

**COUNTY COMMISSIONERS' WORK SESSION AGENDA**  
**TUESDAY, AUGUST 23, 2016**

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

**EXECUTIVE SESSION:**

Christina Hausner, County Solicitor

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

**PUBLIC SESSION:**

Approval of July 5, 2016 Work Session Minutes and August 2, 2016 Work Session Minutes. Postpone approval of July 19, 2016 Work Session Minutes and August 16, 2016 Work Session Minutes.

**Announcement:**

An evening Commissioners' Meeting will be held on Tuesday, September 13, 2016 at 7:00 p.m. at Colerain Township Municipal Building, 1803 Kirkwood Pike, Kirkwood, Pennsylvania. There will be no Commissioners' Meeting scheduled for Wednesday morning, September 14, 2016 at 9:15 a.m.

**10:00 a.m.**

Mark Wilson, Director, Adult Probation and Parole Services – Grant-In-Aid Application/Grant Agreement and Renewal Agreement (please refer to motion on tomorrow's agenda)

**10:05 a.m.**

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

Other Discussion Items:

1. Appointments/Reappointments to County Boards
2. August 24, 2016 Commissioners' Meeting Agenda

**Adjourn**

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of Adult Probation and Parole Services, to approve the following:

1. **Grant-In-Aid Application and Grant Agreement With:**

Pennsylvania Board of Probation and Parole  
Bureau of Probation Services  
Harrisburg, Pennsylvania

**Purpose:**

To apply for funding for the improvement of County Adult Probation Services. This request for funding applies only to salaries of employees deemed eligible for state reimbursement by the Pennsylvania Board of Probation and Parole.

**Amount/Term:**

\$5,760,136.00 for the period July 1, 2016 through June 30, 2017 (100% State funding).

2. **Renewal Agreement With:**

Pennsylvania Board of Probation and Parole  
Bureau of Probation Services  
Harrisburg, Pennsylvania

**Purpose:**

To receive monies from the State Offender Supervision Fund. The Pennsylvania Board of Probation and Parole will return to the County the Offender Supervision Fees received by the Pennsylvania Department of Revenue from the County for the period May 1, 2016 through April 30, 2017. These funds will be used solely to pay employees' salaries and benefits and operational expenses of Adult Probation and Parole Services.

**Term:**

July 1, 2016 through June 30, 2017 (This represents year five of the five-year agreement).

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

**COVER SHEET FOR**

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

**Submitted by:** Name and Title: MARK WILSON, DIRECTOR

Department: ADULT PROBATION & PAROLE SERVICES

Date: July 13, 2016

**Board Action Requested:** 2016-2017  
(Specify Agreement, Amended Agreement, Grant App.,  
Change Order, Bid Award etc.) GRANT-IN-AID PROGRAM APPLICATION

**Provider Information: (Name, Address):** PA BOARD OF PROBATION & PAROLE  
1101 S. Front Street Suite 5900  
Harrisburg PA 17104-2545

**Proposed Program Budget Information:**

Service	2016-17 Amount to be Approved	2014-2015 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Salary and Benefits	\$5,760,136	\$5,713,021	+\$47,115	+.82%	100%

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

**Budget Comments:** \_\_\_\_\_

**Program Information/Description of Service:**

This request for funding applies only to salaries of employees deemed eligible for state reimbursement by the PA Board of Probation and Parole (PBPP). In FY 2015-2016, the PBPP reimbursed 32.0% of the salaries for 23 professional employees at a total of \$356,642. Since 1991, no new positions have been funded. In this year's application (2015-2016), we are requesting reimbursement for 122 professional staff. All full-time professional positions have been included in this year's funding request in hopes that the PA Board of Probation and Parole will fund all eligible positions. The percentage of salary reimbursement and the number of positions reimbursed in 2016-2017 year is unknown at this time and unpredictable.

