doughty, daughter, 24 years old

Lindsay Doughty, daughter, 24 years old

Tiffany Doughty, daughters, 24 years old

**WHY DO YOU FEEL IT IS IMPORTANT FOR YOU TO SERVE AS A MEMBER OF THE CHILDREN AND YOUTH AGENCY ADVISORY BOARD COMMITTEE?**

I believe in the mission of the agency and hopefully, with my educational, professional and personal experiences, will be a healthy contributor to the board and our community.

**IS THERE ANYTHING ELSE YOU WOULD LIKE TO SHARE ABOUT YOURSELF?**

As mentioned above, I believe in the mission of the agency and appreciate the time, effort, desire, and commitment of its staff.

# James J. Doughty, MA

116 North Jackson Street ♦ Strasburg, Pa. 17579 ♦ (717) 687-7880 ♦ [jimdoughty6@comcast.net](mailto:jimdoughty6@comcast.net)

## Objective:

To enhance the health and well-being of individuals and communities by sharing my educational, professional, and personal experiences.

## Education:

Immaculata University, Immaculata, Pennsylvania  
Master's in Clinical Psychology

Graduated: August 2013

Millersville University, Millersville, Pennsylvania  
Bachelor of Arts in Social Work

Graduated: December 1979

## Professional Experience:

T.W. Ponessa & Associates Counseling Services, Inc. (TWP)  
Lancaster, Pennsylvania

October 2013 - Current

*Director of School Based Mental Health Outpatient Services (SBMHOS)*

Responsibilities include, but not limited to:

- Develop and implement programmatic structures for TWP's - SBMHOS
- Cultivate school partnerships to provide SBMHOS and community support services
- Establish and maintain fiscal agreements with Manage Care systems and School Districts
- Develop and regulate TWP's SBMHOS policies and procedure in accordance with Local, State and Federal regulations
- Provide supervision for 29 clinicians, five graduate level interns, and three support staff
- Develop and establish SBMHOS satellite sites in accordance with the Department of Human Services and Manage Care systems.

*Director of Community Relations*

September 2009 – October 2013

Responsibilities include, but not limited to:

- Developed additional school sites to provide SBMHOS
- Created community partnerships to enhance the safety, wellness and permanency in our communities
- Developed programs to meet specific agencies and school district needs
- Enhanced TWP's relationships with private and public agencies
- Created program descriptions for new programs
- Created programs and agency brochures

*Director of School Based Mental Health Outpatient Services (SBMHOS)* June 2005-September 2009

Responsibilities include, but not limited to:

- Developed and implemented programmatic structures for TWP's - SBMHOS
- Cultivated school partnerships to provide SBMHOS and community support services
- Established and maintained fiscal agreements with Manage Care systems and School Districts
- Developed and regulated TWP's SBMHOS policies and procedure in accordance with Local, State and Federal regulations
- Provided supervision for eight clinical staff and one support staff
- Developed and established SBMHOS satellite sites in accordance with the Department of Human Services and Manage Care systems.

## James J. Doughty, MA

Church of the Brethren Youth Services (COBYS)  
Lancaster, Pennsylvania

1993-2005

*Director of Placement Services*

Responsibilities include, but not limited to:

- Developed, established, and facilitated the operations of a new female adolescent residential facility, an Adoption Unit, and a Permanency Unit
- Supervised staff, programmatic development and fiscal matters for the Foster Care Unit, Adoption Unit, Permanency Unit, and Teen Mother and Child Residential Program.

Manos  
Drug and Alcohol Rehabilitation Services (DARS)  
Lancaster, PA

1991-1993

*Program Director*

Responsibilities included the day to day programmatic operations of the residential facility, communication with the referring agencies and courts, and community speaking engagements.

Lancaster County Juvenile Probation and Parole Department

1982-1991

*Intake Specialist and Informal Probation Officer*

Responsibilities included reviewing and processing alleged criminal offenses and supervising a caseload of 25 juveniles on informal probation in Lancaster City.

Manos  
Drug and Alcohol Rehabilitation Services (DARS)  
Lancaster, PA

1979-1982

*Counselor*

Responsibilities included the day to day programmatic operations of the residential facility, communication with the referring agencies and courts, and community speaking engagements.

