

**COUNTY COMMISSIONERS' WORK SESSION AGENDA**  
**TUESDAY, JUNE 21, 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, June 7, 2016 Work Session Minutes and June 14, 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.

**10:00 a.m.**

Dale Brubaker, Grant Specialist, and Susan Ellison, Assistant District Attorney, District Attorney's Office – Grant Application (please refer to motion on tomorrow's agenda)

**10:05 a.m.**

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

**10:10 a.m.**

Crystal Natan, Executive Director, Children and Youth Agency, and David Mueller, Director, Office of Juvenile Probation – Agreements (please refer to motion on tomorrow's agenda)

**10:15 a.m.**

James Fasnacht, Senior Buyer, Purchasing – Bid Award for Bulk Delivery of Gas, Diesel Fuel and #2 Heating Oil (please refer to Resolution No. 48 of 2016 on tomorrow's agenda)

**10:20 a.m.**

Linda Schreiner, Senior Buyer, Purchasing; Lon Wible, Deputy Director, Office of Aging; and Lisa Paulson, Senior Center Program Director, Office of Aging – Bid Award for Food Items for Lancaster County Office of Aging (please refer to Resolution No. 49 of 2016 on tomorrow's agenda)

"continued"

- 10:25 a.m.** Daniel Foltz, Senior Buyer, Purchasing – Amended Agreement (please refer to motion on tomorrow’s agenda)
- 10:30 a.m.** Lawrence George, Executive Director, or Judy Erb, Deputy Director of Administration, Behavioral Health/Developmental Services – Amended Agreements and Agreements (please refer to motion on tomorrow’s agenda)
- 10:40 a.m.** Charles Douts, Director, Facilities Management – Modification to Funding Source for Addendum to Agreement (please refer to motion on tomorrow’s agenda)
- 10:45 a.m.** Matthew Sternberg, Executive Director, and Justin Eby, Community Development Director, Lancaster County Housing and Redevelopment Authorities – Discussion re. County designee appointments to the Board of Directors of the Land Bank Board and Creation of Lancaster County Land Bank Authority (please refer to Ordinance No. 120 on tomorrow’s agenda)
- 10:55 a.m.** Christina Hausner, County Solicitor – Fulton Opera House Mortgage Satisfaction (please refer to Resolution No. 50 of 2016 on tomorrow’s agenda)
- 11:00 a.m.** Randall Wenger, Chief Clerk/Registrar, Board of Elections – Compensation for Election District Officers (please refer to Election Board Resolution No. 9 of 2016 on tomorrow’s Election Board Agenda)

Other Discussion Items:

1. Appointments/Reappointments to County Boards
2. June 22, 2016 Commissioners’ Meeting Agenda
3. June 22, 2016 Election Board Meeting Agenda

**Adjourn**

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the District Attorney's Office, to approve the following:

**Grant Application With:**

Pennsylvania Commission on Crime and Delinquency  
(PCCD)  
Harrisburg, Pennsylvania

**Purpose:**

To submit a grant application for year one of Byrne Justice Assistance Grant for Local Initiatives funding to create a centralized minor judiciary court to process misdemeanor and non-complex felony domestic violence, dating violence and stalking cases. Grant funding will be used for salaries, a contractual agreement with Domestic Violence Legal Center, computer equipment and desk chairs.

**Amount/Term:**

Not to exceed \$132,931.00 for the period January 1, 2017 through December 31, 2017 (100% Federal funding).

6/22/16

**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.**

<b><u>Submitted by:</u></b>	Name and Title:	Dale Brubaker, Grant Specialist
	Department:	District Attorney's Office
	Date:	June 14, 2016

**Board Action Requested:**

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

Approval to submit a grant application

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

Pennsylvania Commission on Crime And Delinquency
PO Box 1167
Harrisburg, PA 17108

**Proposed Program Budget Information:**

Service	2016-2017 Amount to be Approved	2015-2016 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Approval to submit application	132,931.00				100% Federal

**Term of Contract:** Year 1 grant period January 1, 2017 – December 31, 2017

**Budget Comments:**

**Program Information:**

**Description of Service:**

We are seeking approval to submit an application to the PCCD's 2015/16 Byrne Justice Assistance Grant Single Solicitation for Local Initiatives

Funding will be used for salaries, a contractual agreement with Domestic Violence Legal Center, computer equipment and desk chairs.

Our goal is to receive grant funding to create a centralized minor judiciary court to process misdemeanor and non-complex felony domestic violence, dating violence and stalking cases. Appropriate cases will be fast-tracked to place offenders into rehabilitative services as quickly as possible, thereby helping to reduce recidivist offender behavior.

Year 2 funding is dependent on the continuation application being approved by PCCD

**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 22, 2016

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

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

\_\_\_\_\_  
Dale Brubaker, Grant Specialist

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

Susan Ellison, Asst. District Attorney

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

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

**Second Addendum to Lease Agreement With:**

1351 Elm LLC  
Lancaster, Pennsylvania

**Purpose:**

To extend the term of the existing lease for five years and to increase the rent from \$2,150.00 per month to \$2,350.00 per month for 2,000 square feet of office space utilized by Magisterial District Court 02-2-03 located at 1351 Elm Avenue, Lancaster, Pennsylvania.

