

**COUNTY COMMISSIONERS' WORK SESSION AGENDA**

**TUESDAY, MARCH 19, 2019**

**10:00 a.m. – Conference Room #701, 7<sup>th</sup> Floor**

**10:00 a.m.**

**EXECUTIVE SESSION ANNOUNCEMENT**

**PUBLIC SESSION:**

Postpone approval of the February 26, 2019 Work Session Minutes and March 12, 2019 Work Session Minutes.

**Re-announcements:**

- An evening Commissioners' Meeting is scheduled on Wednesday, March 20, 2019 at 7:00 p.m. at the Manor Township Municipal Building, 950 West Fairway Drive, Lancaster. There will be no Commissioners' Meeting held on Wednesday morning, March 20, 2019 at 9:15 a.m.
- There is no Work Session scheduled for Tuesday, March 26, 2019.

**10:00 a.m.**

Charles Douts, Director, Facilities Management, and Mark Lauriello, County Engineer, RETTEW – Agreement Addendums (please refer to motion on tomorrow's agenda)

**10:05 a.m.**

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

**Other Discussion Items:**

1. Appointments/Reappointments
2. March 20, 2019 Commissioners' Meeting Agenda

**Adjourn**

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

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.     **Addendum No. 1 to Agreement**             RETTEW  
          **With:**                                     Lancaster, Pennsylvania

**Purpose:**                                    To prepare a Memorandum of Agreement (MOA) outlining measures to mitigate the adverse effect to the historic elements relating to the East Octoraro No. 1 Bridge Replacement project. RETTEW will engage CHRS, Inc. as a subconsultant to assist with completion of the MOA.

**Amount:**                                    Increase the amount of the existing contract by \$8,100.00, for a total contract amount not to exceed \$299,800.00 through completion of project (Liquid Fuels funding).
  
2.     **Addendum No. 1 to Agreement**             RETTEW  
          **With:**                                     Lancaster, Pennsylvania

**Purpose:**                                    To provide construction administration services for the Conoy No. 1 Bridge Replacement project.

**Amount:**                                    Increase the amount of the existing contract by \$24,300.00, for a total contract amount not to exceed \$237,500.00 through completion of project (Liquid Fuels funding).

**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: March 13, 2019  
 East Octoraro # 1 Bridge Replacement

**Board Action Requested:**

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

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

RETTEW  
 3020 Columbia Ave.  
 Lancaster, PA 17603

**Proposed Program Budget Information:**

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

**Term of Contract:**

**Budget Comments:**

**Program Information:**

Contract addendum # 1 to prepare a Memorandum of Agreement to mitigate the adverse effect to the historic elements relating to the replacement of the bridge. The addendum is \$8,100 for a total contract of \$291,000. The County is using Liquid Fuels funds for this project. Please see attached proposal from RETTEW.

*\$299,800.00*

**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 |
|------------------------|---------------------------|--|-----------------------|
|                        |                           |  |                       |

March 20, 2019

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

Charles Douts, Jr, Director, Facilities Management Department.

Mark Lauriello, County Engineer, RETTEW

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: March 13, 2019

**Board Action Requested:** Conoy # 1 Bridge Replacement  
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

**Provider Information: (Name, Address):** RETTEW  
 3020 Columbia Ave.  
 Lancaster, PA 17603

**Proposed Program Budget Information:**

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

**Term of Contract:** \_\_\_\_\_

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

**Program Information:**  
 Contract addendum # 1 for construction administration for the Conoy # 1 bridge replacement in the amount of \$24,300. The new contract amount will be \$237,500. Bids will be opened on April 3, and a recommendation for bid award will follow. County is using Liquid Fuels funds for the engineering/design/administration and inspection of this project. Act 13, Marcellus Shale funds will be utilized for the construction. Please see attached proposal from RETTEW.

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

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

**Complete Sections Pertaining to Construction Projects:**

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

March 20, 2019

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

Charles Douts, Jr, Director, Facilities Management Department.

Mark Lauriello, County Engineer, RETTEW

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.     **Assignment of Drainage Easement and Temporary Construction Easement Agreement With:**     Township of West Donegal  
Elizabethtown, Pennsylvania

**Purpose:**     To assign to the County of Lancaster the rights and privileges West Donegal Township possesses by reason of the Grant of Drainage Easement and to grant to the County a temporary construction easement for the limited purpose and limited duration necessary to replace the Conoy No. 1 Bridge located on Stonemill Drive in West Donegal Township and to replace adjacent storm water facilities in accordance with the terms and conditions set forth in the Agreement.

