

COUNTY COMMISSIONERS' WORK SESSION AGENDA
TUESDAY, FEBRUARY 16, 2016

9:00 A.M.: **EXECUTIVE SESSION:**

9:00 a.m. Crystal Clark, Esquire

10:00 A.M.: **PUBLIC SESSION:**

Postpone approval of January 26, 2016 Work Session Minutes, February 2, 2016 Work Session Minutes and February 9, 2016 Work Session Minutes.

Re-announcement:

There will be no Work Session held on Tuesday, February 23, 2016, and there will be no Commissioners' Meeting held on Wednesday, February 24, 2016.

Announcements:

An evening Commissioners' Meeting will be held on Wednesday, March 9, 2016 at 7:00 p.m. at Denver Borough Municipal Building, 501 Main Street, Denver, Pennsylvania. There will be no Commissioners' Meeting scheduled for Wednesday morning, March 9, 2016 at 9:15 a.m.

There will be no Work Session held on Tuesday, March 15, 2016.

10:00 a.m. Charles Douts, Director, Facilities Management, and Scott Russell, County Engineer, RETTEW – Contract Extension (action requested at today's Work Session; please refer to attached motion)

10:05 a.m. Charles Douts, Director, and Barry Garman, Project Manager, Facilities Management-Change Orders (please refer to motion on tomorrow's agenda)

10:10 a.m. James Cowhey, Executive Director, Planning Commission – Designation of Officials to Execute Master Grant Agreement for Unified Planning Work Program (please refer to Resolution No. 21 of 2016 on tomorrow's agenda) and Approval of Master Grant Agreement (please refer Resolution No. 22 of 2016 on tomorrow's agenda)

Other Discussion Items:

1. Appointments/Reappointments to County Boards
2. February 17, 2016 Commissioners' Meeting Agenda

Adjourn

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Facilities Management Department, to approve the following:

Contract Extension With:

RETTEW
Lancaster, Pennsylvania

Purpose:

To extend the term of the contract from March 3, 2016 through March 3, 2017 for the completion of Part 1 (Preliminary Design) for the replacement of the Pequea Lane Bridge, Pequea #5.

Note:

This contract extension does not impact the total contract amount which remains at \$575,128.52.

2/16/16

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: February 1, 2016

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

Provider Information: (Name, Address): RETTEW
 3020 Columbia Ave.
 Lancaster, Pa

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:
 See attached letter from RETTEW. The County entered into an agreement with RETTEW on July 22, 2013 for engineering services for the replacement of the Pequea Lane Bridge, Pequea # 5. The contract completion date for part 1, preliminary design expires on March 3, 2016 and a one year extension is requested until March 3, 2017. The request is necessary due to delay in PHMC review of the project. The review is complete and the design is moving forward. The total contract cost awarded on July 22 is \$575,128.52, the contract cost is not impacted by this request.

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

February 16, 2016

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

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

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

Same as above



3020 Columbia Avenue, Lancaster, PA 17603 • Phone: (717) 394-3721 Fax: (717) 394-1063
E-mail: rettew@rettew.com • Web site: rettew.com

We answer to you.

Engineers
Planners
Surveyors
Landscape
Architects
Environmental
Consultants

January 28, 2016

Mr. Charles Douts, Jr.
Director Facilities Management
150 North Queen Street, Suite 612
Lancaster, PA 17603
(717) 299-8323

RE: Pequea Lane Bridge Replacement
Agreement No. 08A115, MPMS No. 92935
Leacock and Paradise Townships
RETTEW Project No. 0383020006

Dear Mr. Douts:

Our contract for the design of Pequea Lane Bridge Replacement Agreement No. 08A115, MPMS No. 92935 has an expiration date of March 3, 2016.

We request that the contract completion time for Part 1 (Preliminary Design) be extended to March 3, 2017. The new expiration date will not change the present value of the contract.

If you have any questions or need additional information, please contact me.

Sincerely,

Daniel A. Rogers, PE
Project Manager

H:\Projects\03830\0383020006\Contracts\Time Extensions\Ext.Ltr-CDouts-2016-1-28.docx



On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Facilities Management Department, to approve the following:

1. **Change Order No. 2 With:**

I. B. Abel, Inc.
York, Pennsylvania

For:

To provide additional electrical construction services for the Children and Youth Agency renovations at the Lancaster County Government Center as follows:

Installation of wireless access points.

Add \$21,783.51

Additional security wiring and hardware for doors on the sixth and second floors.

Add \$7,135.48

Labor for cabling demolition at Children and Youth Agency Office at Youth Intervention Center.

Add \$1,240.04

Installation of double door mag lock.

Add \$3,080.26

Installation of printer receptacle and data location for re-located printer

Add \$1,364.05

Installation of temporary power for second floor furniture feeds.

Add \$2,207.09

Labor for demolition of Youth Intervention Center furniture power wiring.

Add \$2,429.32

Troubleshooting of fire alarm circuit 13.

Add \$1,537.36

"continued"

Installation of one printer receptacle and three data locations.

Add \$3,314.22

Total Change Order:

Add \$44,091.33

2/17/16

COVER SHEET
FOR

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

Submitted by: Name and Title: Barry Garman, Project Manager
 Department: Facilities Management
 Date: February 10, 2016

Board Action Requested:

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

Change Orders

Children & Youth Renovations at 150 N Queen Street

I.B. Abel

Proposed Program Budget Information:

Service	2010-11 Amount to be Approved	2010-2011 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co. State, Fed)

Term of Contract: _____

Budget Comments: _____

Program Information:

Description of Service

Complete sections pertaining to bid awards and Request for Proposals:

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

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Current Budget	Revised Total Budget Reflecting Change	Define Funding Source
I.B. Abel EC-002	\$ 399,326.48	\$ 443,417.81	Bond Fund

Total Change Orders \$ 44,091.33

Date you would like the County Commissioners'

To take official action on this item?:

February 17, 2016

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

Charles Douts, Director Facilities Management
Barry Garman, Project Manager Facilities Management

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

Charles Douts, Director Facilities Management
Barry Garman, Project Manager Facilities Management

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.

Change Orders Presented to BOC at Work session 2/16/16 for Action on 2/17/16

Children & Youth Renovations – 150 N Queen

I.B. ABEL - ELECTRICAL CONSTRUCTION

1. EC -002		\$ 44,091.33
COP 1 Add Install wireless access points.	\$21,783.51	
COP 2 Add additional security wiring /hardware for doors on 6 th floor and 2 nd floor.	\$ 7,135.48	
COP 3 Add labor to demo cabling at YIC C&Y office.	\$ 1,240.04	
COP 6 Add cost to install double door mag lock.	\$ 3,080.26	
COP 7 Add costs to install printer receptacle and data location for re-located printer.	\$ 1,364.05	
COP 8 Add cost to install temporary power for 2 nd floor furniture feeds.	\$ 2,207.09	
COP 9 Add labor to demo YIC furniture power wiring.	\$ 2,429.32	
COP 10 Add cost to troubleshoot fire alarm circuit 13 (not involved with renovations).	\$ 1,537.36	
COP 11 Add costs to install 1 printer receptacle and 3 data locations.	\$ 3,314.22	

Original Abel Contract	\$ 390,578.00
Previous Approved CO's (thru # 1)	\$ 8,748.48
This Change Order # 2	\$ 44,091.33
Current Contract (thru # 2)	\$ 443,417.81

Original Project Contingency	\$ 138,000
Less Authorized CO's thru # 8	<u>(\$ 45,125)</u>
Less this Change Order	<u>(\$ 44,091)</u>
Balance	\$ 48,784



AIA®

Document G701™ – 2001

Change Order

PROJECT (Name and address):

Renovations to Lancaster County
Government Center for Children &
Youth Agency Fit-out
150 North Queen Street, Lancaster, PA

TO CONTRACTOR (Name and address):

I.B. Abel Inc
620 Edgar Street
York, PA 17403

CHANGE ORDER NUMBER: EC-002**DATE:** December 10, 2015**ARCHITECT'S PROJECT NUMBER:** 14106**CONTRACT DATE:** November 3, 2014**CONTRACT FOR:** Electrical ConstructionOWNER: ARCHITECT: CONTRACTOR: FIELD: OTHER: **THE CONTRACT IS CHANGED AS FOLLOWS:***(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

1.	Ref: C.O.P. 1893M000-99-001 dated 9/17/15 and as amended by clients e-mail of 1/27/16 -- Wireless Access point project	\$21,783.51
2.	Ref: C.O.P. 1893M000-99-002 dated 7/13/15 -- Additional door on 6 th floor and 2 nd floor, security wiring/hardware;	\$7,135.48
3.	Ref: C.O.P. 1893M000-99-003 dated 9/17/15 -- YIC cabling demolition;	\$1,240.04
4.	Ref: C.O.P. 1893M000-99-006 dated 7/13/15 -- Installation of double door mag lock;	\$3,080.26
5.	Ref: C.O.P. 1893L000-99-007 dated 7/13/15 -- Install printer receptacle and data location for re-located printer	\$1,364.05
6.	Ref: C.O.P. 1893L000-99-008 dated 7/13/15 -- Temporary power for 2 nd floor furniture feeds.	\$2,207.09
7.	Ref: C.O.P. 1893L000-99-009 dated 7/13/15 -- YIC furniture power demolition.	\$2,429.32
8.	Ref: C.O.P. 1893L000-99-010 dated 7/13/15 -- Troubleshoot fire alarm circuit 13 (not involved with renovations)	\$1,537.36
9.	Ref: C.O.P. 1893L000-99-011 dated 7/13/15 -- Install 3 data locations and 1 receptacle.	\$3,314.22

The original Contract Sum was	\$ 390,578.00
The net change by previously authorized Change Orders	\$ 8,748.48
The Contract Sum prior to this Change Order was	\$ 399,326.48
The Contract Sum will be increased by this Change Order in the amount of	\$ 44,091.33
The new Contract Sum including this Change Order will be	\$ 443,417.81

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is July 1, 2015.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Greenfield Architects Ltd.