**Amount:**

The annual rental fee shall be \$28,200.00 payable in monthly installments of \$2,350.00 (\$16.25 per square foot per year), plus utilities estimated at \$4,300.00 per year.

**Term:**

July 1, 2016 through June 30, 2021.

**Note:**

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

6/22/16

**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: June 22, 2016

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

**Provider Information: (Name, Address):** 1351 Elm LLC  
1284 Loop Road  
Lancaster, PA 17601

**Proposed Program Budget Information:**

Service	2016-2017 Amount to be Approved	2015-2016 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Lease of Office Space for MDJ Sponaugle	\$28,200.00/ yr	\$25,800/ yr	\$2,400.00/ yr	7.9%	County

**Term of Contract:** 5 Years

**Budget Comments:** Total cost over 5 year term would be \$141,000.00

**Program Information:** Magisterial District Court 02-2-03 Cost Center: B1600 21012 A7334

**Description of Service:** This is an addendum to the current lease with 1351 Elm St, LLC Lancaster, PA for 2000 sq ft of office space utilized for Magisterial District Court 02-2-03. The existing lease expired on December 31, 2013, and was extended by the previous owner, Concetta Mongiovi, until new owners could take possession of the property. The proposed addendum would extend the current lease for an additional 5 year term, increasing the rent from \$2,150.00

per month to \$2,350.00 per month. The new term would run from July 1, 2016 through June 30, 2021. This is a net lease where the County pays utilities estimated at \$4300/year. The total cost per square foot would increase from \$15.05 to \$16.25 representing a 7.9% increase. The facility remains in good condition and the past landlord has been extremely accommodating in attending to maintenance issues.

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

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

**Complete Sections Pertaining to Construction Projects:**

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

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

June 22, 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

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

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Children and Youth Agency and/or the Office of Juvenile Probation, to approve the following:

<u>Agreements With:</u>	<u>For:</u>	<u>Amounts Fiscal Year 2015-2016</u>
Children's Home of York York, PA	Foster Care – Ages 3 – 13	\$69.73/day
	Foster Care – Ages 14-18	\$69.73/day
	Foster Care – Teen Mother – Ages 14-18	\$69.73/day
	Foster Care – Ages 2 and Under	\$51.95/day
	Kinship Care – Ages 3-13	\$69.73/day
	Kinship Care – Ages 14-18	\$69.73/day
	George Street Independent Living Group Home	\$168.35/day
	Diagnostic Assessment	\$115.00/hour
	Girls' Center – Medical Assistance	\$0.00
	Personal Care Cost	\$2.00/day
The Children's Service Center of Wyoming Valley Wilkes Barre, PA	CRR Group Home – Room and Board	\$65.52/day

<u>Agreement With:</u>	<u>For:</u>	<u>Amounts Fiscal Year 2016-2017</u>
Jonathan M. Gransee, Psy.D. Lancaster, PA	Psychological Evaluation with Written Summary	\$550.00/evaluation
	No show for Psychological Evaluation	½ of \$550.00
	Psychological Evaluation with IQ Test	\$715.00/evaluation
	Weschler Memory Test	\$165.00/test
	Staff Consultation after Evaluation	\$83.00/hour
	Court Testimony	\$110.00/hour
	Staff and Resource Parent Training	\$110.00/hour

<u>Agreements With:</u>	<u>For:</u>	<u>Amounts Fiscal Year 2015-2016</u>
Hope's Haven Residential Residential Services LLC (formerly Esperanza Hope Haven, LLC) Pequea, PA	Residential/Supervised Independent Living Program	\$252.29/day
	Psychiatric Assessment Evaluation	\$225.00/evaluation
New Life Youth and Family Services Schwenksville, PA	Residential Services – Girls	\$195.00/day
	Residential Services – Boys	\$153.62/day
	Boys Shelter	\$182.45/day
	Transitional Living	\$142.83/day

"continued"

<u>Agreement With:</u>	<u>For:</u>	<u>Amounts</u> <u>Fiscal Year</u> <u>2016-2017</u>
Triad Treatment Specialists, Inc. Lancaster, PA	Sexual Offender/Sexual Deviance Evaluation	\$325.00/evaluation
	Sexual Offender/Deviance Evaluation within ten business days	\$350.00/evaluation
	Psychosexual/Sexual Victimization Evaluation	\$325.00/evaluation
	ABEL Assessment	\$350.00/assessment
	Domestic Violence Assessment	\$200.00/assessment
	Psychological Evaluation	\$500.00/evaluation
	Psychological Evaluation/Psychosexual Evaluation/ Juvenile Offender Risk Assessment	\$700.00/evaluation and assessment
	Individual Therapy	\$85.00/hour
	Therapeutic Polygraph	\$325.00/polygraph
	No Show Polygraph	\$150.00
	Court Appearances	\$75.00/hour
	Staff Training	\$75.00/hour
	No Show – Evaluations	\$75.00
Exams (in excess of four hours)	\$50.00/hour	

## REQUEST SUMMARY

ITEMS FOR COMMISSIONERS' AGENDA ON JUNE 22, 2006

from

Crystal A. Natan, Executive Director, Children and Youth Agency  
David H. Mueller, Director, Juvenile Probation Office

