

COUNTY COMMISSIONERS' WORK SESSION AGENDA

TUESDAY, JUNE 14, 2016

9:00 A.M.:

EXECUTIVE SESSION:

Christina Hausner, County Solicitor

10:00 A.M.:

PUBLIC SESSION:

Postpone approval of May 17, 2016 Work Session Minutes, May 24, 2016 Work Session Minutes, May 31, 2016 Work Session Minutes and June 7, 2016 Work Session Minutes.

Re-announcements:

- 1) The County of Lancaster will conduct public hearings to discuss the County's proposed Human Services Block Grant categorical funding allocations for Fiscal Year 2016-2017 on the following date:

Wednesday, June 29, 2016 at 9:15 a.m. during the County Commissioners' Meeting, Room 701, 150 North Queen Street, Lancaster, at which time the Board of Commissioners will consider the adoption of the Human Services Block Grant categorical funding allocations for Fiscal Year 2016-2017.

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

Public participation is invited.

- (2) An evening Commissioners' Meeting will be held on Wednesday, June 15, 2016 at 7:00 p.m. at Elizabethtown Borough Municipal Building, 600 South Hanover Street, Elizabethtown, Pennsylvania. There will be no Commissioners' Meeting scheduled for Wednesday morning, June 15, 2016 at 9:15 a.m.

10:00 a.m.

Charles Douts, Director, Facilities Management – Temporary Construction Easement Agreements (please refer to motion on tomorrow's agenda)

10:05 a.m.

Charles Douts, Director, Facilities Management, and Scott Russell, County Engineer, RETTEW – Addendum to Agreement (please refer to motion on tomorrow's agenda)

10:10 a.m.

Matthew Sternberg, Executive Director, and Justin Eby, Community Development Director, Lancaster County Housing and Redevelopment Authorities – Creation of Lancaster County Land Bank Authority (please refer to Ordinance No. 120 on tomorrow's agenda)

10:20 a.m.

Controller Brian Hurter and George Alspach, Solicitor, Controller's Office – Presentation of 2014/2015 Tax Collector Summary Audit and 2015 East Lampeter Tax Collector Audit

"continued"

County Commissioners' Work Session Agenda

Tuesday, June 14, 2016

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Other Discussion Items:

1. Appointments/Reappointments to County Boards
2. June 15, 2016 Evening Commissioners' Meeting Agenda

Adjourn

4. **Temporary Construction Easement Agreement With:**

Jonathan S. and Louise M. Weaver
East Earl, Pennsylvania

Purpose:

To grant and convey to the County of Lancaster a temporary construction easement over certain property abutting Iron Bridge Road, East Earl Township (Tax Account No. 200-96937-0-0000) for the purpose of allowing the County to complete the Big Conestoga #3 maintenance project in accordance with the terms and conditions set forth in the Agreement.

Amount:

\$837.50 for 1,675 square feet.

Term:

Effective June 15, 2016 through completion of project.

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 7, 2016

Board Action Requested:

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

Big Conestoga # 3, Temporary Construction Easements

Provider Information: (Name, Address):

Proposed Program Budget Information:

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

Term of Contract:

Budget Comments:

Program Information:

The Big Conestoga # 3, Iron Bridge Road Bridge in East Earl Township is slated for painting and a new deck.

Prior to construction and painting, temporary construction easements are required for contractor access.

The following property owners have agreed to allow the easements: Titus and Ada Reiff, 141 Spring Grove Road, East

Earl, Pa, two easements – 689 sq.ft. amount \$344.50, 123 sq.ft. amount \$61.50--- Alvin and Linda Zimmerman, 1551

Weaverland Road, East Earl, Pa, one easement 313 sq. ft. amount \$156.50---Jonathan and Louise Weaver, 361 Iron

Bridge Road, East Earl, Pa., one easement 1,675 sq .ft. amount \$837.50.

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 15, 2016

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

Charles E. Douts, Jr., Director, Facilities Management Department

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

Same as above

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 #1 to Agreement With:

RETTEW
Lancaster, Pennsylvania

Purpose:

To provide construction administrative services for the Big Conestoga #3 Bridge replacement project including pre-construction meeting; review and approval or disapproval of submissions, shop drawings, material certifications and supplier questions, as appropriate; engineering review and analysis of contractor field surveys; review and approval or disapproval of payment applications; and perform part-time construction observation services.

Amount/Term:

Increase the amount of the existing agreement by \$39,000.00, for a total contract amount not to exceed \$88,800.00 through completion of project (Liquid Fuels funds).

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 7, 2016

Board Action Requested:

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

Big Conestoga # 3, Professional Engineering Addendum # 1

Provider Information: (Name, Address):

Proposed Program Budget Information:

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

Term of Contract:

Budget Comments:

Program Information:

Attached is addendum # 1 for construction administration services for Big Conestoga # 3 bridge project in the amount of \$39,000 for a total lump sum amount of \$88,800. Engineering services are being paid from Liquid Fuel funds.

See attached addendum from RETTEW

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 15, 2016

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

Charles E. Douts, Jr., Director, Facilities Management Department
 Scott Russell, County Engineer

Who will be in attendance at the County Commissioners

Same as above

ORDINANCE NO. 120

On motion of Commissioner _____, seconded by Commissioner _____;

AN ORDINANCE OF THE LANCASTER COUNTY, PENNSYLVANIA, BOARD OF COMMISSIONERS CREATING THE LANCASTER COUNTY LAND BANK AUTHORITY

WHEREAS, this Ordinance is enacted in accordance with the provisions of Act 153 of 2012, enacted by the Pennsylvania General Assembly and signed into law by the Governor on October 24, 2012, 68 Pa.C.S. §2101 et seq.; and

WHEREAS, the Lancaster County Land Bank, hereinafter "Land Bank", shall possess all powers and duties permitted to it under state law; and

WHEREAS, the Board of Commissioners of the County of Lancaster finds and declares that there is a need for a land bank to function within the territorial limits of the County of Lancaster (hereinafter "County" or "Lancaster County"), exclusive of the City of Lancaster; and

WHEREAS, the mission of the Land Bank is to deter blight and to return vacant property to productive status using a unified, predictable, and transparent process, thereby revitalizing neighborhoods and strengthening the County's tax base.