ARCHITECT (Firm name)

1853 William Penn Way
Lancaster, PA 17601

ADDRESS

BY (Signature)

Thomas Marcinkoski, AIA

(Typed name)

DATE

2/9/2016

I.B. Abel, Inc.

CONTRACTOR (Firm name)

620 Edgar Street
York, PA 17403

ADDRESS

BY (Signature)

Jeremy Smith

(Typed name)

DATE

County of Lancaster

OWNER (Firm name)

150 North Queen Street, Suite 612
Lancaster, PA 17603

ADDRESS

BY (Signature)

Barry Garman

(Typed name)

DATE

RESOLUTION NO. 21 OF 2016

On motion of Commissioner _____, seconded by Commissioner _____;

BE IT RESOLVED, That the members of the Board of Commissioners of the County of Lancaster, Pennsylvania do hereby designate themselves as the officials to execute the Master Grant Agreement for the Unified Planning Work Program (UPWP) and subsequent work orders between the Commonwealth of Pennsylvania Department of Transportation and the County of Lancaster, Pennsylvania.

BE IT FURTHER RESOLVED, That the Board of Commissioners does hereby verify that Lisa L. Johnson serves as the Assistant Chief Clerk for the County of Lancaster, Pennsylvania.

WE, the Board of Commissioners of the County of Lancaster, Pennsylvania do hereby certify that the foregoing is a true and correct copy of a Resolution adopted and supported by a majority vote of the Board of Commissioners of Lancaster County at its regular meeting held Wednesday, February 17, 2016, and that said Resolution has been recorded in the minutes of the Lancaster County Commissioners' Meeting.

IN WITNESS THEREOF, we affix our hands and attach the seal of the County of Lancaster this 17th day of February, 2016.

ATTEST:

Lisa L. Johnson, Assistant Chief Clerk
County of Lancaster, PA
Date: February 17, 2016

(SEAL)

Dennis P. Stuckey, Chairman

Joshua G. Parsons, Vice Chairman

Craig E. Lehman

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

2/17/16

REQUEST SUMMARY

ITEMS FOR COMMISSIONERS' AGENDA ON FEBRUARY 17, 2016

from

James R. Cowhey, AICP, Executive Director, Planning Commission

Item #	Name of Contract Provider	Term	Amount being Requested	Percent of Increase/ Decrease	Goals (Define goals by percentages when applicable)	Trends
1.	Signature Authorization Resolution for Execution of the UPWP Agreement with the Department of Transportation	N/A	N/A	N/A	Designates the Board of County Commissions as the officials to execute the Master Grant Agreement and subsequent work orders for the Unified Planning Work Program (UPWP) between the County of Lancaster and the PA Department of Transportation.	N/A
2.	Commonwealth of Pennsylvania Department of Transportation - Master Grant Agreement - 521160	Contract begins July 1, 2016 and terminates June 30, 2022. Term may be extended by letter amendment for single or multi-year extensions, but in no event shall this Agreement continue past June 30, 2027.	Total contract amount not to exceed \$5,000,000.00	80% Federal 10% State 10% Local.	Purpose is to address comprehensive transportation and to promote cooperative decision-making within their respective jurisdiction by local governments and local, regional, and state agencies, known as the Unified Planning Work Program (UPWP).	This Agreement is to meet local, regional, state and federal goals and objectives to a formal, coordinated, comprehensive and continuing planning process carried on cooperatively by local governments, agencies and the state.

RESOLUTION NO. 22 OF 2016

On motion of Commissioner _____, seconded by Commissioner _____;

BE IT RESOLVED By the Board of Commissioners of Lancaster County, Pennsylvania, acting on behalf of the Lancaster County Planning Commission, to authorize the approval and execution of Master Grant Agreement No. 521160 with the Commonwealth of Pennsylvania, Department of Transportation, Harrisburg, Pennsylvania, for the purpose of providing funding to perform services in the field of transportation planning and programming for the Lancaster Area Metropolitan Planning Organization, including coordination and cooperation to meet local, regional, state and federal goals and objectives known as the Unified Planning Work Program (UPWP). The total amount of the contract shall not exceed \$5,000,000.00 for the period July 1, 2016 through June 30, 2022 which includes 80% Federal funding; 10% State funding; and 10% local funding.

I, Lisa L. Johnson, Assistant Chief Clerk to the County of Lancaster, Pennsylvania, do hereby affirm that the above motion was adopted by the Lancaster County Board of Commissioners at its regularly scheduled meeting held on the 17th day of February, 2016.

ATTEST:

Assistant Chief Clerk
County of Lancaster, Pennsylvania
Date: February 17, 2016

2/17/16

**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: James R. Cowhey, AICP, Executive Director
 Department: Planning
 Date: 2/16/2016

Board Action Requested: Approve new Master Grant Agreement 521160 for transportation
 (Specify Agreement, Amended Agreement, Grant App., planning and programming for the Lancaster Area Metropolitan
 Change Order, Bid Award etc.) Planning Organization.

Provider Information: (Name, Address): Commonwealth of Pennsylvania Department of Transportation
 409 North St.
 Harrisburg, PA 17120

Proposed Program Budget Information:

Service	2016-2022 Amount to be Approved	2015-2016 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Master Agreement to provide funding for transportation planning and/or programming.	Not to exceed \$5,000,000.00		\$5,000,000.00		80% Federal 10% State 10% Local

Term of Contract: Contract begins Jul 1, 2016 and terminates June 30, 2022. Term may be extended by letter amendment, signed by the authorized representatives for single or multi-year extensions, but shall not continue past June 30, 2027.

Budget Comments:

Program Information:

Description of Service:

Purpose of this Agreement to provide funding for comprehensive transportation planning and /or programming. Function is to provide coordination and cooperation in performing transportation planning to meet local, regional, state and federal goals and objectives known as the Unified Planning Work Program (UPWP).

Complete sections pertaining to bid awards and Request for Proposals:

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

Complete Sections Pertaining to Construction Projects:

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

Date you would like the County Commissioners'

2/17/2016

To take official action on this item?:

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

James R. Cowhey, AICP
Executive Director

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

James R. Cowhey, AIPC
Executive 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.

Work Session 2/16/2016

Behavioral Health and Development Services Advisory Board

Appointment: Three year 1st term, February 16, 2016 through December 31, 2019

Brian L. Long 393-7277

1653 Lititz Pike-#405

Lancaster, PA 17601

Ray D'Agostino 598-9247

123 Chelsea Loop

Lancaster, PA 17602

Lancaster County residents

Brian L. Long

1653 Lititz Pike – #405, Lancaster, PA 17601

Phone 717.393.7277 ~ Mobile 717.371.4478 ~ Email: brian@brianlongltd.com

SKILLS AND COMPETENCIES

Enthusiastic, innovative, ethical and optimistic leader with demonstrated abilities in advocacy, project management, sales and marketing, media training, strategic planning, Customer development, operating efficiencies, team building and new product introductions.

PROFESSIONAL TALENTS

Human Services: Independent contractor, Lead Coordinator, Pennsylvania Link to Aging and Disability Resources – Berks-Lancaster-Lebanon Service Area. Provide resources and orchestrate functions for federal, state and county-administered initiative geared for persons aged 60 and over; persons with a disability; veterans; family members and care givers.

Sales and Marketing Management: Managed sales and marketing assets for several newspaper organizations; provided consultation expertise for media. Exceptionally skilled in business development, sales leadership, and sales metrics.

Marketing: Significant experience in planning, developing and implementing successful marketing and sales programs. Held senior level marketing leadership positions with newspaper organizations.

Training: Provided independent strategic and operational leadership and training for newspapers and vertical publications. Introduced programs of sales excellence, development planning, business ethics, high performance organizational design, information technology and Customer relationship management. Trained newspaper publishers and editors in transparent revenue development and newspaper “best practices” initiatives in post-Soviet Republic of Georgia and Armenia.

Emergency Preparedness: Skilled in critical incident program development and delivery. Comprehensive skills in Incident Command System (ICS); National Incident Management System (NIMS) and emergency preparedness management. Demonstrated training experience in emergency preparedness practices, marketing, and interactive processes. Served in variety of critical incidents as senior non-commissioned officer in Army National Guard.

