

COUNTY COMMISSIONERS' WORK SESSION AGENDA

TUESDAY, FEBRUARY 18, 2020

10:00 a.m. – Conference Room #701, 7th Floor

10:00 a.m.

EXECUTIVE SESSION ANNOUNCEMENT

PUBLIC SESSION:

Approval of the February 11, 2020 Work Session Minutes. Postpone approval of the December 3, 2019 Work Session Minutes, December 24, 2019 Work Session Minutes, January 28, 2020 Work Session Minutes and February 4, 2020 Work Session Minutes.

ANNOUNCEMENTS:

- There is no Work Session scheduled for Tuesday, March 3, 2020, and there is no Commissioners' Meeting scheduled for Wednesday, March 4, 2020.
- An Evening Commissioners' Meeting is scheduled for Wednesday, March 18, 2020 at 7 p.m. at the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, Pennsylvania. There is no Commissioners' Meeting scheduled for Wednesday morning, March 18, 2020 at 9:15 a.m.
- There is no Work Session scheduled for Tuesday, March 24, 2020.

10:00 a.m.

Scott Standish, Executive Director, Planning Commission – User License Order (please refer to motion on tomorrow's agenda)

10:05 a.m.

Dale Brubaker, Grant Specialist, and Jeff Bell, County Detective, District Attorney's Office – Project Modification Request to JAG Single Solicitation Local Initiatives Grant Award (please refer to motion on tomorrow's agenda)

10:10 a.m.

Charles Douts, Director, Facilities Management – Authorization of Act 13 Funds for the Construction Phase of the East Octoraro No. 1 Bridge Replacement Project (please refer to Resolution No. 18 of 2020 on tomorrow's agenda and Authorization of Act 89 Funds for the Conewago No. 1 Bridge Superstructure Replacement Project (please refer to Resolution No. 19 of 2020 on tomorrow's agenda)

10:15 a.m.

Charles Douts, Director, and John Ulaky, Grounds Superintendent, Facilities Management - Lease/Purchase Agreements for Three Vehicles (please refer to motion on tomorrow's agenda)

10:20 a.m.

Linda Schreiner, Senior Buyer, Purchasing; Melissa Wein, Senior Project Manager/Business Analyst, Information Technology; and Judy Erb, Executive Director, or John Stygler, Deputy Director of Administration, Behavioral Health/Developmental Services (BH/DS) – Amended Agreement re. BH/DS's Lancaster Unified Information Systems (LUIS) (please refer to motion on tomorrow's agenda)

"continued"

Other Discussion Items:

1. Appointments/Reappointments:
2. February 19, 2020 Commissioners' Meeting Agenda

Adjourn

***Note:** The Work Session is being audio recorded. We ask that attendees speak into the microphone for audio recording purpose.*

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

License Order With:

Environics Analytics, Inc.
Wilmington, Delaware

Purpose:

To provide one user license for access to licensed products and services as follows:

- iXPRESS Retail Insight
- Business Facts Summary
- Retail Market Power
- Income Producing Assets and Net Worth Indicator Distributions
- PRIZM Premier Segment Distributions
- Sitewise Drive Time
- Businesses Mailing List

Amount/Term:

Not to exceed \$18,651.00 for the period April 9, 2020 through April 8, 2021.

2/19/20

REQUEST SUMMARY

ITEMS FOR COMMISSIONERS' AGENDA ON FEBRUARY 19, 2020

from

Scott W. Standish, 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.	Contract between Enviro-nics Analytics, Inc. and County of Lancaster	4/9/2020 to 4/8/2021	\$18,651.00	-0.003%	Provides 1 user license for access to: iXPRESS Retail Insight, Business Facts Summary, Retail Market Power, Income Producing Assets & Net Worth Indicator Distributions, PRIZM Premier Segment Distributions, Sitewise Drive Time, and Businesses Mailing List	

COVER SHEET FOR

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

Submitted by: Name and Title: Scott W. Standish, Executive Director
Department: Planning
Date: February 11, 2020

Board Action Requested:
(Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)
Approve agreement between Environics Analytics, Inc. and County of Lancaster for Licensed Materials user license

Provider Information: (Name, Address):

Proposed Program Budget Information:

Service	2020 Amount to be Approved	2019 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Total cost	\$18,651.00	\$18,651.60	\$.60	-0.003%	100% County

Term of Contract: Effective 4/9/2020 to 4/8/2021.