Item #	Name of Contract/ Provider	Term	Services	Amount being Requested	Percent of Increase/ Decrease	Outcomes	Trends
1	Children's Home of York (York County)	7/01/15-6/30/16	Foster Care-Ages 3-13 Foster Care-Ages 14-18 Foster Care-Teen Mother-Ages 14-18 Foster Care-Ages 2 and Under Kinship Care-Ages 3-13 Kinship Care-Ages 14-18 George Street IL Group Home Diagnostic Assessment Girls' Center Personal Care Cost	\$69.73 \$69.73 \$69.73 \$51.95 \$69.73 \$69.73 \$168.35 \$115.00 \$0.00 \$2.00	3.00% 3.00% 3.00% 1.37% 3.00% 3.00% 3.00% 0.00% 0.00% 0.00%	Expected outcome goal information from providers for FY 15-16 will include the following areas: 1. Referral/Acceptance and Rejection Trends; 2. Discharge information; 3. Child arrests for delinquent behavior during placement; 4. Provider use of restraints.  These outcomes have been developed by DHS's Office of Children, Youth and Families and are expected to be standardized among all providers throughout PA.	Children's Home of York (CHOY) provides emergency and specialized foster and kinship care services, an Independent Living group home, and diagnostic services. The Girls' Center Residential Treatment Center is MA approved and serves girls diagnosed with mental health disorders.
2	Children's Service Center of Wyoming Valley (Lackawanna County)	7/01/15-6/30/16	CRR Group Home - R&B	\$65.52	NEW	Expected outcome goal information from providers for FY 15-16 will include the following areas: 1. Referral/Acceptance and Rejection Trends; 2. Discharge information; 3. Child arrests for delinquent behavior during placement; 4. Provider use of restraints.  These outcomes have been developed by DHS's Office of Children, Youth and Families and are expected to be standardized among all providers throughout PA.	Children's Service Center of Wyoming Valley has two CRR group homes. The Bennet Home, located on the South Franklin Street campus, accommodates males ages 12 to 17 with behavioral health needs. The Nanticoke Group Home serves co-ed adolescents ages 12 to 17 with behavioral health needs. CSC is accredited by the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO).
3	Jonathan M. Gransee	7/01/16-6/30/17	Psychological Evaluation No Show for Psychological Evaluations Psychological Evaluation with IQ Test Wechsler Memory Test Consultation after Evaluation Court Testimony	\$550.00 1/2 of \$550 \$715.00 \$165.00 \$83.00 \$110.00	10.00% 10.00% 10.00% 10.00% 10.67% 10.00%	The primary objective of this contract is to provide timely psychological evaluations and parent functioning assessments to parents who have court-ordered involvement with their children in welfare system	Jonathan Gransee & Associates conducts psychological evaluations (including parenting assessments), intelligence testing, and staff and resource parent trainings for the Agency. 101 referrals for these mental health services were made to him

Item #	Name of Contract/ Provider	Term	Services	Amount being Requested	Percent of Increase/ Decrease	Outcomes	Trends
4	Hope's Haven Residential Services LLC (formerly Esperanza: Hope's Haven, LLC)	7/01/15-6/30/16	Staff and Resource Parent Training  Residential/SIL Program Psychiatric Assessment Evaluation	\$110.00  \$252.29 \$225.00	10.00%  0.00% NEW	Expected outcome goal information from providers for FY 15-16 will include the following areas: 1. Referral/Acceptance and Rejection Trends; 2. Discharge information; 3. Child arrests for delinquent behavior during placement; 4. Provider use of restraints.  These outcomes have been developed by DHS's Office of Children, Youth and Families and are expected to be standardized among all providers throughout PA.	Hope's Haven serves both dependent and delinquent females. The program works with clients to address their trauma, emotional management, and developmental life skills. Their program structure and connectivity to the services in the Lancaster County community will be the key component to allowing these young females to prepare to live independently in their communities. Their mission includes utilizing evidenced based practices to address identifiable core issues to modify behavior, reduce the likelihood of recidivism and to develop independent living skills, in a comfortable and structured residential group home environment.
5	New Life Youth and Family Services (Montgomery/Delaware County)	7/01/15-6/30/16	Residential Services-Girls Residential Services-Boys Transitional Living Boys Shelter	\$195.00 \$153.62 \$142.83 \$182.45	0.00% 4.00% 4.00% 4.00%	Expected outcome goal information from providers for FY 15-16 will include the following areas: 1. Referral/Acceptance and Rejection Trends; 2. Discharge information; 3. Child arrests for delinquent behavior during placement; 4. Provider use of restraints.  These outcomes have been developed by DHS's Office of Children, Youth and Families and are expected to be standardized among all providers throughout PA.	The New Life Residential Program serves troubled youth ranging in age, from 12 to 18 who are struggling with a range of emotional and behavioral issues. The program provides individualized residential treatment through a solid integration of therapeutic, academic, social, and environmental interventions that help adolescent girls gain a sense of self worth and personal control in their lives. This service will no longer be offered to girls in FY 16-17. New Life provides shelter services for dependent youth ages 12-17 in a staff secured, structured, caring and highly supportive environment. The shelter program assists teens who are experiencing personal, interpersonal, school and family difficulties.