EDUCATION

M.A., Saint Francis University, Human Resources/Industrial Relations

B.A., Millersville University, Economic History

Advertising Directors’ Program, American Press Institute

Professional Development Series, Emergency Management Series

Numerous social services and FEMA (Federal Emergency Management Agency) courses, workshops and seminars on aging, dementia; mental health services and critical incident preparedness courses

Certified trainer, United States Army, Office of Domestic Preparedness

Supervisors’ Course, Penn State University

OTHER ACCOMPLISHMENTS

Community Involvement: Member: numerous committees related to mental health, housing, disabilities, veterans' programs, social justice, suicide awareness and prevention and homelessness.

Board Member: Red Rose Council of the Blind (former); Lancaster Housing Opportunities Partnership committee; KPETS.

Lancaster County Veterans' Court mentor.

Past president, Lancaster Advertising Club; Interstate Advertising Managers' Association (IAMA); Pennsylvania Newspaper Publishers' Association (PNPA) Advertising Committee. Member Chambers of Commerce and volunteer for several community organizations.

Presenter/Trainer: Addressed or provided training for numerous state press associations, advertising media industry associations, Chambers of Commerce, independent private businesses and other prominent associations.

Adjunct Professor: Franklin & Marshall College, 1980-1989; Lebanon Valley College, 1999.

Military: Honorable discharge, United States Army. Retired, PA Army National Guard, sergeant major.

EMPLOYMENT HISTORY

BRIAN LONG LTD, Lancaster, PA **2012 - present**
Independent consulting and contracting, The Pennsylvania Link to Aging and Disability Resources – Berks-Lancaster-Lebanon Link Service Area.

COMMAND SCHOOL TTX, Lancaster, PA **12/2006 - 2012**
Principal and owner.

COMMAND SCHOOL, INC., Lancaster, PA **01/2005 - 12/2006**
Chief Operating and Marketing Officer. Manage and direct independent contractors. Develop emergency planning, mitigation, response and recovery programs and exercise scenarios. Conduct all business development activities. Write and deliver seminars and critical incident training.

INDEPENDENT MEDIA CONSULTANT AND TRAINER **06/2001 - 01/2005**
Provided consultation, media training and ethical business practice guidance with media organizations nationally and internationally: Republic of Georgia, Bosnia and Herzegovina, Armenia and the Republic of South Africa.

NORTHWEST HERALD, Crystal Lake, IL **06/2000 - 06/2001**
Recruited to provide marketing counsel leadership for newspaper acquisition. Led initiatives to consolidate marketing and advertising sales assets; served on “due diligence” task force.

LANCASTER NEWSPAPERS, INC., Lancaster, PA **11/1996 - 06/2000**
Retail Advertising Director. Developed marketing, sales and training initiatives for marketing assets of newspaper organization. Instrumental in creating new products.

MEDIANEWS GROUP, York and Johnstown, PA **03/1989 - 11/1996**
Vice president/Advertising and Director of Advertising. Managed marketing assets for newspaper organizations in York and Johnstown. Provided guidance during Joint Operating Agreement diligence phase.

LANCASTER NEWSPAPERS, INC., Lancaster, PA **12/1966 - 03/1989**
Advertising Sales Manager.

OTHER ATTRIBUTES

Excellent skills in Microsoft Office (Word and spreadsheet), graphics and Internet applications.

Committed to excellence.

RAY D'AGOSTINO
123 Chelsea Loop
Lancaster, Pennsylvania 17602
717-598-9247 / RAYDAG @ VERIZON.NET

PROFESSIONAL WORK EXPERIENCE

CHEIF EXECUTIVE OFFICER

LANCASTER HOUSING OPPORTUNITY PARTNERSHIP, LANCASTER (September 2009 – Present)

- ❖ Chief executive for a flourishing community benefit corporation and U.S. Treasury certified Community Development Financial Institution (CDFI). LHOP provides financial and educational services and products to assist low to moderate income families access affordable housing and to help developers rehabilitate and create such housing.

Significant Accomplishments: Grown company from 3.5 to 7.5 full-time employees, re-certified as a CDFI and awarded funding from U.S. Treasury Department, contracted with County to provide fair housing education and training, developed innovative and financially sustainable partnerships to rehab housing and improve neighborhoods, created a regional revolving loan fund to include private investments.

CHIEF OF STAFF, STATE SENATOR LLOYD SMUCKER

PENNSYLVANIA SENATE (December 2008 – August 2009)

- ❖ Supervised staff in Capitol and District Offices, opened a new legislative district office, reviewed legislation and advised Senator on policy issues, assisted in the development of legislative priorities, worked on resolving constituent issues with various state departments.

Significant Projects Completed: Coordinated a Senate Urban Affairs and Housing Committee Hearing; organized three panels on issues affecting third class cities (blight / community revitalization, housing and finances).

TOWNSHIP MANAGER / SECRETARY / TREASURER

WEST LAMPETER TOWNSHIP (February 2001 – December 2008)

- ❖ Chief Administrator and Financial Officer for the rapidly growing municipality of 15,500 residents with annual budgets totaling \$7.5 million. Responsibilities included budget preparation and financial management, administration of a staff of 32 in finance, public works, community development, and law enforcement.

Significant Projects Completed: Construction of a new municipal building, new community park, Comprehensive Plan, 10 Year Capital Improvement Plan, updated zoning ordinance, co-author of award winning Neighborhood Design Ordinance, chief negotiator to bring a YMCA branch to Lampeter, developed farmland preservation ordinance and the first transfer of development rights in Township, various road projects, Moody's bond rating of Aa2.

BOROUGH MANAGER / AUTHORITY ADMINISTRATOR

BOROUGH OF MOUNT JOY (August 1994 – January 2001)

- ❖ Chief Administrator of the municipality of approximately 7,500 residents with annual budgets totaling approximately \$2.6 million;
- ❖ Chief Administrator of the Mount Joy Borough Authority, a regional water and sewer operating authority serving approximately 10,000 customers in the Borough of Mount Joy and portions of the Townships of East Donegal, Mount Joy, and Rapho. Coordinated legal, engineering and financial management, capital improvement planning, and administration of a staff of 13 in three departments. Authority operating budgets exceeded \$2 million and capital project funds exceeded \$6 million.

BOROUGH MANAGER / AUTHORITY ADMINISTRATOR (CONTINUED)

Significant Projects Completed: Municipal building addition, new zoning ordinance, Intermodal Transportation Study that led to new train station, oversaw expansion of water and sewer service area, and led inter-municipal effort that led to a new 500 acre business park, and assisted in the development of well-head protection areas.

ASSISTANT BOROUGH MANAGER

BOROUGH OF PALMYRA, LEBANON COUNTY (June 1991 - August 1994)

- ❖ Assisted in the daily operations of a municipality with annual budgets totaling \$4 million and 48 employees serving 7,000 citizens. Managed comprehensive, municipal-operated recycling and solid waste collection and disposal service.

MILITARY SERVICE

- ❖ **PENNSYLVANIA ARMY NATIONAL GUARD** (June 1994 – June 2008), *Retired*
 Certified Instructor with the 4th Battalion / 166th Regiment
 Served as Fire Support Sergeant for 28th Infantry Division Rear Operations Center
 Awarded *Army Commendation Medal* for service on Warfighter mission in Germany
- ❖ **UNITED STATES NAVY RESERVE - SEABEES** (June 1986 - June 1994)
 Served with Naval Mobile Construction Battalion Twenty-one, Lakehurst, NJ
 Awarded *Naval Reserve Meritorious Service Medal, Battle Efficiency Ribbon, 100% Drill Attendance Award* and other commendations
 Obtained Naval Training Instructor Qualification
 Graduated U.S. Marine Corps Reserve Non-Commissioned Officer Course

RELATED PROFESSIONAL SERVICE

- ❖ **CITY REVITALIZATION IMPROVEMENT ZONE (CRIZ) AUTHORITY, LANCASTER** (2013 – Present) – Elected as *Chair* of Board of new economic development public financing authority, appointed by City Council per recommendation of Senator Smucker
- ❖ **PENNSYLVANIA STATE ASSOCIATION OF BOROUGHS** (2009 – Present) – Instructor on municipal budgeting and finance, and Newly Elected Officials courses
- ❖ **LANCASTER COUNTY COALITION TO END HOMELESSNESS** (2009 – Present) – Serve as *Co-Chair* of Housing Priority Group and member of the Leadership Council
- ❖ **LANCASTER COUNTY PLANNING COMMISSION** (2005 – 2013) – Served in the positions of *Chair, Vice-Chair* and *Secretary*. Served on various committees including Urban Enhancement Fund Steering Committee, Comprehensive Planning Committee
- ❖ **LANCASTER COUNTY TRANSPORTATION TECHNICAL ADVISORY COMMITTEE** (2005 – 2013) – Served as *Chair* of committee that recommended priorities and funding of transportation projects to County Transportation Coordinating Committee
- ❖ **LANCASTER COUNTY TRANSPORTATION COORDINATING COMMITTEE** (2005 – 2013) – Responsible for approving state, federal and county funding of transportation projects throughout County; *chaired* Long Range Transportation Planning Committee
- ❖ **PA LOCAL TECHNICAL ASSISTANCE PROGRAM (LTAP)** (1999 – 2006) – Served as *Chair* of Advisory Board for state-wide transportation municipal training program
- ❖ **LEADERSHIP LANCASTER GRADUATE** (1999)
- ❖ **COMMUNITY FIRST FUND** (1999 – 2004) – Board of Directors and Executive Committee
- ❖ **PENNSYLVANIA STATE ASSOCIATION OF BOROUGHS** (1998–2001) – Board of Directors
- ❖ **MOUNT JOY AREA CHAMBER OF COMMERCE** (1995 – 2001) - Board of Directors
- ❖ **LANCASTER COUNTY REDEVELOPMENT AUTHORITY COMMUNITY DEVELOPMENT STEERING COMMITTEE** (1996 – 2002) - Member of Board that reviewed and recommended human service and neighborhood improvement project funding to the County Commissioners