Budget Comments: Expense included in 2020 budget.

Program Information:

Description of Service:

Provides 1 user license for access to:
iXPRESS Retail Insight, Business Facts Summary, Retail Market Power, Income Producing Assets & Net Worth Indicator Distributions, PRIZM Premier Segment Distributions, Sitewise Drive Time, and Businesses Mailing List

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' To take official action on this item?:

February 19, 2020

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

Scott W. Standish
Executive Director

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

Scott W. Standish
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 authorized by the Chief Administrative Officer.

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

**Project Modification Request -
Grant Agreement No.
2016-JG-LS-28390-2 With:**

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

Purpose:

To submit a Project Modification Request for the JAG Single Solicitation Local Initiatives grant award to reallocate the remaining funds due to discount pricing from the 3D scanner, Battery Powerpack and Tripod to the purchase of a Hewlett Packard Z Book 17G5 Laptop computer.

Amount/Term:

Total funding reallocation is \$2,220.04, and there is no change to the total amount of the grant award which remains at \$64,398.00 for the period October 1, 2019 through September 30, 2020 (100% Federal funding).

2/19/20

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: Dale Brubaker, Grant Specialist
 Department: District Attorney's Office
 Date: February 4, 2020

Board Action Requested: Approval and signature of a Grant Project Modification Request
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Provider Information: (Name, Address): Pennsylvania Commission on Crime and Delinquency
 2017-2018 JAG Single Solicitation Local Initiatives
 P.O. Box 1167
 Harrisburg, PA 17108-1167

Proposed Program Budget Information:

Service	2019-2020 Amount to be Approved	2018-2019 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

Term of Contract: October 1, 2019 to September 30, 2020

Budget Comments:

Program Information:

Description of Service:

Accept of grant award and budget resolution for year two of PCCD's 2017-2018 JAG Single Solicitation Local Initiatives funding program.
 Grant funding will be used to replace the county detective unit's Leica 3D scanner with a FARO FocusS 150 3D Laser Scanner. The Leica scanner is outdated technology that has become expensive to operate; with annual maintenance fees costing \$17,260 and maintenance with recalibration costing \$21,260(every two years).
 After year three, the FARO maintenance fees will be \$8,000 annually (including calibration).

PMR: We are requesting approval to reallocate the remaining grant funds from the 3D scanner, Battery Powerpack and Tripod to a Hewlett Packard Z Book 17G5 Laptop computer. Due to GSA discount pricing from FARO, these funds were made available. Total funding reallocation will be \$2,220.04. The HP Laptop will be used to collect and process

data from the 3D scanner with FARO software. Due to the high processing demands of the software, the units current computers are not capable of being used without the risk of crashing.

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 19, 2020

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:

Dale Brubaker, Grant Specialist
Jeff Bell, County Detective

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

Dale Brubaker, Grant 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.

RESOLUTION NO. 18 OF 2020

On motion of Commissioner _____, seconded by Commissioner _____;

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA
to authorize the expenditure of Act 13, Marcellus Shale funds for the construction phase of the East Octoraro No. 1 Bridge replacement project located in Sadsbury Township, Lancaster County, in the amount of \$1.3 million including a ten percent (10%) contingency.

I, Lawrence M. George , Chief Clerk to the County of Lancaster, Pennsylvania, do hereby affirm that the above resolution was adopted by the Lancaster County Board of Commissioners on the 19th day of February, 2020.

ATTEST:

Lawrence M. George
Chief Clerk
County of Lancaster, Pennsylvania

2/19/20

RESOLUTION NO. 19 OF 2020

On motion of Commissioner _____, seconded by Commissioner _____;

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA
to authorize the expenditure of Act 89, Transportation funds for the Conewago No. 1 Bridge
superstructure replacement project located in Conoy Township, Lancaster County, per the Intermunicipal
Cost Sharing Agreement with Dauphin County, in the amount of \$600,000.00.

I, Lawrence M. George , Chief Clerk to the County of Lancaster, Pennsylvania, do hereby affirm
that the above resolution was adopted by the Lancaster County Board of Commissioners on the 19th day
of February, 2020.