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**COVER SHEET FOR**

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

**Submitted by:** Name and Title: MARK WILSON, DIRECTOR  
 Department: ADULT PROBATION & PAROLE SERVICES  
 Date: July 10, 2016

**Board Action Requested:** 2016-2017 STATE OFFENDER SUPERVISION FUND AGREEMENT RENEWAL  
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

**Provider Information: (Name, Address):** PA BOARD OF PROBATION & PAROLE  
1101 S. Front Street Suite 5900  
Harrisburg PA 17104-2545

**Proposed Program Budget Information:**

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

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

**Budget Comments:** \_\_\_\_\_

**Program Information/Description of Service:**

Pursuant to 18 P.S. § 11.1102 and Paragraph 8 of the State Offender Supervision Fund Contract, this is a one-year Renewal for the period July 1, 2016 through June 30, 2017. The current five-year State Offender Supervision Fund Contract commenced on July 1, 2012 and ends June 30, 2017. The Pennsylvania Board of Probation and Parole will return to the County the Offender Supervision Fees received by the Department of Revenue from the County for the period May 1, 2016 through April 30, 2017.

**SUPERVISION FEES COLLECTED**

2014/2015 - \$1,108,393    2015/2016- \$1,153,605.67    Increase- \$ 45,213    4% Increase

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:

1. **First Addendum to Lease Agreement With:**

Hocking and Fetter LP  
Ephrata, Pennsylvania

**Purpose:**

To amend the existing lease for office space utilized by Magisterial District Court 02-2-07 located at 609 East Main Street, Ephrata, Pennsylvania as follows:

- This addendum shall effect a new five year lease term which shall include an additional 480 square feet of space for a total of 2,164 square feet.
- Hocking and Fetter LP shall complete, prior to commencement of this lease, construction and renovations to the premises as set forth in the lease addendum.

**Amount:**

The annual rental fee shall be \$25,968.00 payable in monthly installments of \$2,164.00 (\$12.00 per square foot per year representing a .01% increase in cost per square foot over the previous agreement).

**Term:**

Five year term commencing upon the County's acceptance of all completed construction and renovations.

2. **Third Addendum to Lease Agreement With:**

Crossroad Partners  
Strasburg, Pennsylvania

**Purpose:**

To amend the existing lease for 1,626 square feet of office space utilized by Magisterial District Court 02-3-05 located at #14 Center Street, Intercourse, Pennsylvania as follows:

- This addendum shall effect a new five year lease term.

**Amount:**

The annual rental fee shall be increased from \$27,000.00 per year to \$31,056.00 per year payable in monthly installments of \$2,588.00 (\$19.10 per square foot per year).

**Term:**

September 1, 2016 through August 31, 2021.

**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: August 24, 2016

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

**Provider Information: (Name, Address):** Hocking and Fetter LP  
 615 East Main Street, P.O. Box 456  
 Ephrata, PA 17522

**Proposed Program Budget Information:**

Service	Amount to be Approved	Previous Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Lease of Office Space for Magisterial District Court 02-2-07 Magisterial District Judge Tony Russell	\$25,968/yr	\$19,924.56/yr	\$6,043.44/yr	30.0%	County

**Term of Contract:** 5 Years Commencing upon completion of Proposed Renovation

**Budget Comments:** Total cost over the 5 year term would be \$129,840.00

**Program Information:** Magisterial District Court 02-2-07 Cost Center: B1600 21026 A7334

**Description of Service:** This is an addendum to the current lease with Hocking and Fetter, LP, for Magisterial District Court 02-2-07 located at 609 East Main Street, Ephrata PA 17522. Previously this agreement covered 1684 square feet but an additional 480 square feet of space has become available at the rear of this location and the landlord is providing access to additional restroom facilities. Two holding areas will be constructed in his newly obtained

area. The total square footage covered under this agreement will now be 2164 square feet at a rate of \$12.00 square foot (.01% increase in the cost per square foot over the previous agreement). Magisterial District Court 02-2-07 has been at this location for approximately 21 years and this is the first rent increase sought by the landlord. This is a gross lease where the Lessor pays utilities and all associated taxes and maintenance costs. The facility remains in good condition and the landlord has been extremely accommodating in attending to maintenance issues.