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

§1. Creation and Purpose

1.1 The purpose of this Ordinance is to create the Lancaster County Land Bank, which will use available resources to facilitate the return of vacant, blighted, abandoned and/or tax-delinquent properties to productive use, thereby combating community deterioration, creating economic growth and stabilizing the housing and job market.

1.2 The Land Bank will acquire, hold, and transfer interest in real property throughout Lancaster County as approved by its Board of Directors for the following purposes, including but not limited to: to deter the spread of blight; or to promote redevelopment and reuse of vacant, abandoned, and/or tax-delinquent properties; to support targeted efforts to stabilize neighborhoods; or to stimulate residential, commercial and industrial development; all in ways that are consistent with goals and priorities established by this Ordinance, local government partners and other community stakeholders.

1.3. The County of Lancaster and the Redevelopment Authority of the County of Lancaster (hereinafter “Redevelopment Authority”) shall work with the Land Bank and its member municipalities to identify all surplus vacant property owned by these entities and property these entities wish the Land Bank to acquire.

§2. Definitions

2.1 The following words and phrases when used in this Ordinance shall have the meanings set forth below and in Act 153 of 2012, 68 Pa.C.S. §2103.

Municipal Tax — Any real property tax imposed and billed by the Municipal, School District and County governments.

Owner-occupant — A natural person with a legal or equitable ownership interest in property which was the primary residence of the person for at least three consecutive months at any point in the year preceding the date of initial delinquency.

Real property — Land and all structures and fixtures thereon and all estates and interests in land, including easements, covenants and leaseholders.

Financial institution — A bank, savings associations, operating subsidiary of a bank or savings association, credit union, or an association licensed to originate mortgage loans or an assignee of a mortgage or note originated by such an institution.

Land Bank — A public body and a body corporate and politic established under the Act of October 24, 2012, PL. 1239, No. 153 (68 Pa.C.S. §§2101, et seq.) and this Ordinance.

Member Municipality – A municipality within Lancaster County that chooses to join the Land Bank and enter into an Intergovernmental Cooperation Agreement relative to the operations of the Land Bank.

§3. Board of Directors

3.1 All personnel, facilities, equipment and supplies within the Land Bank shall be governed by a Board of Directors as provided herein.

3.2 The Land Bank Board of Directors shall be comprised of seven (7) members. Each member of the Redevelopment Authority Board of Directors on the date of creation of the Land Bank shall serve as a Director on the Land Bank Board for the same term as his or her term on the Redevelopment Authority. The Lancaster County Board of Commissioners shall appoint two additional members who are residents of Lancaster County, at least one of whom is a resident of Lancaster County, is not a public official or municipal employee and maintains membership with a recognized civic organization in Lancaster County.

3.3 Each Director on the Redevelopment Authority Board shall serve on the Land Bank Board for so long as he/she serves on the board of the Redevelopment Authority, accounting for five of the seven Land Bank Board seats. The Lancaster County Board of Commissioners

shall appoint the two additional members who shall serve five (5) year terms measured from January 1, 2016 through December 31, 2021. Newly appointed members of the Redevelopment Authority shall automatically be members of the Land Bank Board for a term the same as his or her term on the Redevelopment Authority.

3.4 The initial members of the Board of Directors of the Land Bank Board, in accordance with Paragraphs 3.2 and 3.3 above, shall be:

- 3.4.1 Edward C. Fisher for a term ending 12/31/19
- 3.4.2 Gerald S. Robinson, Esq. for a term ending 12-31-21
- 3.4.3 James Williams for a term ending 12-31-2017
- 3.4.4 Jim Eby for a term ending 12-31-21
- 3.4.5 Mary Glazier for a term ending 12-31-16
- 3.4.6 County designee for a term ending 12/31/21
- 3.4.7 County designee for a term ending 12/31/21

3.5 Members shall continue to serve until their successors have been appointed and confirmed.

3.6 Members shall serve without compensation and may seek reimbursement for expenses associated with duties relating to the Land Bank activities.

3.7 Members of the Land Bank Board and its employees shall be subject to the Act of July 19, 1957 (P.L. 101), No. 451, known as the State Adverse Interest Act and the ethical standards and disclosure requirements of 65 Pa.C.S. Chapter 11 and any other supplemental rules and guidelines adopted by the Land Bank.

3.8 The Land Bank Board shall elect officers to serve as Chair, Vice Chair, Secretary and Treasurer to serve one (1) year terms. Members may be re-elected to serve successive terms. The duties of officers shall be established by the Board according to law.

3.9 Any vacancy in the two members appointed by the Lancaster County Board of Commissioners shall be filled by appointment by the Lancaster County Board of Commissioners. Vacancies of members serving by virtue of appointment to the Redevelopment Authority Board shall be filled by the Redevelopment Authority in conjunction with the Board of Commissioners' appointment of a replacement Redevelopment Authority director.

3.10 Rules: The Land Bank Board shall establish rules for the following:

- 3.10.1 Duties of officers.
- 3.10.2 Attendance and participation of members in its regular and special meetings.
- 3.10.3 A procedure to remove a member by a majority vote of the other

members for failure to comply with a rule.

3.10.4 Other matters necessary to govern the conduct of a land bank.

3.11 Meetings:

3.11.1 The Land Bank Board shall hold regular public meetings, and shall allow for public comment on matters under deliberation at each such public meeting. The place, date and time of the Land Bank Board meetings shall be determined at the discretion of the Land Bank Board. All meetings of the Land Bank Board shall comply with the Pennsylvania Sunshine Act.

3.11.2 The Chair of the Land Bank Board may call special meetings by written notice of at least twenty-four (24) hours to each Board member and in accordance with the Pennsylvania Sunshine Act.