Item #	Name of Contract/ Provider	Term	Services	Amount being Requested	Percent of Increase/ Decrease	Outcomes	Trends
6	Triad Treatment Specialists, Inc.	7/01/16- 6/30/17	Sexual Offender/Sexual Deviance Evaluation Offender/Deviance Evaluation within 10 days Psychosexual/Sexual Victimization Evaluation ABEL Assessment Domestic Violence Assessment Psychological Evaluation Evaluation/Risk Assessment Individual Therapy Therapeutic Polygraph No Show-Polygraph Court Appearances Staff Training No Show-Evaluations Exams in excess of 4 hours	\$325.00 \$350.00 \$325.00 \$350.00 \$200.00 \$500.00 \$700.00 \$85.00 \$325.00 \$150.00 \$75.00 \$75.00 \$75.00 \$50.00	0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	35 referrals were made to Triad Treatment Specialists, Inc. from CYA during 2015-2016 that were paid for under this contract. The majority of the referrals were for court-ordered evaluations and follow up services.	Triad Treatment Specialists, Inc. provides sexual offender, victimization and ABEL evaluations. The Agency frequently uses this provider in sexual abuse and mistreatment investigations

## RESOLUTION NO. 48 OF 2016

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_;

**WHEREAS**, Sealed proposals were received by the County of Lancaster and publicly opened and read on Wednesday, June 8, 2016 at 11:00 a.m. for bulk delivery of gas, diesel fuel and #2 heating oil for Lancaster County and the Lancaster County Cooperative Purchasing Board for a one-year period, effective July 1, 2016 through June 30, 2017, with a 30, 60 or 90 day extension option.

**NOW, THEREFORE, BE IT RESOLVED BY THE LANCASTER COUNTY BOARD OF COMMISSIONERS**, That contracts be awarded to the following companies, for the items and amounts specified, which are the lowest and/or best bids received, and are in accordance with the advertisements, specifications and bids received therefore, and contracts therefore directed to be drawn subject to the filing of performance bonds.

**Contracts Awarded To :**

**For:**

**Amounts:**

	<b>Bulk Delivery of Gas, Diesel Fuel and #2 Heating Oil for Lancaster County and the Lancaster County Cooperative Purchasing Board for a One-Year Period, Effective July 1, 2016 through June 30, 2017, with a 30, 60 or 90 Day Extension Option</b>	
Talley Petroleum Enterprises, Inc. Grantville, Pennsylvania	Line Items 1, 2, 5, 10, 12 and 12-a	\$559,675.79
James River Solutions Ashland, Virginia	Line Items 4 and 6	\$384,704.04
	<b>TOTAL AWARD</b>	<b>\$944,379.00</b>
	<b>Lancaster County's Portion</b>	<b>\$ 30,003.00</b>

6/22/16

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: Jim Fasnacht, Senior Buyer  
 Department: Purchasing  
 Date: 6/14/16

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

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

Bid Award –  
Talley Petroleum Enterprises, Inc.  
 10046 Allentown Blvd.  
 Grantville PA 17028  
 \$ 559,675.79  
 For line items: 1,2,5,10,12 & 12-a

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James River Solutions  
 10487 Lakeridge Parkway  
 Ashland VA 23005  
 \$384,704.04  
 For line items: 4 & 6

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No estimates for line items: 1-a,2-a,3&3-a,4-a,5-a,10-a,  
 11& 11-a,13&13-a

**Proposed Program Budget Information:**

<b>Service</b>	<b>2016-17 Amount to be Approved</b>	<b>2015-2016 Amount</b>	<b>Amount Increase/ Decrease</b>	<b>Percent Increase/ Decrease</b>	<b>Percent Funding Source (Co., State, Fed)</b>
TOTAL AWARD	\$944,379.00	\$1,193,306.	(\$247,927.00)	(20.9%)	
County Portion	\$30,003.00	\$39,272.00	(\$9,269.00)	(23.6%)	
Please note: Cost and % variances were determined by applying 2015-2016 pricing to the 2016-2017 survey estimates					

**Term of Contract:** July 1, 2016 – June 30, 2017 with a 30, 60 or 90 day extension option

**Budget Comments:**

**Program Information:**

**Description of Service:**

Sealed bids were received by the Controller's Office for IFB #16-007 and publicly opened on Wednesday, June 8<sup>th</sup> at 11:00 AM. Per gallon bid prices were determined by applying their **markup** amounts to the OPIS prices listed as of June 3<sup>rd</sup>, 2016 at 17:06 hours. Main reason for reduction in contract dollar amounts is due to the fact that the OPIS prices used for this year's bids were on an average 21% lower than in 2015.

**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
4	NO	For line items 1, 2 & 5 the \$250 bid difference is being exercised for the lowest aggregate cost	YES	

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

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

**Weds. June 22, 2016**

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

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

Jim Fasnacht, Senior Buyer

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

Jim Fasnacht, Senior buyer

## RESOLUTION NO. 49 OF 2016

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_;

**WHEREAS**, Sealed proposals were received by the County of Lancaster and publicly opened and read on Wednesday, May 4, 2016 at 11:00 a.m. for food items and food service supplies for the Lancaster County Office of Aging for a one-year period, effective July 1, 2016 through June 30, 2017.