COMMUNITY AND CHURCH SERVICE

- ❖ **GRACE LUTHERAN CHURCH OF LANCASTER (2013 – Present)** – Congregation member with family; chaperoned for mission trip to rebuild housing in New Orleans in 2013
- ❖ **ASCENSION LUTHERAN CHURCH** – Congregation *Council President* 2011-2013, Audit Team *Chair* and served on mission trip to rebuild housing in Biloxi, MS post- Hurricane Kartrina
- ❖ **LANCASTER COUNTY VETERANS COURT COMMUNITY PARTNESHIP (2012 – Present)** – Serve as *Treasuer* of volunteer board supporting mentors to Veterans Court participants
- ❖ **AMERICAN LEGION POST 34** – Member since 2012
- ❖ **ROTARY CLUB OF LANCASTER SOUTH (2006 – Present)** – Served as *President* 2014-2015

EDUCATION

MASTER OF PUBLIC ADMINISTRATION (1990)
SPECIALIZATION: Planning & Community Development
Shippensburg University of Pennsylvania

BACHELOR OF SCIENCE IN EDUCATION (1988), *Cum Laude*
MAJOR: History *MINOR:* Political Science
Shippensburg University of Pennsylvania

HOUSING DEVELOPMENT FINANCE PROFESSIONAL (2012)
National Certification by the National Development Council

PERSONAL

Married to Memory D'Agostino for 24 years; father of two children, Anthony (18) and Janae (15) and guardian for nephew, Dakota (17)

Work Session 2.16.2016

Drug and Alcohol Advisory Board

New Appointments: 1st term of 3 years starting February through December 30, 2018

Ms. Jean Bickmire 808-9519

457 Coreopsis Drive
Lancaster, PA 17602

Mr. John T. Cotter, M.D. 290-6899

1106 Oakmont Drive
Lancaster, PA 17601

Ms. Debbie Davenport 610 291-8027

122 Creekview Drive
Paradise, PA 17562

Mr. Brian Klugh 397-2994

640 Gentry Drive
Lancaster, PA 17603

Ms. Kim Long 569-8871

724 Rosemont Drive
Lititz, PA 17543

Mr. Scott Theurer 366-4071

484 West Bainbridge Street
Elizabethtown, PA 17022

All Lancaster County residents

**LANCASTER COUNTY DRUG AND ALCOHOL COMMISSION
ADVISORY BOARD
MEMBERSHIP PROFILE**

PLEASE TYPE OR PRINT

PERSONAL INFORMATION

Name: Jean M. Bickmire

Home Address: 457 Coreopsis Drive, Lancaster PA 17602 Home Phone: 717-808-9519 Home E-Mail Address: jbickmire@outlook.com

Business Title: Criminal Justice Consultant

Business Address:

Business Phone: 717-354-1096

Business E-Mail Address: jbickmire@nesl.com

EDUCATION

Schools Attended:

Major area of Specialization:

Degrees/Diplomas:

Penn State

Liberal Arts
Communications/Advertising

B.A. Advertising

PROFESSIONAL AFFILIATIONS

PA Prison Society

Have a Heart for Persons in The Criminal Justice System

DDAP REQUIREMENT:

STATEMENT AS TO WHY YOU ARE INTERESTED IN SERVING ON THE ADVISORY BOARD

I want to help the high percentage of people with substance abuse issues convicted of crime which is with whom I have seen and helped in my work.

COMMUNITY ACTIVITIES

Have a Heart

Lancaster County Prison

PA Prison Society

ADDITIONAL COMMENTS

If available, please attach your resume to this membership Profile.

Return to:

Lancaster County Drug and Alcohol Commission
150 North queen Street, Suite 410
Lancaster PA 17603

Or e-mail to: Marcia Musser at mmusser@dc.lancaster.pa.us

JEAN M. BICKMIRE

457 Coreopsis Drive • Lancaster, PA 17602

717-808-9519

jbickmire@outlook.com

QUALIFICATIONS

- Extensive knowledge of criminal justice and legal system issues as key employee of nonprofit, faith-based criminal justice organization
- Knowledgeable of and in communication with national, regional and local community leaders
- Expertise in compiling pertinent information for all portions of case research, writing, computer literacy, and case studies
- Implemented numerous successful regional and nationwide programs
- Involved in state political processes with emphasis on issues affecting society
- Ability to interact with broad array of personalities, addressing particular interests
- Extremely persistent and detailed, with high level of professionalism
- Possess both written and verbal skills.

EXPERIENCE

Legislative Director/Administrative Director (2002-2013)

Justice & Mercy, Inc., Lancaster, PA

Researched evidence, background, and personal records and interviewed contacts for criminal cases. Advocated with client attorneys for cost-effective and practical criminal justice recommendations including presenting court testimony. Developed and implemented organization programs. Regularly collaborated with Pennsylvania Prison Society, Pennsylvania Institutional Law Project, and ACLU Council of State Government and numerous legislators to initiate and advance good policies in justice system. Served as Acting Chair of Citizens Advisory Committee of Pennsylvania Board of Probation and Parole with goal of coordinating efforts between community and state to improve re-entry for offenders leaving prison under state supervision. Acted as liaison between the Pennsylvania Department of Corrections, legislators, community and social service organizations, justice system administrators, and the families of incarcerated to inspire productive conversations and positive relationships

Collaborated with marketing firm for creation and execution of "In Balance," the first Justice and Mercy newsletter; "Bars To Briefcases," the first Commonwealth Forum for Criminal Justice Reform; Trading Up Re-entry Program; and Commentary on Cue: Justice & Mercy's first State Criminal Justice Awards Program. Chaired Justice & Mercy's Communications Committee, overseeing planning and execution of legislative hearings as well as public forums and annual fundraising banquet. Acting president of organization when president was unavailable.

Key Accomplishment(s)

- Educated Human Relations Commission and Mental Health America on criminal justice matters.
- Instrumental in establishing Code of Ethics and training of Correctional Officers at Lancaster Prison.
- During my tenure, Justice & Mercy grew from little-known local grassroots group of concerned citizens to a recognized and respected organization in the local, regional, state, and national criminal justice field. This was accomplished through development of collateral materials, branding, design, and execution of numerous cutting-edge programs, events, and publications, and direct work in the field.

JEAN M BICKMIRE, Continued

Credit & Collections Manager (1997-2002)

The Clark Associates Companies, Lancaster, PA

Vigorously pursued hundreds of past-due accounts to collect outstanding debts. Approved, rejected, or coordinated customer lines of credit. Successfully represented Clark Associates in more than 50 district magistrate hearings. Initiated civil lawsuits and acted as witness as keeper of records in court cases. Followed bankruptcy cases, attending hearings to garner as large of a percentage as possible of debt owed. Pursued collection of bad checks and filing criminal charges when necessary.

Key Accomplishment(s)

Percent of past due debt fell from 45% in 1997 to approximately 15% in 2002.

VOLUNTEER EXPERIENCE

Official Visitor & Co-Convener (2000-Present)

Pennsylvania Prison Society, Philadelphia, PA

Investigate allegations of prison abuse and neglect in Pennsylvania's state and county prisons and respond as appropriate. Plan regular meetings and conduct orientation for Lancaster County Official Visitors. Schedule meetings with inmates. Ascertain reports on inmate conditions are filed with state office. Represent Lancaster County at state meetings.

Facilitator of Workshop on Wrongful Convictions in PA for Progressive Summit (2012)

Keystone Progress, Philadelphia, PA

Developed and proposed panel discussion regarding 2011 recommendations from the PA Joint State Commission Study on Wrongful Convictions, including experts from Innocence Project, Pennsylvania Senate Judiciary Chairs Stewart Greenleaf and Daylin Leach, Professor John Rago and exonoree Vincent Moto. Moderated this panel for Keystone Progress' annual state convention, Progressive Summit, in order to educate more of the public on improvements that could be made to arrest and judicial processes of criminal justice systems so innocent persons are not convicted.

Panelist (2012)

Children of Incarcerated Parents of Lancaster County, Lancaster, PA

Participated in panel discussion for Lancaster community as former member of Pennsylvania Joint State Commission Study on The Effects of Parental Incarceration on Children. Distributed information on how to mitigate effects of arrest, judicial processes, and incarceration on children.