3.12 Quorum: A quorum shall be necessary for the transaction of any business by the Board of Directors. A majority of the Members of the Board of Directors, excluding vacancies on the Board, shall constitute a quorum. The Board of Directors shall act by a majority vote of the Members at a meeting at which a quorum is present, except as otherwise provided in this Ordinance. No voting by proxy shall be permitted.

3.13 Minutes: Minutes of all meetings of the Board of Directors and its Committees shall be made and maintained.

3.14 Committees: The Board of Directors may establish such committees as may be needed to assist the Board in conducting the business of the Land Bank. Committee members shall be appointed by the Chair, and each Committee shall include at least one member of the Board of Directors. Any business proposed by a Committee shall require approval by the Board of Directors.

3.15 Fiduciary Duty: The Members of Board of Directors of the Land Bank are under a fiduciary duty to conduct the activities and affairs of the Land Bank in the best interests of the residents of the County of Lancaster, including the safekeeping and use of all Land Bank monies and assets. The Board of Directors shall discharge their duties in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances.

3.16 Open Meetings and Right-to-Know Law: The Land Bank is subject to 65 Pa.C.S. Chapter 7 (relating to Open Meetings); and the Act of February 14, 2008 (P.L.6, No. 3), 65 P.S. 67.101 et seq. known as the Right-to-Know Law.

§4. Land Bank Powers

4.1 The powers of the Land Bank shall be those delineated in Act 153 of 2012, 68 Pa.C.S.A. §2107, as amended.

4.2 The Land Bank may exercise its powers in any municipality of Lancaster County other than the City of Lancaster.

§5. Land Bank Staff

5.1 Employees: The Land Bank may employ or enter into a contract for an executive director, counsel and legal staff, technical experts and other individuals, and may determine the qualifications and fix the compensation and benefits of those employees. The Land Bank may arrange for any such staff in conjunction with the Redevelopment Authority of the County of Lancaster or other partnering public entities.

5.2 Municipal Contracts for Services: The Land Bank may enter into an intergovernmental cooperation agreement with a municipality for:

- a. The municipality to provide staffing services to the Land Bank; or
- b. The Land Bank to provide staffing services to the municipality.

§6. Acquisition of Property

6.1 The Land Bank is authorized to acquire real property or interests in real property through donation, gift, purchase, or any other legal means, including tax sale or judicial sale or by transfer from the Tax Claim Bureau. The Land Bank shall hold in its own name all real property it acquires. The Land Bank may acquire real property located in Lancaster County, excluding property located in whole or in part within the City of Lancaster.

6.2 When the Land Bank acquires residential properties that are occupied at the time of acquisition, it shall be the policy of the Land Bank to show a preference for keeping the former owner-occupants in the property, whenever feasible.

§7. Inventory

7.1 The Land Bank shall maintain and make publicly accessible online, and at its offices during normal business hours, the following information:

- a. An up-to-date inventory of property owned or held by the Land Bank;
- b. A record of all properties conveyed by the Land Bank to other parties within the previous and current calendar year.

§8. Discharge and Abatement of Real Estate Taxes and Other Municipal Claims

8.1 The Land Bank is authorized and the County agrees that the Land Bank may discharge liens and other municipal claims, charges or fines of Lancaster County.

8.2 The Land Bank may seek to enter into an agreement for discharges from the applicable municipal body against the properties it acquires.

8.3 For the duration of the time a property is held by the Land Bank, the Land Bank is authorized to abate all real estate taxes, water and sewer charges, and other municipal charges by the County of Lancaster and to the extent necessary, may seek abatement or non-taxable status from other applicable government entities.

8.4 The County hereby assents to real estate tax payment allocation to the Land Bank for properties returned to the tax rolls after Land Bank ownership with regard to County real estate taxes to the extent allowed by state law, and the Land Bank Authority is authorized to seek allocation of real estate taxes on return of land to the tax rolls after Land Bank ownership by agreement with other applicable taxing authorities;

§9. Disposition of Property

9.1 The Land Bank is authorized to convey, exchange, sell, transfer, lease, grant, or mortgage interests in real property of the Land Bank in the form and by the method determined to be in the best interests of the Land Bank, except where expressly limited in this Section.

9.2 The Board of Directors may delegate this disposition authority to the staff of the Land Bank except in the following circumstances in which the Board itself must review and approve transfers of property at a public meeting:

- a. The proposed terms of the transaction conflict with the Land Bank's published policies or procedures; or
- b. When otherwise required by law.

§10. Pricing

10.1 Market Value shall be determined by up-to-date data, and by using the valuation method that the Land Bank or its staff has determined is most appropriate given the particular conditions of the property and surrounding market.

10.2 As determined by the Board of Directors and as set forth in policies and procedures, consideration may take the form of monetary payments and secured financial obligations, covenants and conditions related to the present and future use of the property, contractual commitments of the transferee and other forms of consideration determined to be in the best interest of the Land Bank. Nominal or reduced price disposition shall be an option for any property owned by the Land Bank.

§11. Policies

11.1 Policies of the Land Bank shall initially be adopted and thereafter reviewed at least every other year by the Board of Directors of the Land Bank, with opportunity for public input and comment. Policies shall be published online.

11.2 County Residents shall have the following means of supplying input into the Land Bank decision-making process:

- a. Any individual or organization may submit recommendations for Board Membership to the Board of County Commissioners for consideration in making appointments.
- b. Any individual or organization may submit recommendations to the Land Bank Board or staff for real properties that could be acquired by the Land Bank, and the purpose for which such properties could be developed.

§12. Financial Provisions

12.1 To the extent allowed by law, the Land Bank shall retain proceeds from the sale of any properties to cover or contribute to operating costs, maintenance of inventory, and to support additional strategic property acquisition.

12.2 The Land Bank may finance its operations through any means authorized in Section 2111 and 2112 of the Act of October 24, 2012, PL. 1239, No. 153 (68 Pa. C.S. §§2111 and 2112).