**NOW, THEREFORE, BE IT RESOLVED BY THE LANCASTER COUNTY BOARD OF COMMISSIONERS,** That contracts be awarded to the following companies, for the items and amounts specified, which are the lowest and/or best bids received, and are in accordance with the advertisements, specifications and bids received therefore, and contracts therefore directed to be drawn.

<b><u>Contracts Awarded To:</u></b>	<b><u>For:</u></b>	<b><u>Amounts:</u></b>
Karetas Foods, Inc. Reading, Pennsylvania	Food Items for Lancaster County Office of Aging	\$24,014.89
Pennsylvania Paper & Supply Co., Inc. Scranton, Pennsylvania	Food Service Supplies for Lancaster County Office of Aging	\$ 6,682.24
	<b>TOTAL AWARD</b>	<b>\$30,697.13</b>

6/22/16

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: Linda Schreiner, Senior Buyer  
 Department: Purchasing  
 Date: June 15, 2016

**Board Action Requested:** Award – Food Items and Food Service Supplies for the Lancaster County Office of Aging  
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.) IFB# 16-003

**Provider Information: (Name, Address):**  
**FOOD ITEMS:**  
 Karetas Foods Inc.  
 1012 Tuckerton Court  
 Reading, PA 19605  
**FOOD SERVICE SUPPLIES:**  
 Pennsylvania Paper & Supply Co. Inc.  
 215 Vine Street  
 Scranton, PA 18503

**Proposed Program Budget Information:**

Service	2016-17 Amount to be Approved	2015-16 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Food Items and Food Service Supplies for the Lancaster County Office of Aging	\$ 30,697.13	\$ 30,130.27	\$ 566.86	1.85%	County
Food Items (KARETAS FOODS INC.)	\$ 24,014.89	\$ 22,626.03	\$ 1,388.86		
Food Service Supplies (PA PAPER & SUPPLY)	\$ 6,682.24	\$ 7,504.24	(\$ 822.00)		

\*Note: Cost increases/decreases are based on estimated annual usage. Monthly invoices will vary based on actual order quantities and items.

**Term of Contract:** July 1, 2016 – June 30, 2017

**Budget Comments:**

**Program Information:**

**Description of Service:**

This award recommendation is pursuant to an Invitation for Bids (16-003) issued by the Purchasing Department for Food Items and Food Service Supplies for the Lancaster County Office of Aging. Sealed proposals were opened on Wednesday, May 4, 2016.

This contract is a 1-year period from July 1, 2016 through June 30, 2017.

Although we are reporting approximate cost increase for the recommended contract, we need to caution that cost increases/decreases are based on estimated annual usage. Monthly invoices will vary based on actual items and quantities purchased.

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

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

**Complete Sections Pertaining to Construction Projects:**

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

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

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

June 22, 2016

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

Linda Schreiner, Senior Buyer  
Lon R. Wible, Deputy Director  
Lisa M. Paulson, Senior Center Program Director

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

Linda Schreiner, Senior Buyer  
Lon R. Wible, Deputy Director  
Lisa M. Paulson, Senior Center Program Director

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Purchasing Department, to approve the following:

**Amended Agreement With:**

Enterprise Fleet Management  
Harrisburg, Pennsylvania

**Purpose:**

To lower the monthly amount to lease vehicles in 2016 due to a reduction in the lease amounts for the Sheriff's Office vehicles.

**Amount:**

Decrease the amount of the existing agreement by \$7.01 per month, for a total monthly amount not to exceed \$5,243.37.

6/22/16

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: Daniel Foltz, Senior Buyer  
 Department: Purchasing  
 Date: 6/22/16

**Board Action Requested:**  
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.) Agreement - Amendment  
**Provider Information: (Name, Address):** Enterprise Fleet Management  
 2625 Market Place  
 Harrisburg, Pa. 17110

**Proposed Program Budget Information:**

Service	2016 Amount to be Approved	2015-2016 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Contract with Enterprise to lease vehicles on an ongoing basis. Co-stars pricing on Vehicles. Lease contract piggy backed from RFP issued by Lackawanna County.				\$7.01 per month	County

**Term of Contract:** Professional services agreement with continually yearly extensions  
**Budget Comments:**

**Program Information:**

**Description of Service:**

This is an amendment to the agreement approved by this Board on March 2, 2016. This amendment is to reduce the monthly lease amount by \$7.01, from \$5250.38 a month to \$5243.37 a month. The reduction is possible because of a reduction in the lease amounts for the Sheriff's vehicles.

**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?:**

Wednesday June 22, 2016

**Who will be in attendance at the County Commissioners'**

**Work Session? Please include name and title:**

Daniel Foltz, Senior Buyer

**Who will be in attendance at the County Commissioners'**

**Meeting to comment on this item? Please include name and title:**

Daniel Foltz, Senior Buyer

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of Behavioral Health/Developmental Services (BH/DS), to approve the following:

1. **Amended Agreement No. 3 With:** Cerebral Palsy Association of Chester County, Inc.  
Exton, Pennsylvania

**Purpose:** To reduce occupational therapy and speech therapy services and increase special instruction and physical therapy services based on projected utilization of services.