Legal Secretary/Board Director (2002 – 2006)

Eastwood Meadows Residents Association (EMRA), Lancaster, PA

Vigorously pursued past-due accounts to obtain debts from 240-member association fee. Collaborated with board officers and other appointed directors on EMRA by-laws to ensure property owner adherence. Represented EMRA before district magistrate on at least 50 occasions, including five hearings with 100% success rate. Sought counsel with EMRA attorney on legal matters and reported these matters to the board.

EDUCATION

B.A., Pennsylvania State University, School of Communications, University Park, PA

Continuing Education Certificate Programs:

- Mitigation Specialty Training, Atlantic Center for Capital Representation
- Prison Fellowship Prison Ministry Training
- Computer Science, Jamestown Community College
- Office Administration, Pennsylvania State University

**LANCASTER COUNTY DRUG AND ALCOHOL COMMISSION
ADVISORY BOARD
MEMBERSHIP PROFILE**

PLEASE TYPE OR PRINT

PERSONAL INFORMATION

Name: John T. Cotter, M.D.

Home Address: 1106 Oakmont Dr, Lancaster PA **Home Phone:** (717) 290-6899

Home E-Mail Address: JTCMD@comcast.net

Business Title: Sallavanti & Cotter Family Medicine

Business Address: 2207 Oregon Pike, Lancaster PA **Business Phone:**(717) 560-6470

Business E-Mail Address:

EDUCATION

Schools Attended:

Franklin & Marshall
Penn State College of Medicine
The Washington Hospital

Major Area of Specialization:

Biology
Family Medicine

Degrees/Diplomas:

B.A.
M.D.
Internship/Residency

PROFESSIONAL AFFILIATIONS

The Heart of Lancaster Regional medical Center
Lancaster Regional Medical Center

DDAP REQUIREMENT:

STATEMENT AS TO WHY YOU ARE INTERESTED IN SERVING ON THE ADVISORY BOARD

My interest in the drug and alcohol field stems from my work as a Family Physician in Lancaster for the past 20 years.

COMMUNITY ACTIVITIES

Various advisory groups/activities at local hospitals. Member of St. John Neuman Church.

ADDITIONAL COMMENTS

If available, please attach your resume to this Membership Profile.

Return to:

Lancaster County Drug and Alcohol Commission
150 North Queen Street, Suite 410
Lancaster, PA 17603

Or e-mail to Marcia Musser at mmusser@co.lancaster.pa.us

CURRICULUM VITAE JOHN T. COTTER, M.D.

1106 Oakmont Drive
Lancaster, PA 17601
(717) 290-6899 (home)
(717) 560-6470 (Office)

Born: December 31, 1966
Morristown, NJ
Spouse: Uli Cotter
Children: Katie, Abby, Zachary

EMPLOYMENT

CHS/ Sallavanti & Cotter Family Medicine
January 2014 - Present

HMA / Sallavanti & Cotter Family Medicine
January 2010 – January 2014

Sallavanti & Cotter Family Medicine, LTD
January 1999 - December 2009

Sallavanti & Cotter Family Practice – Franciscan Family Care
January 1998 - December 1998

Hempfield Family Practice, Landisville, PA
July 199 - November 1997

EDUCATION

The Washington Hospital, Family Practice Residency Program, Washington, PA
July 01, 1993 – June 30, 1996

Pennsylvania State University College of Medicine, Hershey, PA
August 1989 – May 1993
Degree: Doctor of Medicine

Franklin and Marshall College, Lancaster, PA
August 1985 – May 1989
Degree: Bachelor of Arts, Biology

BOARD CERTIFICATION

American Board of Family Practice – Diplomat 1996 – 2015
National Board of Medical Examiners – Pass Parts I, II, III

MEDICAL SCHOOL ACADEMIC HONORS

AWARDS: Excellence in Medical Student Research Award

HONORS: Special Topics in Physiology, Physiology Lab

HIGH PASS: Family Practice Clerkship, Internal Medicine, Clerkship, Pediatric
Clerkship, Neurology Clerkship, Psychiatry Clerkship, Infectious Diseases,
Physician–Patient Interactions, Radiologic Anatomy, Psychiatry Core I and II

CURRICULUM VITAE
JOHN T. COTTER, M.D.

MEDICAL RESEARCH

Martin, L., Cotter, J., Peter, A., FEHR, D., Landis, J., Briggs, R.
"P-NMR Evaluation ATP-C1 Treatment in Rabbits after Renal Ischemia" Am J Surgery (164)
Aug 1992

PROFESSIONAL ACTIVITIES

Quality Assurance Steering Committee, Washington Hospital (1994-1996)
Social Director / Drug Representative Liaison, Washington Hospital (1994-1996)
Moonlighting Experience: Washington County Prison Physician, Emergency Room,
Pre-Participation Sports Physicals, High School Football Team Physician,
Pharmacy & Technology Committee – HealthGuard

PERSONAL INTERESTS

Playing saxophone, basketball, skiing, golf, woodworking, computers, gardening and composing music.

**LANCASTER COUNTY DRUG AND ALCOHOL COMMISSION
ADVISORY BOARD
MEMBERSHIP PROFILE**

PLEASE TYPE OR PRINT

PERSONAL INFORMATION

Name: Debbie Davenport

Home Address: 122 Creekview Drive, Paradise 17562 Home Phone: N/A Cell: 610-291-8027
Home E-Mail Address: upray@comcast.net

Business Title: Executive Director

Business Address: P.O. Box 252 Gap 17527 Business Phone: 717-442-8694

Business E-Mail Address: deb@cornerstonepcs.com

EDUCATION

Schools Attended: 10/GED completed Major Area of Specialization: Administration/ Ministry
Degrees/Diplomas: Educated in Christian Biblical Counseling

PROFESSIONAL AFFILIATIONS- Cornerstone Pregnancy Care Service –life-affirming crisis pregnancy clinic (plae of employment); Care Net and AACC.

DDAP REQUIREMENT:

STATEMENT AS TO WHY YOU ARE INTERESTED IN SERVIING ON THE ADVISORY BOARD:

I have seen over the year many clients on methadone programs, last place of employment, mostly pregnant young woman. I would like to learn and help advise in this area as seen from the prospective of one working wjth to be clean due to pregnancy. I also, believe a person needs both chemical and emotional help to work through an addition.

I have come from alcoholism & drug use personally and as a teen to being fully free for over 35 years, along with it being a very real issue in extended family members lives (not in this county).

COMMUNITY ACTIVITIES: PA Prolife Care Coalition, Local Church Outreaches, Intercessor with a local church network.

ADDITIONAL COMMENTS

If available, please attach your resume to this Membership Profile.

Return to: Lancaster County Drug and Alcohol Commission
150 North Queen Street, Suite 410
Lancaster, PA 17603

Or e-mail to Marcia Musser at mmusser@co.lancaster.pa.us

**LANCASTER COUNTY DRUG AND ALCOHOL COMMISSION
ADVISORY BOARD
MEMBERSHIP PROFILE**

PLEASE TYPE OR PRINT

PERSONAL INFORMATION

Name: Brian Klugh

Home Address: 640 Gentry Drive Home Phone: 717397-2994 Home E-Mail Address: bdklugh@comcast.net

Business Title: volunteer manager, CASA of Lancaster County

Business Address: 53 N Duke St. Business Phone: 717-208-3280

Business E-Mail Address: brian@casalancaster.org

EDUCATION

Schools Attended: see resume Major Area of Specialization: public policy/business
Degrees/Diplomas: BS public policy

PROFESSIONAL AFFILIATIONS

see resume

DDAP REQUIREMENT:

STATEMENT AS TO WHY YOU ARE INTERESTED IN SERVING ON THE ADVISORY BOARD
As an volunteer and now professional advocate for children in the foster care system I've seen the effect of substance abuse on families and children. It's horrifying to see time and again parents dropping off the face of the earth due to addition and mental health issues.
I see an opportunity to help these families and gain a better understanding of the issues by serving your organization.

COMMUNITY ACTIVITIES

Critical Incident Stress Debriefing team, and board of directors.
Past board member of state and local Safe Kids Coalition.

ADDITIONAL COMMENTS

If available, please attach your resume to this Membership Profile.

Return to: Lancaster County Drug and Alcohol Commission
150 North Queen Street, Suite 410
Lancaster, PA 17603

Or e-mail to Marcia Musser at mmusser@co.lancaster.pa.us

BRIAN KLUGH
640 Gentry Drive, Lancaster, PA 17603
717-875-0056 • bdklugh@comcast.net

PROFILE

Over 35 years of experience in community service, leadership, good decision making skills, and regional involvement to serve the community through a position with CASA of Lancaster County Inc.

EXPERIENCE

CASA volunteer: CASA of Lancaster County Inc. 2013 - Present
Volunteer with three cases currently. Peer coordinator mentoring three CASA volunteers.

CISM, Critical Incident Stress Management: Lancaster County PA. 2012 - Present
Peer facilitator in the group debriefing process that helps first responders following particularly difficult incidents. Serving on the team's Board of Directors.

Battalion Chief: Lancaster PA. Bureau of Fire 1998 - 2012
Provided leadership, coaching, training and supervision of 12-18 firefighters daily and up to 200 on large incidents. Responsible for incident report writing, post action analysis, strategic planning, and program development. Developed the Bureau's Rapid Intervention Team with focus on current standards and regional involvement.