§13. Dissolution; Distribution of Assets in Case of Dissolution

13.1 The Land Bank may be dissolved according to the requirements of Section 2114 of the Act, and upon a finding adopted by a two thirds majority of the Board of Directors and approved by the Lancaster County Board of Commissioners that there is no longer any need for a land bank to function within the territorial limits of the County of Lancaster. Assets, upon dissolution of the Land Bank, shall be distributed according to law.

§14. Insurance and Indemnification

14.1 The Land Bank shall obtain insurance to defend and indemnify the Land Bank and the Members of the Board of Directors with respect to all claims or judgments arising out of their activities as Board Members with respect to all negligence claims, and claims or judgments arising out of Land Bank activities performed on behalf of the Land Bank or County. Insurance may be through coverage by the County of Lancaster.

14.2 To be eligible for defense and indemnification, a Land Bank Board Member shall be obligated to:

- a. Notify, within five days of receipt, the Board Chair of the Land Bank, and the Executive Director of the Redevelopment Authority of the County of Lancaster, about any claim made against the Member and deliver all written demands, complaints and other legal papers received with respect to such claim.
- b. Cooperate during the investigation and defense of any claim against the County, the Land Bank or any Member of the Land Bank, including, but not limited to,

preparing for and attending depositions, hearings and trials and otherwise assisting in securing and giving evidence.

§15. Filing with Commonwealth Departments

15.1 Upon adoption of this Ordinance, the Chief Clerk shall file a copy of the Ordinance with the Pennsylvania Department of Community and Economic Development and with the Pennsylvania Department of State.

§16. Repealer

16.1 All Ordinances and parts of Ordinances inconsistent with this Ordinance are hereby repealed insofar as they are inconsistent herewith.

§17. Effective Date

17.1 This Ordinance shall become effective immediately.

DULY ADOPTED this ____ day of _____, 2016 by the Lancaster County Board of Commissioners, Lancaster County Pennsylvania.

ATTEST:

Dennis P. Stuckey, Chairman

Robert T. Still, Chief Clerk
County of Lancaster, PA

Joshua G. Parsons, Vice-Chairman

Date:

Craig E. Lehman

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

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: Justin Eby, Community Development Director
 Department: Lancaster County Housing and Redevelopment Authorities
 Date: 06/08/2016

Board Action Requested: Ordinance No. 120
 (Specify Agreement, Amended Agreement, Grant App., Creating the Lancaster County Land Bank Authority
 Change Order, Bid Award etc.)

Provider Information: (Name, Address): Lancaster County Housing and Redevelopment Authorities
 202 N. Prince Street
 Suite 400
 Lancaster, PA 17603

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: _____

Program Information/Description of Service:

Ordinance No. 120 will establish the county-wide Land Bank, a new resource for Lancaster County Municipalities, to aid in the elimination of vacant and blighted properties as well as assisting economic development opportunities. Attached you will find a document that has been provided to board of commissioners before, which contains full details on the creation of the Lancaster County Land Bank . A copy of Ordinance No. 120 is attached to this coversheet.

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 15, 2016

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:

Matthew Sternberg, Executive Director
Justin Eby, Community Development Director

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

Matthew Sternberg, Executive Director
Justin Eby, Community Development Director

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

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

**Redevelopment Authority of the County of Lancaster
Prospectus on Creation of the
Lancaster County Land Bank Authority**

Overview

The Redevelopment Authority of the County of Lancaster proposes creation of a Lancaster County Land Bank Authority based on legislation adopted in October 2012 by the Commonwealth of Pennsylvania. Designed as a tool to fight blight, the Land Bank will complement programs currently available to the Redevelopment Authority under Urban Redevelopment Law (35 P.S. §1701 et. al.) and the Vacant Property Reinvestment Board (35 P.S. §1712.1). In the past, blight has been recognized as a major issue affecting redevelopment but there have been persistent holes in the methodologies available to address it, resulting in long delays in implementation, and properties that “fall through the cracks” of the enforcement tools.

Establishing a Lancaster County Land Bank Authority will help to overcome some of the perennial barriers to downtown redevelopment. Years of experience on the part of the Redevelopment Authority and other organizations, always seems to have shown a few core problems. Key among them is the difficulty in assembling sites that provide enough critical mass to make a project financially feasible, and the difficulty is getting control of key blighted or vacant properties that inhibit the growth of the district.

Existing programs help and should be retained, but more is needed to get the job done.

- The Vacant Property Reinvestment Board has the power to make a legal determination of blight for a vacant property. This has been valuable in addressing individual blighted properties that are creating safety concerns and compromising the stability of their neighborhoods. In many cases, the initial actions taken by the Board have moved owners to sell their properties to developers who have fixed them up and returned them to the market. In other cases, the Board has determined blight and referred to property to the Redevelopment Authority for acquisition. However, there have been multiple cases where this action was blocked due to a lack of means to identify or reach a property owner, and a lack of mechanisms to clear title.
- The Redevelopment Authority has extensive powers to structure larger redevelopment projects that require more extensive community involvement. However, they are bound by the requirement to adopt a full-fledged redevelopment agreement for all projects, a cumbersome process that precludes many smaller developers from competing for the projects. At the same time, many of the blight remediation projects are too small to be of interest to a larger developer capable of managing a redevelopment agreement.

The Land Bank Authority will have the power to acquire and hold properties on terms favorable to the ultimate redevelopment of the property. Properties may be sold without a full redevelopment agreement as specified for redevelopment authorities, thus simplifying the process for the very developers needed to take on downtown projects.

In essence, land banks act to streamline and better focus general powers originally established for redevelopment authorities. When passed in 1954, Urban Redevelopment Law anticipated an urban renewal style of redevelopment with large tracts being assembled, cleared and rebuilt. As the urban renewal model has waned, interest has grown in preservation of historical buildings and redevelopment in formats that complement, rather than replace, traditional urban neighborhoods. This has required refinement of the tools provided in statute.

Part 1: The Land Bank Framework

Powers of a Land Bank

Land banks have many of the same powers of a redevelopment authority, including the power to purchase and sell property, and issue bonds. They differ in that they have the following powers not afforded to redevelopment authorities:

- Convey real estate without a redevelopment agreement
- Acquire property listed for judicial tax sale through direct purchase prior to the tax sale
- File bulk quiet title petitions; obtain quiet title judgments within 120 days
- Share revenues associated with developed properties (up to 50%), subject to tax authority approval

Land banks do not have the power of eminent domain.