**Amount/Term:** Increase the amount of the existing contract by \$8,484.17, for a total contract amount not to exceed \$58,044.65 for Fiscal Year 2015-2016.
2. **Amended Agreement No. 3 With:** J. Cornack Therapy Group, LLC  
Lititz, Pennsylvania

**Purpose:** To reduce physical therapy services and increase speech therapy, special instruction and occupational therapy services based on projected utilization of services.

**Amount/Term:** Increase the amount of the existing contract by \$19,420.46, for a total contract amount not to exceed \$495,006.38 for Fiscal Year 2015-2016.
3. **Amended Agreement No. 1 With:** Faithful at Home Care, LLC  
dba Caring Matters Home Care  
Lancaster, Pennsylvania

**Purpose:** To increase home and community habilitation and family aide services based on projected utilization of services.

**Amount/Term:** Increase the amount of the existing contract by \$2,926.97, for a total contract amount not to exceed \$37,527.75 for Fiscal Year 2015-2016.
4. **Amended Agreement No. 1 With:** Masonic Village of the Grand Lodge of PA  
Elizabethtown, Pennsylvania

**Purpose:** To increase community habilitation services and decrease older adult services based on projected utilization of services.

**Amount/Term:** Increase the amount of the existing contract by \$2,384.62, for a total contract amount not to exceed \$189,274.46 for Fiscal Year 2015-2016.

"continued"

**Behavioral Health/Developmental Services – Amended Agreements and Agreements**  
**Page 2**

5. **Amended Agreement No. 1 With:** Linda Weaver  
Willow Street, Pennsylvania
- Purpose:** To increase support coordination services based on projected utilization of services.
- Amount/Term:** Increase the amount of the existing contract by \$1,624.30, for a total contract amount not to exceed \$25,207.38 for Fiscal Year 2015-2016.
6. **Agreement With:** Aaron's Acres  
Lancaster, Pennsylvania
- Purpose:** To provide School Year Program, Aaron's Acres Acts of Kindness (AAAOK) and camp services to individuals served by Lancaster County Intellectual Disabilities.
- Amount/Term:** Not to exceed \$51,862.50 for Fiscal Year 2016-2017.
7. **Agreement With:** Faithful at Home Care, LLC  
dba Caring Matters Home Care  
Lancaster, Pennsylvania
- Purpose:** To provide home and community habilitation and family aide services to individuals served by Lancaster County Intellectual Disabilities.
- Amount/Term:** Not to exceed \$43,352.93 for Fiscal Year 2016-2017.
8. **Agreement With:** Masonic Village of the Grand Lodge of PA  
Elizabethtown, Pennsylvania
- Purpose:** To provide community and residential habilitation services and day programs to individuals served by Lancaster County Intellectual Disabilities.
- Amount/Term:** Not to exceed \$200,494.28 for Fiscal Year 2016-2017.
9. **Agreement With:** Simon Zimmerman, Esquire  
Lancaster, Pennsylvania
- Purpose:** To provide mental health reviews to individuals served by Lancaster County Behavioral Health.
- Amount/Term:** Not to exceed \$22,300.00 for Fiscal Year 2016-2017 plus mileage reimbursement at the prevailing US General Services Administration (GSA) rate currently at \$0.54.

# REQUEST SUMMARY

ITEMS FOR COMMISSIONERS' AGENDA ON JUNE 22, 2016

from

## LANCASTER COUNTY BEHAVIORAL HEALTH/DEVELOPMENTAL SERVICES

Item #	Unit	Name of Contract Provider	Term	Budget Amount Being Requested	Percent of Increase/Decrease	Goals (Define goals by percentages when applicable)	Trends
1	EI	Cerebral Palsy Association of Chester County, Inc.	07/01/15 – 06/30/16	\$ 58,044.65	17.12% Increase	Provides special instructions and therapies to individuals being served by Lancaster County Early Intervention.	Amendment #3: Occupational Therapy and Speech Therapy. Anticipate reductions of (\$4,033.52), while Special Instructions is anticipating an increase in utilization of \$8,928.81 and Physical Therapy is anticipating an increase in utilization of \$3,588.88. This is a net increase of \$8,484.17.
2	EI	J. Cornack Therapy Group, LLC	07/01/15 – 06/30/16	\$495,006.38	4.08%	Provides special instruction and therapy services to children served by Lancaster County Early Intervention.	Amendment #3: Anticipated reduction in utilization of Physical Therapy of (\$3,970.00). An increase in anticipated utilization of Speech Therapy of \$12,164.08, Special Instruction of \$7,669.26 and Occupational Therapy of \$3,557.12. This is a net contract increase of \$19,420.46.
3	ID	Faithful at Home Care, LLC d/b/a Caring Matters Home Care	07/01/15 – 06/30/16	\$ 37,527.75	8.46% Increase	To provide Home & Community Habilitation & Family Aide services to individuals being served by Lancaster County Intellectual Disabilities.	Amendment #1: an increase in projected utilization as individuals choose this provider to deliver services. This has resulted in a total contract increase of \$2,926.97.