Assistant Fire Marshall: Lancaster, PA. Bureau of Fire. 1989 - 1994
Part of a team that provided code enforcement, plans review, fire origin and cause, including reports, investigation, interviews, and testimony. Responsible for the Bureau's public education efforts that included firefighters volunteering to present our program with monthly segments in City Schools.
Lead role in developing a partnership with the fire service, Lancaster County Children and Youth, mental health providers and Lancaster County Juvenile Probation to provide a comprehensive response to juvenile set fires. The process we developed is being used as a model for regional and statewide efforts.

Consultant and Trainer: Brian Klugh Safety Services 1992 - Present
Providing training in fire safety, fire prevention, code issues and portable fire extinguisher use focusing on each customer's regulatory needs and safety environment.

NOTEWORTHY

Lancaster County CISM Board of Directors, current.
Safe Kids of Lancaster County Board Member and past Board President.
Pennsylvania Safe Kids Advisory Board.
East Hempfield Township building code Board of Appeals, current.
Lancaster Bureau of Fire "Hamilton Watch" award for community service.
PA Firemen's Association award for outstanding fire prevention efforts.

American Red Cross, "Outstanding Personal Action" award.
Lancaster Jaycees, "Outstanding Young Firefighter" award.

EDUCATION

Multiple certifications and trainings in group process, active listening, and speaking for self with the CISM team.

Multiple technical certifications pertaining to safety issues and instruction. See attachment.

B.S. in Public Policy, Penn State University.

Certificate in Management, Franklin and Marshall College.

Diploma, academic, J.P. McCaskey HS

References Available Upon Request

**LANCASTER COUNTY DRUG AND ALCOHOL COMMISSION
ADVISORY BOARD
MEMBERSHIP PROFILE**

PLEASE TYPE OR PRINT

PERSONAL INFORMATION

Name: Kim M. Long

Home Address: 724 Rosemont Dr., Lititz, PA 17543

Home Phone: (717) 569-8871

Home E-Mail Address: km1ong40@msn.com

Business Title: Director of Real Estate Operations

Business Address: High Associates Ltd., 1853 William Penn Way, P.O. Box 10008, Lancaster, PA 17605-0008

Business Phone: (717) 209-4015

Business E-Mail Address: klong@high.net

EDUCATION

Schools Attended:

Major Area of Specialization:

Degrees/Diplomas:

Eastern University
Eastern University

Organizational Management
Business Administration

BA
MBA

PROFESSIONAL AFFILIATIONS

MRI User Group, National Association of Realtors, the Lancaster County Association of Realtors, the Institute of Real Estate Management and the Commercial & Industrial Real Estate Council

DDAP REQUIREMENT:

STATEMENT AS TO WHY YOU ARE INTERESTED IN SERVING ON THE ADVISORY BOARD

I have a desire to be involved in the community. In addition in today's world, drug and alcohol abuse is on the rise and becoming, if not already, an epidemic issue in Lancaster County. I am hoping through my involvement on the Advisory Board I will be able to make a difference.

COMMUNITY ACTIVITIES

I participate in community service groups including Leadership Lancaster, American Cancer Society, AMVETS Post 37 Auxiliary and the Office of the Aging Advisory Board.

ADDITIONAL COMMENTS

I previously served on the Drug & Alcohol Commission and thoroughly enjoyed my time on the board. I am professional, hardworking and compassionate. I have strong leadership qualities, organizational and time management skills. I have the ability to deal with people in all kinds of situations. In addition, I am a team player and I work cooperatively with others. My term with the Office of the Aging will end as of December 31, 2015 after serving the maximum amount of time on the Advisory Council. While I was on the Office of Aging Advisory Council, I served as the Chairperson of the Advisory Board for two (2) years.

If available, please attach your resume to this Membership Profile.

Return to:

Lancaster County Drug and Alcohol Commission
150 North Queen Street, Suite 410
Lancaster, PA 17603

Or e-mail to Marcia Musser at mmusser@co.lancaster.pa.us

RK/mlm
09/28/15

s:\marcia\lca 2015\blank membership profile.docx

KIM M. LONG

DIRECTOR OF REAL ESTATE OPERATIONS HIGH ASSOCIATES LTD.

A Member of High Real Estate Group

Kim M. Long, Director of Real Estate Operations, High Associates Ltd., is responsible for overseeing the commercial operations IT platform as well as the property management activities of 92 buildings totaling 4,021,000 square feet of commercial/industrial real estate. This portfolio of properties is located within Lancaster County, Pennsylvania. Ms. Long's property management responsibilities include budget performance, physical condition, tenant relations and lease management.

In addition to asset management functions, Ms. Long also oversees the operation of two departments of High Associates Ltd., including the Executive Offices at Greenfield and Operational Support. Ms. Long's responsibilities include managing the following functions: day to day operations of the Executive Offices, the preparation and processing of all commercial tenant leases for properties managed by High Associates, the posting and collection of all accounts receivable for all commercial operations and all aspects of the work order and job cost systems for the Building Maintenance/Ground Maintenance divisions of High Associates.

Ms. Long joined High Associates, Ltd. in 1996 as the Commercial Property Manager for the Greenfield Corporate Center and other commercial/industrial real estate located within Lancaster County, Pennsylvania. In this role, she was responsible for both the property management and financial functions. In 1999, she assumed the role of Operations Manager for all of High Associates's commercial/industrial and residential real estate. In this role, she was responsible for managing all aspects of the residential property management day to day operations through our IT platform; assisting in the development of the annual High Associates Department Budgets and the development of the annual budgets for the commercial/industrial and residential portfolios. She was promoted to her current position of Director of Real Estate Operations in 2004.

A graduate of Eastern University, Ms. Long holds a B.A. degree in Organizational Management and a Masters degree in Business Administration. Ms. Long's membership in real estate industry groups includes the National Association of Realtors, the Lancaster County Association of Realtors, the Institute of Real Estate Management and the Commercial and Industrial Real Estate Council. Additionally, she participates in community service groups including Leadership Lancaster, the American Cancer Society, serves as a council member for the Office of Aging Advisory Council, served as Chairperson of the Office of Aging Advisory Council (2012 & 2013) and served as a board member on the Lancaster County Drug and Alcohol Commission Advisory Board.

SCOTT THEURER

484 W. Bainbridge St, Elizabethtown, PA 17022 • Home: 7173664071 • Cell: 7173682728 •
Stheurer15@gmail.com

Education

GED: 2014

Hempfield High School - Landisville, PA

Associate of Arts: Applied Psychology, (Current student)

Florida Institute of Technology - Melbourne, FL (Online degree program)

•4.0 GPA

•Coursework in Substance Abuse, Childhood and Adolescent Psychology, Psychological Adjustment and Growth, Lifespan and Development and other fields of Psychology

•Currently pursuing PCB Recovery Specialist License

*Completed 6 hours of Addictions 101

Work History

Shop Foreman, 04/2004 to 08/2010

Detailing Technologies Inc. – Bucknoll Rd. Manheim PA

Started as a detailer in an auto reconditioning shop. Trained in all aspects of auto reconditioning including high speed buffing and paint touch-up, and in 2009, promoted to shop foreman. Foreman responsibilities included oversight of the recon crew members, quality control and inspection, customer/ dealer relations, inventory regulation and budget control and overall shop operations.

- Solved unresolved customer issues.
- Promptly responded to inquiries and requests from prospective customers.
- Assumed ownership over team productivity and managed work flow to meet or exceed quality service goals.
- Trained staff on operating procedures and company services.
- Fostered an environment which encouraged continual process improvements.
- Updated customer orders from start to finish in an accurate and timely manner.
- Managed work flow to exceed quality service goals.

Emergency Medical Technician/ Crew Chief, 01/1987 to 01/1993

West End Ambulance Association – Charlotte St. Millersville PA

Volunteer position with ambulance company. Crew Chief responsibilities included oversight and direction of other crew members as well as management of emergency calls, coordination with other emergency medical services and hospital emergency departments in order to best respond to and treat patients in an emergency situation.

- Monitored patients for changes, and reviewed and revised plans accordingly.
- Inspected the vehicle, medical supplies and equipment during down time.
- Promoted team effort when working with dispatch center, external public safety agencies and health care providers.
- Demonstrated high standards of performance, including teamwork, communication and compassion.
- Performed basic and advanced patient assessments.
- Assessed patient condition through physical and verbal exams and by collecting information from others at the scene.

Emergency Medical Technician volunteer/ Emergency Department, Advanced Life Support Unit, 01/1989 to 03/1993

Lancaster General Hospital – Lancaster PA

Volunteer position assisting emergency room personnel in triage and emergency medical treatment. Also staffed hospital's advanced life support unit and ran calls assisting Paramedics on emergency responses.

- Performed basic and advanced patient assessments.
- Responded to dispatched emergency assignments quickly and safely.
- Assessed patient condition through physical and verbal exams and by collecting information from others at the scene.
- Interpreted limited histories and used physical examinations to identify potential underlying critical issues.
- Strictly protected the confidentiality of all information related to patient care activities and EMS operations.