ATTEST:

Lawrence M. George
Chief Clerk
County of Lancaster, Pennsylvania

2/19/20

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 12, 2020

Board Action Requested:

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

Request to use Act 13, Marcellus Shale Funds for the construction phase of the East Octoraro # 1 bridge replacement.
 Request to use Act 89 funds for the Conewago# 1 superstructure replacement per the shared agreement with Dauphin County

Provider Information: (Name, Address):

Proposed Program Budget Information:

Service	2029 Amount to be Approved	2020 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

Term of Contract:

Budget Comments:

Program Information:

Due to the robust Bridge Capital program, it is requested that \$1.3 million dollars be appropriated for the construction phase of the East Octoraro # 1 bridge replacement from Act 13 funds. The actual construction cost, engineering and inspection services totals \$1,183,418.57. A ten percent contingency for this project rounds off the amount to \$1.3 million. The current balance of the Act 13 funds reserved for bridges is \$2.4 million, plus an additional allocation of \$900,000 is expected in 2020. Per the shared agreement with Dauphin County to replace the superstructure of the Conewago # 1, it is requested to use Act 89 funds in the amount of \$600,000 for engineering and construction. The current balance for Act 89 funds is \$810,543 with an estimated allocation of \$230,000 for 2020.

# 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 19, 2020

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

Charlie Douts, Director, Facilities Management

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

Lease/Purchase Agreements With: Whitmoyer Ford
Mount Joy, Pennsylvania

Purpose: To lease the following vehicles for a period of five years which will replace three existing vehicles:

2019 Ford F-250 Regular Cab Truck	\$28,100.00
2019 Ford F-250 Regular Cab Truck	\$40,800.00
2020 Ford Transit Connect Van	\$24,500.00

Amount: **Total: \$93,400.00 under State Purchasing Contracts**

Term: The County will own the vehicles following the five-year lease period depending on the usability of the vehicle going forward.

2/19/20

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 10, 2020

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)
 Authorization for lease purchase of three replacement vehicles per 2020 budget

Provider Information: (Name, Address):
 Whitmoyer Ford
 1001 E. Main St.
 Mount Joy, Pa

Proposed Program Budget Information:

Service	2029 Amount to be Approved	2020 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

Term of Contract: _____

Budget Comments: _____

Program Information:
 Authorization is requested to lease/purchase 3 vehicles form Whitmoyer Ford per State Contract pricing and financing from Santander Bank. Vehicle # 1, Ford F-250 regular cab, \$30,100, less trade in of \$2000 for 2001 GMC, 80,000 miles. Total vehicle cost- \$28,100. Vehicle # 2, Ford F-250 regular cab with plow and dump body, \$48,800 less trade in of \$8,000 for 2007 Ford, 39,650 miles. Total vehicle cost- \$40,800. Vehicle # 3, Ford Transit Connect with shelving, \$28,500 less trade in of \$4,000 for 2004 Ford, 40,122 miles. Total vehicle cost- \$24,500

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 19, 2020

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

Charlie Douts, Director, Facilities Management
John Ulaky, Grounds Superintendent

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

Amended Agreement No. 2 With: Living Complete Technologies, Inc.
Smithfield, Rhode Island

Purpose: To upgrade and move the Lancaster Unified Information Systems (LUIS) database utilized by BH/DS to the cloud, upgrade the LUIS software to the CARES platform, and provide ongoing maintenance, support and new development/enhancements.

Amount/Term: Increase the amount of the existing contract by \$412,075.00, for a total contract amount not to exceed \$508,150.00, and to extend the contract term effective July 1, 2019 through June 30, 2021 (100% Human Services Block Grant funding).

Note: BH/DS is requesting flexibility to determine which State fiscal year to expend the enhancement payments based on availability of funds.