4	ID	Masonic Village of the Grand Lodge of PA	07/01/15 – 06/30/16	\$189,274.46	1.28% Increase	To Provide residential and day programs for individuals open with Lancaster County Intellectual Disabilities.	Amendment #1: Anticipated increase utilization in Community Habilitation of (+\$2,549.10) is partiality offset by slight lower utilization of Older Adult of (-\$164.48). Please see Provider Specific Terms & Conditions included in the Service Contract.
5	EI	Weaver, Linda	07/01/15 – 06/30/16	\$ 25,207.38	6.89% Increase	Provides support coordination services to individuals being served by Lancaster County Early Intervention.	Amendment #1: Anticipated utilization s up \$1,624.30.
6	ID	Aaron's Acres	07/01/16 – 06/30/17	\$ 51,862.50	-0-	To provide School Year Program, Aaron's Acres Acts of Kindness (AAOK) and camp services to individuals being served by Lancaster County Intellectual Disabilities.	Payment is based upon the availability of funding. The contracted amount may need to be adjusted based upon the final allocation received by ID. Please see Provider Specific Terms & Conditions included in the Service Contract.
7	ID	Faithful at Home Care, LLC d/b/a Caring Matters Home Care	07/01/16 – 06/30/17	\$ 43,352.93	15.52% Increase	To provide Home & Community Habilitation & Family Aide services to individuals being served by Lancaster County Intellectual Disabilities.	Payment is based upon the availability of funding. The continuation of services approved in 2015/2016 resulted in an overall increase of \$5,825.18 in 2016/2017.

8	ID	Masonic Village of the Grand Lodge of PA	07/01/16 – 06/30/17	\$200,494.28	.93% Increase	To provide residential and day programs for individuals open with Lancaster County Intellectual Disabilities.	Payment is based upon the availability of funding. The contracted amount may need to be adjusted based upon the final allocation received by Lancaster County Intellectual Disabilities. Please see the Provider Specific Terms and Conditions document included in the Service Contract.
9	MH	Zimmerman, Simon, Esquire	07/01/16 – 06/30/17	\$ 22,300.00	5.19% Increase	Provides mental health reviews for individuals being served by Lancaster County Behavioral Health.	Mileage will be reimbursed at the prevailing US General Services Administration (GSA) rate; currently \$0.54 effective 01/01/16.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the Facilities Management Department, to modify the funding source by using Act 13 funds for payment of construction administration services to RETTEW under Addendum #1, Agreement approved June 15, 2016. The total amount of the agreement is \$88,800.00.

6/22/16

**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: Charles Douts  
 Department: Facilities Management  
 Date: June 17, 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 ACT 13

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 22, 2016

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**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**

Same as above

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**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**

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## 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

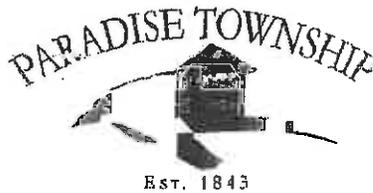
Police Executive Training – Penn State University

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



2 TOWNSHIP DRIVE  
BOX 40  
PARADISE, PA 17662

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 that reads "Dennis R. Groff".

Dennis R. Groff, Paradise Township

## Jeffrey Scheuren

Lancaster, Pennsylvania Area Cell Phone: 2403644800 Email: [jeffrey@scheuren.net](mailto: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.

- 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

## **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:

2016

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.

**RESOLUTION NO. 50 OF 2016**

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_;

**WHEREAS**, On November 22, 1992, the County of Lancaster extended a loan in the amount of One Million One Hundred Thousand Dollars (\$1,100,000.00) to the Fulton Opera House Foundation for the purpose of assisting in the renovation and rehabilitation of the Fulton Opera House; and

**WHEREAS**, The aforementioned loan was secured by the Mortgage recorded on November 25, 1992 in the Office of the Recorder of Deeds at Book 3711 Page 0613 and the Mortgage recorded on January 6, 1995 in the Office of the Recorder of Deeds at Book 4540 Page 0608 on real property of the Fulton Opera House Foundation commonly known as 12 -14 North Prince Street, City and County of Lancaster; and

**WHEREAS**, Repayment of the loan was not made as required by the schedule set forth in the Loan Agreement between the County of Lancaster, Pennsylvania and the Fulton Opera House Foundation; and

**WHEREAS**, 2002 was the last year in which the County booked a loan receivable in the Fulton Opera House Foundation indebtedness, and the \$1,037,530.00 outstanding loan was written off in 2003.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA** that Dennis P. Stuckey, Chairman of the Board, be authorized to sign two "Satisfaction Pieces" certifying that debt secured by the two Mortgages referenced above has been discharged.

ADOPTED this 22<sup>nd</sup> day of June, 2016 by the Board of Commissioners of the County of Lancaster, Pennsylvania in lawful session duly assembled.