**Amount:**     \$1.00 for the County's assignment of rights and in consideration for the temporary construction easement.

**Term:**     Effective March 20, 2019 through completion of project.
2.     **Easement Agreement With:**     Patsy A. Hake  
Beth A. Gainer  
Elizabethtown, Pennsylvania

**Purpose:**     To grant and convey to the County of Lancaster a permanent easement and a temporary construction easement over certain property along Stonemill Drive, West Donegal Township, Lancaster County (Tax Account No. 160-70641-0-0000) for the purpose of allowing the County to make improvements and to use, maintain, repair and replace the Conoy No. 1 Bridge, and to allow use of the bridge improvements by the public in accordance with the terms and conditions set forth in the Agreement.

**Amount:**     \$120.50 payable to each of the owners in consideration for the permanent easement, for a total of \$241.00, and \$582.25 payable to each of the owners in consideration for the temporary construction easement, for a total of \$1,164.50

**Term:**     Effective March 20, 2019 through completion of project.

"continued"

Facilities Management – Easement Agreements

Page 2

3. **Easement Agreement With:** Jonathan R. Kimmel and Jamie S. Kimmel  
Elizabethtown, Pennsylvania
- Purpose:** To grant and convey to the County of Lancaster a temporary construction easement over certain property along Stonemill Drive, West Donegal Township, Lancaster County (Tax Account No. 160-19365-0-0000) for the purpose of allowing the County to make improvements and to use, maintain, repair and replace the Conoy No. 1 Bridge, and to allow use of the bridge improvements by the public in accordance with the terms and conditions set forth in the Agreement.
- Amount:** \$288.50 in consideration for the temporary construction easement.
- Term:** Effective March 20, 2019 through completion of project.
4. **Easement Agreement With:** Dale L. Aungst and Donna E. Aungst  
Elizabethtown, Pennsylvania
- Purpose:** To grant and convey to the County of Lancaster a permanent easement and a temporary construction easement over certain property along Stonemill Drive, West Donegal Township, Lancaster County (Tax Account No. 160-10626-0-0000) for the purpose of allowing the County to make improvements and to use, maintain, repair and replace the Conoy No. 1 Bridge, and to allow use of the bridge improvements by the public in accordance with the terms and conditions set forth in the Agreement.
- Amount:** \$260.00 in consideration for the permanent easement and \$1,369.50 in consideration for the temporary construction easement
- Term:** Effective March 20, 2019 through completion of project.

3/20/19



**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: March 13, 2019

**Board Action Requested:** Conoy # 1 Bridge Replacement  
 (Specify Agreement, Amended Agreement, Grant App., Easements and agreements with Property owners and West  
 Change Order, Bid Award etc.) Donegal Township

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

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**Proposed Program Budget Information:**

| Service | 2019<br>Amount to<br>be Approved | 2019<br>Amount | Amount<br>Increase/<br>Decrease | Percent<br>Increase/<br>Decrease | Percent<br>Funding<br>Source<br>(Co.,<br>State, Fed) |
|---------|----------------------------------|----------------|---------------------------------|----------------------------------|--|
|         |                                  |                |                                 |                                  |  |
|         |                                  |                |                                 |                                  |  |
|         |                                  |                |                                 |                                  |  |

**Term of Contract:**

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**Budget Comments:**

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**Program Information:**

Please see the attached agreement with West Donegal Township concerning the assignment of drainage easement and temporary construction easement. Please see the attached signed property owner agreements. Dale and Donna Aungst, 2,739 sq. ft. temporary easement, \$1,369.50, 260 sq. ft. permanent easement, \$260. Jonathan and Jamie Kimmel, 577 sq. ft. temporary easement, \$288.50 Patsy Hake and Beth Gainer, 2,939 sq. ft. temporary easement \$1164.50, 241 sq. ft. permanent easement, \$241.00

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

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

**Complete Sections Pertaining to Construction Projects:**

| <b>Amount of Change Order</b> | <b>Amount of Original Budget</b> | <b>Revised Total Budget Reflecting Change</b> | <b>Define Funding Source</b> |
|-------------------------------|----------------------------------|---|------------------------------|
|                               |                                  |   |                              |

March 20, 2019

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

Charles Douts, Jr, Director, Facilities Management Department.