The distinguishing features of the legislation include the ability of a land bank to purchase properties listed for tax sale prior to the actual auction. This gives the land bank preferential access to properties deemed important to the redevelopment process. It also reduces the risk that troubled properties will churn between successive owners who might not be able to fix the problems, or who may choose to continue using the building in its deteriorated condition.

The statute also provides that the land bank can hold the property for up to five years tax free. This reduces carrying costs while redevelopment is pursued. Further, once the property is redeveloped and put back in use, the land bank can share up to 50% of tax revenues with the municipality and school district, subject to the approval of both taxing jurisdictions, in order to offset project costs and support operation of the land bank. It is important to stress that the tax relief and revenue sharing provisions may only be pursued with approval of the affected taxing authorities.

Organizational Requirements

A land bank is created by an ordinance of the County Commissioners, which appoints its Board of Directors. Rather than establish a new organization, the Redevelopment Authority will assume the administrative and fiscal management for the program, as they do for the Vacant Property Reinvestment Board. A high level of transactions is not anticipated, in the early stages. The bank will become one of a handful of redevelopment tools available for use as needed, not a new organization requiring dedicated administrative overhead.

The Redevelopment Authority is proposing that Lancaster County form a county-wide bank that individual municipalities may then join. This has been done in Dauphin County (excluding Harrisburg), Venango County, and Westmoreland County. By statute, municipalities must approve participation in a land bank, as doing so will affect taxation. But rather than having a multitude of gerrymandered banks in the county, it makes more sense to have one central organization, which municipalities may choose to join if they want to participate.

Part 2

Lancaster Context

Discussions with municipal and county officials indicate several clear areas of interest for use of a land bank to:

1. Provide a streamlined process to clear titles on vacant and blighted properties. Actions through the Vacant Property Reinvestment Board have often been hampered by the difficulty in tracking down owners who have abandoned properties or clearing liens for which the lienholder can't be found or is unresponsive. A Land Bank's ability to attain quiet title within 120 days would greatly improve the effectiveness of blight remediation efforts.
2. Facilitate site assembly for downtown redevelopment projects. Experience has shown that it often is not cost effective for a private redeveloper to renovate an individual downtown building. High costs and the limited functionality for modern commerce render the buildings uncompetitive and keep many local, independent developers out of the market. However, that starts to change when the developer has the opportunity to work with multiple buildings in the same area at the same time. Economies of scale are created as multiple buildings in a small area undergo renovation at the same time and improve the viability of the investment. A land bank could be used to hold properties as they are acquired from individual sellers until a suitable number of buildings can be packaged as a single redevelopment project.
3. Acquire blighted properties at tax sale.

Suggested Procedure for Forming a Land Bank

We propose the creation of a countywide land bank to serve as the umbrella organization for local efforts within the municipalities. Acting independently, few municipalities would have the resources to establish a land bank on their own, even if they qualified under statute. A countywide approach solves that problem. The following steps will be required:

1. The County Commissioners will establish the Land Bank Authority by ordinance and appoint a Board of Directors.
2. The program will be housed within the Redevelopment Authority, which will provide all necessary administrative support.
3. The new board will establish by-laws and a policies and procedure manual.
4. Individual municipalities will be invited to join the Land Bank and to help recruit their respective school districts.
 - a. A municipality must join the Land Bank before a project can be undertaken within its borders.
 - b. Joining requires entering into a three-way agreement between the Land Bank, the municipality and the school district defining the terms for participation. This may vary from one agreement to another depending on the individual needs and objectives of the municipality.



Date: June 8, 2016
To: County Board of Commissioners
CC: _____
From: Matthew Sternberg
Subject: Land Bank Authority Ordinance

Provided is information on the four nominees for the board of directors. As stipulated in the ordinance, the board will have seven members. Five will be the sitting members of the Redevelopment Authority board, while the final two will be appointed by the Commissioners. I am offering four nominees for the two seats, so you have a choice. Since the board membership must be stipulated in the ordinance, the two additional members must be selected before adoption.

My nominees include

Frank Christoffel, III, of LCAR
Craig Ebersole, former County Treasurer and manager of East Earl Twp.
Dennis Groff, formerly on the County Planning Commission and supervisor in Paradise Twp.
Jeffrey Sheuren, of Fulton bank

Thank you.

**43 Old Post Lane
Lititz PA 17543
Home Phone – 717-569-6102
Work Phone – 717-569-4625**

PROFESSIONAL EXPERIENCE

**Lancaster County Association of Realtors®
November 1974 – Present**

Executive Vice President

Chief Administrative Officer responsible for the formulation of budgets and policies as well as planning, organizing and directing the day-to-day operations of a 1,600 member Trade Association. Coordinates staff, programs and activities of the Association to assure that objectives are attained, plans fulfilled and member needs met. Maintains effective internal and external relationships and, through management controls, achieves economical productive performance as well as long-range planning and constructive growth. Serves as an ex-officio member of the Board of Directors and all executive committees.

As Director of the Real Estate School of the Lancaster County Association of Realtors®, is responsible for all marketing and promotion, as well as recruiting, training, motivating and evaluating the School's faculty.

**Dunhill Personnel
1970 – 1974**

Lancaster Area Manager

Managed the day-to day operations of a full service management-recruiting agency. Responsible for all local area marketing and account servicing, as well as supervision of the clerical staff.

**RCA Corporation
1967 – 1970**

Organization & Manpower Development Specialist

Assisted the Organization & Manpower Development Manager in administering the Corporation's structural organization and manpower development needs for the Lancaster Operation including the Power Tube and Electronic Components Divisions.