ATTEST:

\_\_\_\_\_  
Robert T. Still, Chief Clerk  
County of Lancaster, PA  
Date: June 22, 2016

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

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

\_\_\_\_\_  
Craig E. Lehman

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

6/22/16

**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: Christina Hausner, Esquire  
 Department: Solicitor's Office  
 Date: June 22, 2016

**Board Action Requested:** Approval of Resolution No. 50 of 2016 re. Fulton Opera House Mortgage satisfaction.  
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

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

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**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:**

Fulton Bank requested that the County of Lancaster provide signed mortgage satisfaction documents agreeing that a \$1.1 million mortgage that the Fulton Opera House gave the County 1992 was satisfied. (There are 2 satisfaction documents because in 1995, the Fulton Opera House acquired a new piece of property and the mortgage was "spread" upon that additional property.) The Controller's Office confirmed that 2002 was the last year in which this debt was booked a loan receivable (in the amount of \$1,037,530.00 which reflected partial repayment) and that the \$1,037,530.00 outstanding loan was written off in 2003. A mortgagee has a duty to certify that a mortgage has been satisfied on a document such as a satisfaction piece when the underlying debt has been discharged, and Resolution 50 represents action to comply with this requirement.

**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'**

June 22, 2016

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

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

Christina Hausner, County Solicitor

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

Christina Hausner, County Solicitor

**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.**

## **ELECTION BOARD RESOLUTION NO. 9 OF 2016**

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_;

**WHEREAS**, Section 412.2 of the Pennsylvania Election Code, Act of June 3, 1937, as amended, (hereinafter "Election Code") governs the compensation of district election officers; and

**WHEREAS**, The County Board of Elections in each county is responsible for fixing the compensation of judges of elections, inspectors of elections and clerks and machine operators; and

**WHEREAS** The Lancaster County Board of Elections, being responsible for fixing the compensation of the various election district officers, believes that it is appropriate to adjust the current compensation of judges of elections and inspectors of elections.

**NOW, THEREFORE, BE IT RESOLVED BY THE LANCASTER COUNTY BOARD OF ELECTIONS** as follows:

1. The total compensation for judges of elections for each election is fixed at One Hundred Forty Dollars (\$140.00).
2. The compensation for each majority and minority inspector of elections for each election is fixed at One Hundred Ten Dollars (\$110.00).
3. Pursuant to Section 412.2(g) of the Election Code, the total compensation for constables and deputy constables performing duties on Election Day, as provided for in the Election Code, is fixed at One Hundred Ten Dollars (\$110.00) for each election.
4. The compensation for each clerk and machine inspector is fixed for each election at One Hundred Dollars (\$100.00). For any clerk or machine inspector who performs duties for one-half of an election day, as authorized by Section 412.2(b) of the Election Code, and if authorized by this Board, the compensation shall be fixed at one-half of the daily rate of One Hundred Dollars (\$100.00).
5. Each district election officer attending the training class provided by the Board shall receive Ten Dollars (\$10.00).
6. The compensation amounts identified in this Resolution shall become effective on January 1, 2018.

THIS RESOLUTION has been enacted this 22nd day of June, 2016.

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

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

\_\_\_\_\_  
Craig E. Lehman

**Lancaster County Board of Elections**

# LANCASTER COUNTY COMMISSIONERS' MEETING

## AGENDA

JUNE 22, 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 May 18, 2016 Commissioners' Meeting Minutes, May 25, 2016 Commissioners' Meeting Minutes, June 1, 2016 Commissioners' Meeting Minutes, June 8, 2016 Commissioners' Meeting Minutes and June 15, 2016 Evening Commissioners' Meeting Minutes.
4. 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.
5. New Business:
  - a. **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 22, 2016**

**Page 2**

**b. Resolution No. 48 of 2016**

James Fasnacht, Senior Buyer, Purchasing

**c. Resolution No. 49 of 2016**

Linda Schreiner, Senior Buyer, Purchasing

Lon Wible, Deputy Director, Office of Aging

Lisa Paulson, Senior Center Program Director, Office of Aging

**d. Resolution No. 50 of 2016**

Christina Hausner, County Solicitor

**e. Purchasing – Amended Agreement**

Daniel Foltz, Senior Buyer, Purchasing

**f. District Attorney's Office – Grant Application**

Dale Brubaker, Grant Specialist, District Attorney's Office

Susan Ellison, Assistant District Attorney, District Attorney's Office

**g. Court Administration – Second Addendum to Lease Agreement**

Russell Glass, Deputy Court Administrator

**h. Children and Youth Agency and/or Office of Juvenile Probation – Agreements**

Crystal Natan, Executive Director, Children and Youth Agency

David Mueller, Director, Office of Juvenile Probation

**i. Behavioral Health/Developmental Services – Amended Agreements and Agreements**

Lawrence George, Executive Director, Behavioral Health/Developmental Services, or

Judy Erb, Deputy Director of Administration, Behavioral Health/Developmental Services

**j. Facilities Management – Modification to Funding Source for Addendum to Agreement**

Charles Douts, Director, Facilities Management

6. Business from Guests

7. Adjourn

# LANCASTER COUNTY ELECTION BOARD

## AGENDA

JUNE 22, 2016



1. Meeting Called to Order:
2. Minutes as Distributed: Approval of March 23, 2016 Election Board Minutes, March 30, 2016 Election Board Minutes, April 6, 2016 Election Board Minutes and April 22, 2016 Election Board Minutes.
3. Old Business:
4. New Business
  - a. Resolution No. 9 of 2016  
Randall Wenger, Chief Clerk/Registrar, Board of Elections
5. Business from Guests
6. Adjourn