### **Civic Activities:**

Coaching - Youth soccer (3 seasons), Youth Basketball (4 seasons), Youth Softball 8 seasons,  
High School Track (ten years), 3<sup>rd</sup> and 4<sup>th</sup> grade Girl's Field Hockey (2 seasons)

Volunteering for Race Against Racism, girls softball clinics (age 6 -18 years of age), and church related community activities.



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

**PENNSYLVANIA CHILD ABUSE  
HISTORY CERTIFICATION**

00209195950010101

JAMES J. DOUGHTY  
116 NORTH JACKSON STREET  
STRASBURG, PA 17579

CERTIFICATION ID: D39L5QIJ7I  
CERTIFICATION PURPOSE: EMPLOYMENT  
VERIFICATION DATE: 4/25/2016  
SOCIAL SECURITY #: XXX-XX-8761  
DATE OF BIRTH: 3/17/1957

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing the applicant as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

*ISSUED BY* Commonwealth of Pennsylvania  
Department of Human Services  
CHILDLINE AND ABUSE REGISTRY  
ChildLine Verification Unit  
P.O. Box 8170  
Harrisburg, PA 17105-8170  
1-877-371-5422

**ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT**



Print Save Back

**Pennsylvania State Police**

1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17110

**Response for Criminal Record Check**

**JAMES JOSEPH DOUGHTY  
116 NORTH JACKSON STREET  
STRASBURG PA 17579**

**TELEPHONE (717) 575-2960**

**TO WHOM IT MAY CONCERN:**

**THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:**

**Name:** Doughty, James Joseph  
**Date of Birth:** 03/17/1957  
**Social Security #:** xxx-xx-8761  
**Sex:** M  
**Race:** White  
**Date of Request:** 04/22/2016 08:58 AM  
**Purpose of Request:** Other

**Maiden Name and/or Alias (1) (2)  
(3) (4)**

**\*\*\* HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R16132919 \*\*\***

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

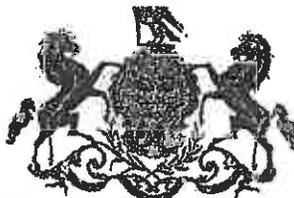
QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

**Certified by:**

*CPL. Bradley Timbrell*  
**Corporal Bradley Timbrell, Acting Director  
Criminal Records and Identification Division  
Pennsylvania State Police**

**DISSEMINATED BY: SYSTEM  
04/22/2016 09:00 AM**

Office of Children, Youth &  
Families



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF PUBLIC WELFARE

ChildLine & Abuse Registry  
Criminal Verification Unit  
P. O. Box 8053  
Harrisburg, PA 17105-8053  
(717)-783-6211  
Toll Free 1-877-371-5422

JAMES JOSEPH DOUGHTY  
116 NORTH JACKSON STREET  
STRASBURG, PA 17579

SSN: XXX-XX-8761  
TCN: DPW1Y56894

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the result of your federal criminal history background check as of 03/18/2015.

- NO RECORD EXISTS**
- RECORD EXISTS**, but conviction(s) does not prohibit hire in a childcare position according to the Child Protective Services Law.
- RECORD EXISTS**, but no conviction(s) is shown. This does not prohibit hire in a childcare position according to the Child Protective Services Law.
- DISQUALIFICATION** – Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from one year following receipt of verification by making a written request to the address listed above. Applicants are required to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry L. Clark".

Terry L. Clark, Director  
Division of Operations and Quality Management

# LANCASTER COUNTY COMMISSIONERS' MEETING

## AGENDA

MAY 11, 2016



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 approval of March 30, 2016 Commissioners' Meeting Minutes, April 6, 2016 Commissioners' Meeting Minutes, April 13, 2016 Commissioners' Meeting Minutes, April 20, 2016 Commissioners' Meeting Minutes and May 4, 2016 Commissioners' Meeting Minutes.
4. Old Business:
5. New Business:
  - a. **Resolution No. 44 of 2016**  
Mike Sload, Deputy Director, Budget Services
  - b. **Youth Intervention Center - Agreement**  
Kelly Decker, Business Administrator, Youth Intervention Center
  - c. **Court Administration – Lease Agreement**  
Russell Glass, Deputy Court Administrator
6. Business from Guests
7. Adjourn