EDUCATION

- ♦ **Fairfield University – Bachelor of Arts – 1967**
- ♦ **Long Range Planning Facilitator – Assignments Include:**
 - Educational Institutions
 - Associations of Realtors®
 - Professional Engineering Societies
 - Various Nonprofit Organizations

**Frank A. Christoffel III
43 Old Post Lane
Lititz PA 17543**

PROFESSIONAL AFFILIATIONS

- ♦ **American Society of Association Executives**
- ♦ **National Association of Realtors® - Association Executives Council**
- ♦ **Pennsylvania Association of Realtors® - Association Executives Council**

COMMUNITY INVOLVEMENT

- ♦ **American Cancer Society Daffodil Days – Honorary Chairman**
- ♦ **Boy Scouts of America**
 - Troop Committee Chairman – Troop 268
 - District Committee Chairman – Conestoga River District
 - Pennsylvania Dutch Council – Committee Member
- ♦ **Junior Achievement of Central Pennsylvania**
 - Lancaster Operating District – Chairman
 - Corporate Board of Directors – Chairman
- ♦ **Domestic Violence Services of Lancaster County – Advisory Board Member**
- ♦ **Lancaster Housing Opportunity Partnership – Director**
- ♦ **Lancaster Affordable Housing Coalition – Steering Committee Member**
- ♦ **Lancaster County Growth Management Task Force – Member**
- ♦ **Lancaster Prospers Committee – Member**
- ♦ **Moravian Manor Retirement Community – Chairman: Board of Trustees**
- ♦ **St Joseph's Church – Finance Committee Member**
- ♦ **West End Athletic Association – President**

Craig A. Ebersole
126 Ebersole Road
Ephrata, PA 17522

Employment:

East Earl Township, Lancaster County, Township Manager (current)

Treasurer, County of Lancaster 2004-2016

Morgan Stanley Investment Advisor (ten years)

East Cocalico Township, police officer and Chief of Police (over 20 yrs)

Community Service:

East Cocalico Township Supervisor

East Cocalico Township Sewer & Water Authority Board of Directors

Red Rose Transit Authority Board of Directors

Past President – County Treasurers Association of Pennsylvania

Past President – Lancaster County Chiefs of Police Association

Education:

Investment Advisor – Series 7, Series 63, Series 65, securities licenses

Police Executive Training – Penn State University

Florida State University, BS in Criminology

Harrisburg Area Community College, AA in Police Administration

Cocalico High School

SUPERVISORS
DONALD L. RANCK
DENNIS R. GROFF
MARLIN G. GROFF
CRAIG S. KEENAN
RAYMOND L. RICE



3 TOWNSHIP DRIVE
BOX 40
PARADISE, PA 17562

717-768-8222
Fax 768-8221

Ms. Aimee L. Tyson, Program Manager, Community Services
Lancaster County Housing & Redevelopment Authorities
202 North Prince Street, Suite 400
Lancaster, PA 17603

Dear Ms. Tyson,

Please accept this letter on my experiences and history for consideration on the Land Bank Board.

I have been a Township Supervisor for Paradise Township, located in Lancaster County, for 25 years. The past 11 years I have also been a fulltime employee for Paradise Township filling the position of Roadmaster. My other responsibility for Paradise Township is holding the position of the Emergency Management Coordinator. I also have filled the position as Chairman of the Paradise Township Sewer Authority (PTSA) for approximately the past 15 years.

Other organizations that I am affiliated with in Paradise Township include a member of the Paradise Leaman Place Fire Company, serving in the position of Fire Police, as well as a long standing and active member of the Paradise Lions Club. I am also on the Nominations Committee for the Pennsylvania State Association of Township Supervisors (PSATS) and a Board member for the Lancaster County Association of Township Supervisors (LCATS).

I have also been a member of the Lancaster County Planning Commission (LCPC) for 10 years, having been replaced in 2016 as the Region 6 Representative. As a member of LCPC I have held the positions of Secretary twice, Vice-Chairman and also as Chairman. As a member of the LCPC Commission I also was Chairman of the Water Resources Committee for Lancaster County. I also had the privilege to serve over 20 years as a member of the CDBG Grant Committee for the Redevelopment Authority.

I would be very willing to serve, upon your recommendation and approval, as a member of the Land Bank Board. As you can easily see within the contents of this letter that I hold this area very dear to my heart and know that working together we can continue to see Lancaster County as a wonderful area for people to live, work, and raise families, but it indeed takes dedicated citizens for any successful endeavors.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dennis R. Groff".

Dennis R. Groff, Paradise Township

Jeffrey Scheuren

Lancaster, Pennsylvania Area Cell Phone: 2403644800 Email: jeffrey@scheuren.net LinkedIn:
<http://www.linkedin.com/in/jscheuren>

Finance Executive

Proven financial services executive with 24years' experience within the banking and mortgage industries. A disciplined leader with the proven ability to manage resources and leverage existing infrastructure and technology in any financial environment. Clear record of success in providing consistent positive contributions to earnings. Well disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadline schedules. Skilled in financial analysis and evaluating, developing, and executing strategies for maintaining sound risk profiles consistent with stakeholder and director objectives. Clear record of success in managing billion dollar hedge positions. Effective coach and mentor with the demonstrated ability to recruit and manage highly effective teams. Effective partner with sales teams. Advanced computer skills. Proficient Microsoft Excel user. Willing to travel. Willing to relocate. Expertise in:

Strategic Planning	Capital Markets	Change Management
Operations	Hedging	Board Relations
Financial Analysis	Pricing	Team Building
Resource Management	Risk Management	Mentoring & Leadership

Experience & Accomplishments

Fulton Mortgage Company, a Division of Fulton Bank, N.A. • Lancaster, PA • 2010 to Present

Executive Vice President, Director of Secondary Marketing – Current

Senior Vice President, Secondary Marketing – 2010 to 2013

A division of Fulton Bank, N.A. The mortgage company services the mortgage lending needs for all the different banking subsidiaries of Fulton Financial Corporation, an \$18 Billion financial holding company. Responsible for managing secondary market functions including pipeline management and hedging, meeting secondary market objectives of risk management and desired levels of profitability, also responsible for reporting for management, reporting for financial statement purposes, and post-closing activities. Voting member of the corporate Asset Liability Committee.