Program Associate, 01/1990 to 03/1993

Keystone Service Systems – Lancaster PA

Worked as part of a team with individuals adjusting to varying levels of intellectual disability. Clients maintained their own residence while staff offered levels of support based on client need with the goal of independence and social integration for each individual. Worked with individuals with many different diagnosed mental health conditions and behaviors.

- Observed and monitored client behavior and responses to treatment.
- Developed and implemented treatment plans and modified when needed.
- Directed family-centered, strengths-based, culturally competent and individualized intakes and assessments.
- Connected clients with community service and resource agencies.
- Provided comprehensive case management services, including creating treatment plans and connecting clients and families to appropriate resources.
- Presented case history material to review and discussion with other staff members.

Skills

- Member of Lancaster County Recovery Alliance
- Strong interpersonal skills
- Skilled in conflict resolution, crisis management and twelve step approaches
- Instinctive, level headed approach through stressful situations
- Ability to relate and effectively communicate with individuals experiencing various levels of recovery
- Organized
- Strong focus on solution based, positive support
- Strong drive to support others in recovery
- Experience with Alcoholics Anonymous and Narcotics Anonymous
- Flexible and willing to listen and learn

LANCASTER COUNTY COMMISSIONERS' MEETING

AGENDA

FEBRUARY 17, 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 January 20, 2016 Commissioners' Meeting Minutes, January 27, 2016 Commissioners' Meeting Minutes and February 3, 2016 Commissioners' Meeting Minutes.
4. Old Business:
5. New Business:
 - a. **Announcements:**

There will be no Work Sessions held on Tuesday, February 23, 2016 and Tuesday, March 15, 2016, and there will be no Commissioners' Meeting held on Wednesday, February 24, 2016.

An evening Commissioners' Meeting will be held on Wednesday, March 9, 2016 at 7:00 p.m. at Denver Borough Municipal Building, 501 Main Street, Denver, Pennsylvania. There will be no Commissioners' Meeting scheduled for Wednesday morning, March 9, 2016 at 9:15 a.m.
 - b. **Presentation of Black History Month Proclamation**

Blanding Watson, President, Lancaster Chapter of the NAACP
 - c. **Presentation of "It Pays to be Fit!" Wellness Warriors Awards**

Trisha Banker, Wellness Committee Member, Human Resources
Danna Baranowski, Wellness Committee Member, Information Technology/GIS
Janet Fitzgerald, Wellness Committee Member, Behavioral Health/Developmental Services

"continued"

Presentation of "It Pays to be Fit!" Wellness Warriors Awards – continued

Winners – Women Warriors:

- 1st Place: Paula Bingeman, Prison
2nd Place: Rebecca Sangrey, Behavioral Health/Developmental Services
3rd Place: Vivian Moyer, Office of MDJ Hamill

Winners – Men Warriors:

- 1st Place: Philip Pronick, Adult Probation and Parole
2nd Place: Daniel Burns, Adult Probation and Parole
3rd Place: Devin Orme, Adult Probation and Parole

- d. **Resolution No. 21 of 2016**
James Cowhey, Executive Director, Planning Commission
- e. **Resolution No. 22 of 2016**
James Cowhey, Executive Director, Planning Commission
- f. **Facilities Management – Change Orders**
Charles Douts, Director, Facilities Management
Barry Garman, Project Manager, Facilities Management
- g. **Department of Parks and Recreation - Agreement**
Paul Weiss, Administrator, Department of Parks and Recreation
Sue Martin, Executive Director, Central Park Trail Rides and Lancaster County SPCA
- h. **Tax Claim Bureau – Solicitor Appointment**
Matthew Acker, Deputy Treasurer and Director of Tax Claim Bureau
- i. **Tax Claim Bureau – Co-Solicitor Appointment**
Matthew Acker, Deputy Treasurer and Director of Tax Claim Bureau
- j. **Information Technology Department – Consultant Agreement**
Misty Witmer, Deputy Director, Information Technology Department
John Bennawit, Records Specialist, Information Technology Department

6. Business from Guests

7. Adjourn



PROCLAMATION

Black History Month

February 3, 2016

County Commissioners
Dennis P. Stuckey, Chairman
Joshua G. Parsons, Vice-Chairman
Craig E. Lehman
Chief Clerk
Andrea M. McGue

WHEREAS, Carter G. Woodson, noted African American scholar and historian, founded "Black History Week," the second week in February, on February 12, 1926; and

WHEREAS, In 1976, as part of the nation's bicentennial, "Black History Week" was expanded and established as "Black History Month" with the hope that through this special observance all Americans would be reminded of their ethnic roots and develop a mutual respect for the contributions of all racial groups in America; and

WHEREAS, The month of February is significant and recognized in African American history for the accomplishments and contributions of great African American pioneers and institutions, such as Frederick Douglass, W.E.B. DuBois, George Washington Carver, Langston Hughes, Eubie Blake, Ida B. Wells-Barnett, Mary McLeod Bethune, Harriet "Moses" Tubman, the NAACP, and Tuskegee Institute; and

WHEREAS, African Americans have endured tremendous personal, social, economic and political injustices since the dawn of their enslavement; and

WHEREAS, These injustices notwithstanding, African Americans have made limitless contributions to society in medicine, science, art, religion, education, entertainment and the humanities; and

WHEREAS, We owe a great deal of gratitude to African Americans for their contributions, and for their efforts to help pioneer the way toward social and economic equality and justice; and

WHEREAS, "Black History Month" draws our collective attention to the facts and experiences of African Americans in this country from slavery, through the abolitionist movement; through the backlash of the oppressive laws of "Jim Crow" and the legalized institutional separation of the races; through the Harlem Renaissance; through the Civil Rights movement; and to the numerous and significant gains of freedom by agents of change like Sojourner Truth, Reverend Dr. Martin Luther King, Jr., Madam CJ Walker, Medgar Evers, Rosa Parks, Thurgood Marshall, Fannie Lou Hamer and John Lewis; and

WHEREAS, We are all indebted to these leaders as well as to the victims and the silent heroes for their immeasurable struggles and sacrifices and to all who have worked and are working to end discrimination, hatred and bigotry throughout society.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA, that the County of Lancaster does hereby celebrate the month of February 2016 as _____
Black History Month

in Lancaster County. The Lancaster County Board of Commissioners recognize and appreciate the many benefits of "Black History Month" to our citizenry and to our culture in general, and urge all Lancaster County residents to take the opportunity during this month to explore this rich history and to also make a personal commitment to help bring our nation closer to realizing racial equity.



Dennis P. Stuckey

Dennis P. Stuckey, Chairman

Joshua G. Parsons

Joshua G. Parsons, Vice Chairman

Craig E. Lehman

Craig E. Lehman

Board of Commissioners of
Lancaster County, Pennsylvania



On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Department of Parks and Recreation, to approve the following:

Agreement With:

Central Park Trail Rides, LLC
Lancaster, Pennsylvania

Purpose:

To provide horses, equipment and staffing to provide guided horseback rides at the Lancaster County Central Park Equestrian Trail.

Schedule:

Fridays through Sundays from May 28, 2016 through September 5, 2016 and encompassing any holiday that falls on Monday within this time frame. Hourly rides will be conducted from 9:00 a.m. to 3:00 p.m. and half-hour rides will be conducted from 3:00 p.m. to 5:00 p.m.

Amount:

Central Park Trail Rides will be responsible for full administration of the program with 25% of the net revenue being paid to the County of Lancaster and the remaining 75% being paid to the Lancaster County SPCA (\$40.00 per person per one hour ride and \$25.00 per person per 30 minute ride).

2/17/16

COVER SHEET
FOR

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

Submitted by: Name and Title: Paul Weiss
 Department: Parks and Recreation
 Date: 2/2/16

Board Action Requested: Services Agreement for the provision of guided horseback rides in Lancaster County Central Park.
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)
 Central Park Trail Rides, LLC (a partner of the Lanc Co SPCA)
 848 South Prince Street
 Lancaster, PA 17603

Proposed Program Budget Information:

Service	2016 Amount to be Approved	2015 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Guided horseback rides in Lancaster County Central Park	25% of net revenue from program paid to County (approx. \$7,300 in 2016)	N/A	N/A	N/A	N/A

Term of Contract: Through December 31, 2016 and renewing annually thereafter.

Budget Comments: As the program was not finalized at the time, the corresponding revenue was not included in the 2016 budget.

Program Information:

Description of Service:

Central Park Trail Rides will provide the horses, equipment and staffing to provide guided horseback rides in Lancaster County Central Park. Hourly guided rides for up to six riders will be conducted Fridays – Sundays from Memorial Day through Labor Day. A Central Park Trail Rides staff member will ride the lead horse and two (2) Central Park Trail Rides staff will walk alongside of the six horses being ridden by members of the public. The horses will be stabled in the Park from Friday – Saturday (in portable stables provided by Central Park Trail Rides). The remainder of the week, they will be boarded in a nearby private pasture. Central Park Trail Rides will be responsible for full administration of the program with 25% of the net revenue being paid to the County and the remaining 75% going to the SPCA.

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

February 10, 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:

Paul Weiss, Parks and Recreation Administrator (Work Session)

Paul Weiss, Parks and Recreation Administrator
 Sue Martin, Executive Director, Central Park Trail Rides and Lancaster County SPCA

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 Administrator.