# PROCLAMATION

## Pennsylvania 811 Safe Digging Month

County Commissioners

Joshua G. Parsons, Chairman  
Dennis P. Stuckey, Vice-Chairman  
Craig E. Lehman

March 20, 2019

WHEREAS, As engineers, designers, excavators and homeowners work to keep pace with this Commonwealth's economic development, it is important to minimize damage to underground utility lines, danger to workers, environmental pollution and loss of utility service to Pennsylvania citizens; and

WHEREAS, The Pennsylvania One Call System, a utility service information center celebrating its 46th year of continuous service to the Commonwealth, is key to preventing injuries and damage when excavating; and

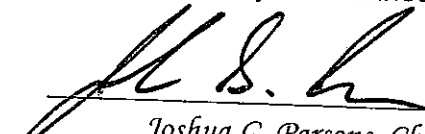
WHEREAS, This unique service provides easy, one-call notification about construction and excavation projects which may endanger workers and jeopardize utility lines while promoting workplace and public safety, reducing underground utility damage, minimizing utility service interruptions and protecting the environment; and

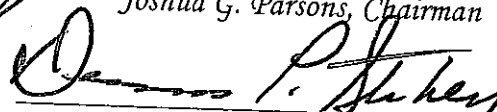
WHEREAS, This vital service, which began with only six utility companies in western Pennsylvania and the City of Pittsburgh, now serves more than 100,000 excavators and 3,600 critical infrastructure owners throughout this Commonwealth; and

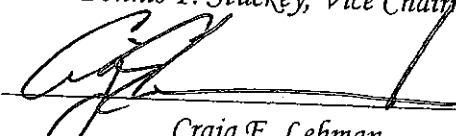
WHEREAS, Each year, the Pennsylvania One Call System receives more than 750,000 notification requests and transmits more than six million notifications, providing protection to utility companies, their employees and customers.

NOW, THEREFORE, WE, THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA do hereby proclaim April 2019 to be "Pennsylvania 811 Safe Digging Month" to encourage all excavators and homeowners of Lancaster County to dial 8-1-1 or 1-800-242-1776 at least three business days before digging in order to "Know What's Below," avoid injury, protect the environment, and prevent millions of dollars in damages and to remind excavators that three business days' notice is the law, for safe digging is no accident, and that more information may be obtained by visiting [www.pa811.org](http://www.pa811.org).



  
Joshua G. Parsons, Chairman

  
Dennis P. Stuckey, Vice Chairman

  
Craig E. Lehman

Board of Commissioners of  
Lancaster County, Pennsylvania



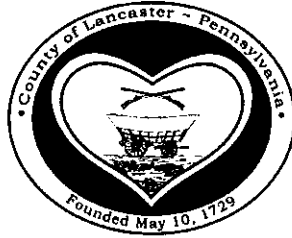
**LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA**

**Wednesday, March 20, 2019**

**7:00 p.m.**

**Manor Township Municipal Building**

**950 West Fairway Drive, Lancaster, Pennsylvania**



1. Meeting Called to Order: This evening's meeting will be conducted by Commissioner Joshua G. Parsons.
2. Pledge of Allegiance
3. Minutes as Distributed: Postpone approval of the February 13, 2019 Commissioners' Meeting Minutes, February 27, 2019 Commissioners' Meeting Minutes and March 13, 2019 Commissioners' Meeting Minutes
4. Welcome and Thank You
5. Old Business
  - a. **Re-announcement:**  
There is no Work Session scheduled for Tuesday, March 26, 2019.
6. New Business:
  - a. **Manor Township Presentation**  
J. Ryan Strohecker, Manager and Secretary-Treasurer, Manor Township  
John Wenzel, Jr., Chairman, Manor Township Board of Supervisors
  - b. **Presentation of Proclamation – "Pennsylvania 811 Safe Digging Month"**  
Norm Parrish, Liaison Representative, Pennsylvania One Call System, Inc.
  - c. **Facilities Management – Agreement Addendums**  
Charles Douts, Director, Facilities Management  
Mark Lauriello, County Engineer, RETTEW

"continued"

**County Commissioners' Meeting Agenda**  
**Wednesday, March 20, 2019**  
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d. **Facilities Management – Easement Agreements**  
Charles Douts, Director, Facilities Management

7. Questions and Answers from Public

8. Adjourn