Waterfield Bank • Washington, DC • 2005 to 2010

Senior Vice President, Secondary Marketing

Formerly known as American Partners Bank and originally a small community bank in Indiana that was being relocated to the DC Metropolitan area, the bank was purchased by Affinity Financial Corporation, Inc. and the name changed to Waterfield. Engaged to help develop a mortgage origination business and to oversee the hedging and risk management activities. Created strategic plans and production pro formas to improve the financial performance of individual business units. Negotiated all pricing contracts for loan sales. Drafted policies and procedures for gain on sale and hedge accounting. Presented regularly to corporate CEO, CFO and Board of Directors on the financial progress and effectiveness of the hedging program.

ENTERPRISE IMPACT:

- Key member of the association's leadership team that developed the secondary marketing department and created the capital markets function of the Bank.
- Developed all investor and broker-dealer relationships supporting over \$2 Billion of loan sales.
- Developed the banks hedging strategies and secured board approval for implementation.
- Managed the hedging activities improving the bank's competitiveness and resulting in \$1.45 million in earnings contributions.
- Lead negotiator on investor repurchase demands mitigating loss severity resulting in savings of \$1 Million.
- Focused on building quality awareness within operations by discussing issues surrounding manufacturing defects resulting in a reduction of repurchase requests and in a reduction of the estimated loss rate used for reserves.

Jeffrey Scheuren Page 2

- Negotiated and maintained additional liquidity utilizing warehouse lines of credit during an immensely difficult time in the financial markets allowing the Bank to continue originations without disruption.
- Developed Jumbo mortgage products to take advantage of the lack of liquidity which resulted in the addition of high yielding, low risk assets to the Bank's portfolio.

Gateway Funding • Horsham, PA • 2002 to 2005
Vice President, Capital Markets

One of the largest independent mortgage firms in the Greater Philadelphia area. Managed the hedging, risk-mitigation activities and the capital markets group. Monitored daily positions and executed appropriate hedging strategies maintaining appropriate risk profiles. Compiled historical data to monitor trends. Maintained good relationships with brokers, dealers, and investors.

ENTERPRISE IMPACT:

- Key member of the association's leadership team that consistently exceeded budgeted hedging gains.
- Effectively managed the hedging activities including during some of the most volatile bond markets resulting in \$6.4 Million in earning contributions.
- Developed and managed the change in execution strategies for loans eligible for sale to Fannie Mae, Freddie Mac, and Ginnie Mae.
- Maintained a comprehensive set of policies and procedures for the origination of residential mortgage loans under various programs supporting over \$7 Billion in loan sales.

Education

University of Massachusetts, Amherst • M.B.A • Finance Major • 2017 (expected) Stonier Graduate School of Banking • Banking • 2013 Wharton School, University of Pennsylvania • Leadership Certificate • 2013 Temple University • B.B.A. • Finance Major • cum Laude • 2001

Volunteer Experience

Leadership Lancaster • Core Class • 2012 Lancaster Area Habitat for Humanity • President; Committees: Executive, Finance, & Board Development Lancaster Housing Opportunities Partnership • Board Member; Finance Committee 100 Men Who Care Lancaster • Member

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

COVER SHEET FOR

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

Submitted by: Name and Title: Brian Hurter, Controller
 Department: Controller's Office
 Date: 6/7/16

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)
 I would like to give a presentation on our 2014/2015 Tax Collector Summary Audit and the 2015 East Lampeter Tax Collector Audit. This is a follow-up to the 2014 audit presented earlier this year.

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: _____

Program Information/Description of Service:

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?:

I would like to present this at the June 14th Commissioners' Work Session. There does not need to be any action taken.

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

Brian Hurter, Controller
George Alspach, Controller's Office Solicitor

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

N/A

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

Work Session 6/14/2016

Children and Youth Agency Citizens' Advisory Board

Re-appointments: Three year, 2nd term, July 1, 2016 through July 31, 2019

Brett I. Cole

Adult Probation

40 East King Street

Lancaster, PA 17602

Lancaster County resident

2013 - file

BIOGRAPHICAL INFORMATION SHEET

NAME: Brett I. Cole

HOME ADDRESS: 680 Wallingford Road Apt. 105, Lititz, PA 17543

HOME PHONE #: 484-880-1184 **BUSINESS PHONE #:** 717-299-8181

BUSINESS FIRM: Lancaster County Adult Probation & Parole Services

ADDRESS: 40 E. King Street, Lancaster, PA 17602

BUSINESS FAX#: 717-299-7887 **EMAIL ADDRESS:** bcole@co.lancaster.pa.us

FORMER TOWNS OR CITIES OF RESIDENCE, IF ANY:

Strasburg, PA, West Chester, PA, Cochranville, 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?

I am currently the supervisor of the Domestic Violence Unit at Lancaster County Adult Probation and Parole Services. I have been in that position since July 2012. I have been a Probation Officer for approximately 3.5 years. I began as a general caseload officer in Lancaster County in December 2010, and was promoted to Probation Officer Senior in the Domestic Violence Unit in 2011.

PLEASE LIST OTHER CAREER AND EMPLOYMENT EXPERIENCE:

I worked for Chester County Adult Probation in from January 2009 until December 2010 as a general caseload officer, I worked at Eastern Mountain Sports as a Floor Supervisor until July 2010. I am currently a Team Leader for the Lancaster County Adult Probation and Parole Services Special Intervention Unit. I am also a PPCT Defensive Tactics Instructor for the county.

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

West Chester University, Bachelors of Science, Criminal Justice 2008

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

N/A

DO YOU VOLUNTEER WITH ANY INSTITUTIONS OR ORGANIZATIONS?

I volunteer in different capacities with my church.

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

I enjoy hunting, disc golf, golf, kayaking, mountain biking, and hiking. (Anything to do with outdoor activities I enjoy) I currently play ice hockey and I also enjoy playing xbox. Soon I will be welcoming my first child and will be enjoying my free time with him.