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

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

**Complete Sections Pertaining to Construction Projects:**

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

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

August 24, 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.**

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: August 24, 2016

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

**Provider Information: (Name, Address):** Crossroad Partners  
 100 Historic Drive  
 Strasburg, PA

**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 MDJSheller Magisterial District Court 023-05	\$31,050/ yr	\$27,000/ yr	\$4,050/ yr	15%	County

**Term of Contract:** 5 Years

**Budget Comments:** Total cost over 5 year term would be \$155,250.00

**Program Information:** Magisterial District Court02-3-05 Cost Center: B1600 21023 A7334

**Description of Service:** This is an addendum to the current lease with Crossroad Partners for 1626 sq ft of office space utilized for Magisterial District Court 023-05 located in Intercourse, Pa. The existing lease will expire on August 31, 2016, and will conclude a 3 year agreement that was signed in 2013. The proposed addendum would extend the current lease for an additional year term, increasing the rent from \$2,250.00 per month to \$2,588.00 per month. The new

term would run from September 1, 2016 through August 31, 2021. This is a gross lease where taxes and utilities are included in the monthly rent. The total cost per square foot would increase from \$16.61 to \$19.10. This was a new building when the initial lease began in 2005, so the facility remains in excellent condition and the landlord has been extremely accommodating in attending to maintenance issues.

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

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

**Complete Sections Pertaining to Construction Projects:**

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

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

August 24, 2013

**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

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# LANCASTER COUNTY COMMISSIONERS' MEETING

## AGENDA

AUGUST 24, 2016



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Joshua Parsons
2. Pledge of Allegiance
3. Minutes as Distributed: Approval of July 6, 2016 Commissioners' Meeting Minutes. Postpone approval of June 29, 2016 Commissioners' Meeting Minutes, July 20, 2016 Commissioners' Meeting Minutes, August 3, 2016 Commissioners' Meeting Minutes and August 17, 2016 Commissioners' Meeting Minutes.
4. Old Business:
5. New Business:
  - a. **Announcement:**  
An evening Commissioners' Meeting will be held on Tuesday, September 13, 2016 at 7:00 p.m. at Colerain Township Municipal Building, 1803 Kirkwood Pike, Kirkwood, Pennsylvania. There will be no Commissioners' Meeting scheduled for Wednesday morning, September 14, 2016 at 9:15 a.m.
  - b. **Presentation of "It Pays to Be Fit!" Wellness Warriors Awards**  
Trisha Banker, Program Coordinator, Human Resources, and Wellness Committee Member  
  
**Women Wellness Warriors:**  
1<sup>st</sup> Place (154 gym visits): Heather Jo Johnson, BH/DS  
2<sup>nd</sup> Place (131 gym visits): Paula Bingeman, Prison  
3<sup>rd</sup> Place Tie (118 gym visits): Catherine Payne, District Attorney's Office  
Rebecca Sangrey, BH/DS  
  
**Men Wellness Warriors:**  
1<sup>st</sup> Place (195 gym visits): Mark Smith, Prison  
2<sup>nd</sup> Place (180 gym visits): Andrew Hinkel, Adult Probation and Parole Services  
3<sup>rd</sup> Place (147 gym visits): Daniel Burns, Adult Probation and Parole Services

"continued"

**County Commissioners' Meeting Agenda**

**Wednesday, August 24, 2016**

**Page 2**

- c. **Adult Probation and Parole Services – Grant-In-Aid Application/Grant Agreement and Renewal Agreement**

Mark Wilson, Director, Adult Probation and Parole Services

- d. **Court Administration – First Addendum to Lease Agreement and Third Addendum to Lease Agreement**

Russell Glass, Deputy Court Administrator, Court Administration

6. Business from Guests

7. Adjourn