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to approve the appointment of Nikolaus & Hohenadel, LLP, Lancaster, Pennsylvania, as Solicitor for the Lancaster County Tax Claim Bureau to provide legal representation in any and all legal matters pertaining to the Lancaster County Tax Claim Bureau, at an hourly rate of \$110.00, retroactive to December 1, 2015.

2/17/16

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to approve the appointment of D. Lynne Ferguson, Esquire, Mount Joy, Pennsylvania as Co-Solicitor for the Lancaster County Tax Claim Bureau to primarily handle bankruptcy cases and other legal matters, as required, pertaining to the Lancaster County Tax Claim Bureau, at an hourly rate of \$75.00, retroactive to December 1, 2015.

2/17/16

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: Matthew T. Acker, Deputy Treasurer/Director of the Tax Claim Bureau

Department: A1400-Office of the Treasurer-Tax Claim Bureau

Date: 01-27-2016

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

Appointment of Nikolaus & Hohenadel as Solicitor and D. Lynne Ferguson Esq. as Co. Solicitor for the Lancaster Co. Tax Claim Bureau.

Provider Information: (Name, Address):

Proposed Program Budget Information:

Service	2015-16 Amount to be Approved	2014-2015 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

Term of Contract: Indefinite

Budget Comments: Legal fees are paid out of the County Tax Claim Bureau's cost account. The Real Estate Tax Sale Law (RETSL) entitles the County to a five percent commission on delinquent real estate taxes that are collected for the govt. taxing bodies. This commission is used to assist in coving the expenses of operating the Tax Claim Bureau for the County including legal matters.

Program Information/Description of Service:

Complete sections pertaining to bid awards and Request for Proposals:

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

Complete Sections Pertaining to Construction Projects:

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

Date you would like the County Commissioners'

To take official action on this item?:

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

Matthew T. Acker Deputy Treasurer/Director of Tax Claim Bureau

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

Matthew T. Acker Deputy Treasurer/Director of Tax Claim Bureau

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.

NIKOLAUS & HOHENADEL, LLP
ATTORNEYS AT LAW

DONALD H. NIKOLAUS
JOHN P. HOHENADEL
MATTHEW J. CREME, JR.
JOHN F. MARKEL
RICHARD G. GREINER
JEFFREY A. MILLS
MICHAEL S. GRAB
JOSEPH B. MUZIC, JR. *
LISA J. MCCOY
BARBARA REIST DILLON
BARRY A. SOLODKY
JOHN C. HOHENADEL
BERNADETTE M. HOHENADEL
WANDA S. WHARE
ROBERT S. CRONIN, JR.

MANDY LLOYD HEINZ
ANGEL E. TORRES
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215 EAST STATE STREET
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QUARRYVILLE, PA. 17566
717/808-5139
FAX 717/808-5428

**Certified Civil Trial Specialist
By National Board of Trial Advocacy*

December 1, 2015

Matthew T. Acker
Chief Deputy Treasurer and Director
Lancaster County Tax Claim Bureau
150 North Queen Street
Lancaster, PA 17603

VIA HAND DELIVERY

Re: Scope of Representation

Dear Mr. Acker:

As a result of our earlier conversations, the purpose of this correspondence is to clarify the ongoing scope of Nikolaus & Hohenadel, LLP's representation of the Lancaster County Tax Claim Bureau in legal matters. At this point in time, our firm will continue and intends to provide the Lancaster County Tax Claim Bureau with ongoing legal representation in any and all general legal matters pertaining to the Tax Claim Bureau, including but not limited to all Upset Tax Sale proceedings, Judicial Tax Sale proceedings, and Surplus proceedings. At this time, I will continue to serve as the primary point of contact between the Tax Claim Bureau and Nikolaus & Hohenadel, LLP, and I will be primarily responsible for the legal work performed on behalf of the Tax Claim Bureau. We will continue to bill for our services consistent with our past practices at the rate of \$110 per hour.

Further, it is my understanding that the Tax Claim Bureau will be separately engaging the services of D. Lynne Ferguson, Esquire for representation of the Tax Claim Bureau regarding any bankruptcy proceedings. It is our understanding that Ms. Ferguson has made separate arrangements with the Tax Claim Bureau regarding the services she will provide which include the billing of her services. It is also my understanding that we are permitted and authorized by the Tax Claim Bureau to disclose, discuss or exchange information directly with Ms. Ferguson pertaining to Tax Claim matters that may be pertinent or necessary for either Ms. Ferguson's representation of the Tax Claim Bureau in bankruptcy matters or Nikolaus & Hohenadel's representation in all other legal matters of the Tax Claim Bureau. As Ms. Ferguson is no longer

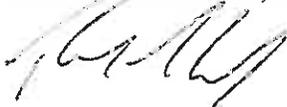
associated with Nikolaus & Hohenadel, LLP, in the event that we are required to have any communication with Ms. Ferguson as previously set forth, then any such costs or fees incurred by Nikolaus & Hohenadel, LLP will be billed to the Tax Claim Bureau consistent with the above and our past practices.

In the event that the Tax Claim Bureau's arrangements with Ms. Ferguson change in the future, our office is fully staffed and capable of representing the Tax Claim Bureau in any and all bankruptcy matters pertaining to Tax Claim Bureau cases and issues. Please contact me in such an event as we will then expand the scope of our representation of the Tax Claim Bureau to include any and all bankruptcy matters.

If you have any questions or would like to discuss any of the above further, please do not hesitate to contact me at my office. If you have no questions, please countersign this letter below acknowledging your agreement and understanding of these terms.

Very truly yours,

Nikolaus & Hohenadel, LLP



Robert S. Cronin, Jr.

RSC/jls

Matthew T. Acker Date
Chief Deputy Treasurer and Director
Lancaster County Tax Claim Bureau

D. Lynne Ferguson, Esq.
5148 Summerfield Dr.
Mount Joy, PA 17552
FergusonLaw@comcast.net
717-381-1255

November 25, 2015

Matthew T. Acker, Director
Lancaster County Tax Claim Bureau
150 N. Queen Street
Lancaster, PA

RE: Representation Agreement

Dear Matt:

This letter will serve to confirm our recent phone conversation. As you know, I have represented the Lancaster County Tax Claim Bureau for a total of 17 years. I will be ending my employment with Nikolaus & Hohenadel, LLP effective end of business day on November 25, 2015. Nikolaus & Hohenadel, LLP will continue to represent the Lancaster County Tax Claim Bureau in all matters other than bankruptcy matters. I, as a sole proprietor distinct from Nikolaus & Hohenadel, LLP, will serve the Tax Claim Bureau as "Assistant Solicitor," or Asst. Solicitor for legal services rendered at the rate of seventy-five dollars (\$75.00) per hour plus costs incurred related thereto.

I will also be available to Nikolaus & Hohenadel, LLP for consultations on any other Tax Claim Bureau matters as needed. All consultations will be billed at the rate of \$75.00/hour directly from me to the Tax Claim Bureau. The Tax Claim Bureau, as the client, is free to utilize its legal counsel as it desires as needed. To this end and as a condition of legal representation of the Tax Claim Bureau, there shall not be any "non-compete" agreement of any kind, inferred or actual, between the Bureau's Solicitor Nikolaus & Hohenadel, LLP and the Bureau's Asst. Solicitor D. Lynne Ferguson, Esq.

If the above terms are acceptable to the Tax Claim Bureau, please sign below. If the Tax Claim Bureau would like any changes to the above, please let me know.

I agree to the above terms:

I agree to the above terms:

DATE: _____

DATE: _____

Matthew T. Acker, Director
Lancaster County Tax Claim Bureau

D. Lynne Ferguson, Esq.
PA Supreme Ct I.D. 56365

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Information Technology Department, to approve the following:

Consultant Agreement With:

LancasterHistory.org
Lancaster, Pennsylvania

Purpose:

To protect and preserve historical documents for the County of Lancaster, including processing, indexing, preserving and accessing County records.

Amount/Term:

Not to exceed \$140,875.00 for the period January 1, 2016 through December 31, 2016.

2/17/16

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: Misty Witmer, Deputy Director IT Support Services
 Department: Information Technology and Budget Services
 Date: 2/2/2016

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

Provider Information: (Name, Address): LancasterHistory.org
230 N President Ave
Lancaster, PA 17603

Proposed Program Budget Information:

Service	2015-16 Amount to be Approved	2014-2015 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Document protection and preservation	140,875.00	140,875.00	0	0	County

Term of Contract: 1/1/2016-12/31/2016

Budget Comments: Allocated as part of annual Commissioners' grants, IT budget line item

Program Information/Description of Service:

LancasterHistory.org protects and preserves County historical records. This is mutually beneficial, as the County's climate-controlled storage facility for Archives cannot house all of the County's records. LancasterHistory.org maintains these records as part of larger collections available to the public and researchers. It allows for a more consistent and less time-consuming research experience for visitors to LancasterHistory.org and County Archives.

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

February 9-10, 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:

Misty Witmer, Deputy Director IT Support Services
John Bennawit, Records Specialist

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

Misty Witmer, Deputy Director IT Support Services
John Bennawit, Records Specialist

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.