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

Spouse – Amanda Cole, Special Education teacher at Manheim Township Middle School.
Children – We have our first child due on April 11!!

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

Working in the Criminal Justice field, and in our community, I want to be able to help in whatever way possible, to work with others in providing protection and well-being to the children here in Lancaster County. I hope to bring a positive and beneficial view to the table. Additionally, as my wife and I are expecting our first child, the welfare of our youth has become more important to me than ever.

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

I look forward to becoming more involved in the community and helping in any capacity that I am able to serve. I am currently working on improving the response and rehabilitation of Domestic Violence Offenders in our community. I also hope to start an annual fundraiser for Domestic Violence Awareness Month which will benefit the Domestic Violence Services of Lancaster County.

❖ **Probation/Parole Officer I**

❖ (December 2010 – May 2011)

- Responsible for supervising adult offenders through application of rehabilitation case plans to ensure that society is protected and offenders can assume greater responsibility for personal, social, and economic adjustments.
- Responsible for investigating and reporting on the conduct of offenders.
- To classify incoming Probationers/Parolees per LSI-R Assessment.
- Enforce Court Orders.
- Develop a plan for each client's potential rehabilitation.

- Chester County Adult Probation & Parole Department **January 2009-December 2010**
201 West Market Street, Suite 2100
West Chester, PA 19380-0989

❖ **Probation/Parole Officer I**

- Responsible for supervising adult offenders through application of rehabilitation case plans to ensure that society is protected and offenders can assume greater responsibility for personal, social, and economic adjustments.
- Responsible for investigating and reporting on the conduct of offenders.
- To classify incoming Probationers/Parolees per Wisconsin Risk/Needs Assessment.
- Enforce Court Orders.
- Develop a plan for each client's potential rehabilitation.

- Parkesburg Police Department **May 2008-August 2008**
315 W. First Ave.
Parkesburg, PA 19365

❖ **Intern**

- Learned how to process, file, and organize legal documents.
- Participated in riding with officers on regular patrol.
- Participated in Search Warrants and processing of evidence.
- Learned investigative techniques through working with the Detective and about criminal process and evidence processing, along with chain of custody in handling evidence.
- Learned about court and trial procedures.

- Eastern Mountain Sports **July 2007-July 2010**
289 Main Street
Exton, PA 19341

❖ **Floor Supervisor and Part-time Sales Associate**

- As a Floor Supervisor (July 2007 to December 2008), I worked closely with the Store Manager and other managers to create a pleasant experience for the customer, while working towards business goals and managing associates.
- (January 2009 to July 2010) I became a part-time sales associate due to taking on a full time position with Chester County.

Education:

❖ **West Chester University** **May 2008**
-Bachelor's Degree: Criminal Justice

❖ **Avon Grove High School** **June 2004**
-High School Diploma

Organizations:

- **West Grove Fire Company**
-*West Grove, PA*
- **Manor Presbyterian Church**
— *Worship Coordinator/Worship Team Leader*

Relevant Training:

- Art of Deception Training
- Drug Identification
- Criminal Law
- Criminal Investigations
- Critical Writing
- Gender and Crime
- Evidence Based Practices in Probation & Parole
- Juvenile Justice Administration
- Race Relations
- Supervision & Interventions that Reduce Crime: Evidence Based Practices

Skills/Certifications:

- Writing and Communication Skills
- Able to work both as a team member and in an individual capacity
- Ability to comprehend and process legal documents
- Able to administer and analyze drug screens/ urinalysis
- PPCT DT Instructor
- Ability to professionally interact with the Public & the Clients
- Proficient in Microsoft Office (Word, Excel, Outlook, etc.)
- NCIC/ CLEAN/ JNET Certified
- CPR, AED, and First Aid Certification
- OC Oleoresin Capsicum-OCAT Certified
- A basic understanding of the Spanish language.
- Certified to carry a firearm under PA FETC.

REFERNECES:

Paul Brophy
Adult Probation/Parole Specialist-Chester County
610-344-6290

David Tate
Senior Pastor – Manor Presbyterian Church
610-869-2402

Michael Flaud
Supervisor – Lancaster County Adult Probation
717-209-3167

Additional references available.

LANCASTER COUNTY COMMISSIONERS' MEETING
AGENDA
JUNE 15, 2016
7:00 P.M.
ELIZABETHTOWN BOROUGH MUNICIPAL BUILDING



1. Meeting Called to Order: This evening's meeting will be conducted by Commissioner Joshua Parsons.
2. Pledge of Allegiance
3. Minutes as Distributed: Postpone approval of May 18, 2016 Commissioners' Meeting Minutes, May 25, 2016 Commissioners' Meeting Minutes, June 1, 2016 Commissioners' Meeting Minutes and June 8, 2016 Commissioners' Meeting Minutes.
4. Welcome and Thank You
5. Old Business:
 - a. **Re-announcement:**
The County of Lancaster will conduct public hearings to discuss the County's proposed Human Services Block Grant categorical funding allocations for Fiscal Year 2016-2017 on the following date:

Wednesday, June 29, 2016 at 9:15 a.m. during the County Commissioners' Meeting, Room 701, 150 North Queen Street, Lancaster, at which time the Board of Commissioners will consider the adoption of the Human Services Block Grant categorical funding allocations for Fiscal Year 2016-2017.

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

Public participation is invited.
6. New Business:
 - a. **Elizabethtown Borough Presentation**
Elizabethtown Borough Officials
 - b. **Ordinance No. 120**
Matthew Sternberg, Executive Director, Lancaster County Housing and Redevelopment Authorities
Justin Eby, Community Development Director, Lancaster County Housing and Redevelopment Authorities

"continued"

County Commissioners' Meeting Agenda
Wednesday, June 15, 2016

- c. **Facilities Management – Temporary Construction Easement Agreements**
Charles Douts, Director, Facilities Management

- d. **Facilities Management – Addendum to Agreement**
Charles Douts, Director, Facilities Management
Scott Russell, County Engineer, RETTEW

7. Questions and Answers from Public

8. Adjourn