2/19/20

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

COVER SHEET FOR
CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: Linda Schreiner, Senior Buyer
 Department: Purchasing
 Date: February 12, 2020

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.) Addendum to Service Agreement Contract – Fiscal Year 2019/2020
Provider Information: (Name, Address): Living Complete Technologies, Inc.
 37 Thurber Boulevard, Suite 108
 Smithfield, RI 021917

Proposed Program Budget Information:

Service	FY 2019/20 and FY 2020/21 Amount to be Approved	Current FY 2019/20 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
	\$508,150.00	\$96,075.00	+\$412,075.00	429%	100% Human Services Block Grant

Term of Contract: 07/01/2019 to 06/30/20 adjustment of term to be 07/01/19 to 06/30/21

Budget Comments:

Program Information: Amendment #2 – to upgrade and move the Lancaster Unified Information Systems (LUIS) database to the cloud, as well as provide ongoing maintenance, support and new development/enhancements.

Description of Service:
 Purchasing in partnership with Information Technology, Behavioral Health and Developmental Services (BHDS), and Living Complete are requesting approval to amend the current agreement with Living Complete the provider of BHDS's LUIS software. The servers currently hosting the LUIS program for BHDS have reached end of life, as a result we will be moving hosting to the cloud. In addition to moving to the cloud, all parties are working to upgrade the LUIS software to the CARES platform. This amendment will extend the current agreement to June 30, 2021. BHDS is requesting flexibility to determine which state fiscal year to expend the enhancement payments based on availability of funds.

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	Block Grant

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:

February 19, 2020

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

Linda Schreiner, Senior Buyer
 Melissa Wein, Sr. Project Manager/Business Analyst
 Judy Erb, BHDS Executive Director OR
 John Stygler, BHDS Deputy Director Administration

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

Linda Schreiner, Senior Buyer
 Melissa Wein, Sr. Project Manager/Business Analyst
 Judy Erb, BHDS Executive Director OR
 John Stygler, BHDS Deputy Director Administration

LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA

Wednesday, February 19, 2020

9:15 a.m. – Conference Room #701, 7th Floor



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Joshua G. Parsons.
2. Pledge of Allegiance
3. Minutes as Distributed: Postpone approval of the January 15, 2020 Commissioners' Meeting Minutes, January 29, 2020 Commissioners' Meeting Minutes, February 5, 2020 Commissioners' Meeting Minutes and February 12, 2020 Commissioners' Meeting Minutes.
4. Old Business:
5. New Business:
 - a. **Announcements:**
 - There is no Work Session scheduled for Tuesday, March 3, 2020, and there is no Commissioners' Meeting scheduled for Wednesday, March 4, 2020.
 - An Evening Commissioners' Meeting is scheduled for Wednesday, March 18, 2020 at 7 p.m. at the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, Pennsylvania. There is no Commissioners' Meeting scheduled for Wednesday morning, March 18, 2020 at 9:15 a.m.
 - There is no Work Session scheduled for Tuesday, March 24, 2020.
 - b. **Planning Commission – User License Order**
Scott Standish, Executive Director, Planning Commission
 - c. **Resolution No. 18 of 2020 – Authorization of Act 13 Funds for the Construction Phase of the East Octoraro No. 1 Bridge Replacement Project**
Charles Douts, Director, Facilities Management
 - d. **Resolution No. 19 of 2020 – Authorization of Act 89 Funds for the Conewago No. 1 Bridge Superstructure Replacement Project**
Charles Douts, Director, Facilities Management

"continued"

County Commissioners' Meeting Agenda
Wednesday, February 19, 2020

- e. **Facilities Management – Lease/Purchase Agreements for Three Vehicles**
Charles Douts, Director, Facilities Management
John Ulaky, Grounds Superintendent, Facilities Management

- f. **District Attorney's Office – Project Modification Request to JAG Single Solicitation Local Initiatives Grant Award**
Dale Brubaker, Grant Specialist, District Attorney's Office

- g. **Behavioral Health/Developmental Services (BH/DS), Purchasing Department and Information Technology – Amended Agreement re. BH/DS's Lancaster Unified Information Systems**
Linda Schreiner, Senior Buyer, Purchasing
Melissa Wein, Senior Project Manager/Business Analyst, Information Technology
Judy Erb, Executive Director, Behavioral Health/Developmental Services or
John Stygler, Deputy Director of Administration, Behavioral Health/Developmental Services

6. Business from Guests

7. Adjourn

Note: *The Commissioners' Meeting is being video recorded for public viewing and is available on the County's website. We ask that attendees speak into the microphone at the podium for audio recording purposes.*