

**COUNTY COMMISSIONERS' WORK SESSION MINUTES**  
**TUESDAY, MARCH 17, 2020**

The Board of County Commissioners met today in their weekly Work Session.

Present at today's meeting were:

**Joshua G. Parsons, Chairman**  
**Ray D'Agostino, Vice-Chairman**  
**Craig E. Lehman**  
**BOARD OF COUNTY COMMISSIONERS**

**Lawrence M. George**  
**CHIEF CLERK**

**Lisa Johnson**  
**ASSISITANT CHIEF CLERK**

**Christina Hausner, Esquire**  
**COUNTY SOLICITOR**

Also present were:

**President Judge Ashworth**  
**COURT OF COMMON PLEAS**

**Sharon Bradnick, Secretary/Treasurer**  
**MARIETTA BOUROUGH**

**Phil Colvin, Director**  
**EMERGENCY MANAGEMENT AGENCY**

**Bob Devonshire, Building Superintendent**  
**FACILITIES MANAGEMENT**

**Barry Garman, Project Manager**  
**FACILITIES MANAGEMENT**

**Meredith Jorgensen, Reporter**  
**WGAL**

**Todd Kirkpatrick, Director**  
**PUBLIC SAFETY TRAINING CENTER**

**Matt Knepper, Director**  
**AGRICULTURAL PRESERVE BOARD**

**Patrick Mulligan, Director**  
**BUDGET SERVICES**

**John Ulaky, Grounds Superintendent**  
**FACILITIES MANAGEMENT**

**Carter Walker, County Government Reporter**  
**LANCASTER NEWSPAPERS**

**Paul Weiss, Administrator**  
**DEPARTMENT OF PARKS AND RECREATION**

Commissioner Parsons called the meeting to order at 10:00 a.m.

Commissioner Parsons announced the Board met in Executive Session on Monday, March 16, 2020 at 10:30 a.m. to discuss Personnel Matters and Litigation including the Stevenson cases which are in the Eastern District of Pennsylvania with multiple docket numbers.

Commissioner Parsons announced to postpone approval of the March 10, 2020 Work Session Minutes.

Commissioner Parsons made the following reannouncements:

- 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.

Commissioner Parsons made the following announcements:

- The Evening Commissioners' Meeting for Wednesday, March 18, 2020 at 7:00 p.m. at the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, Pennsylvania, has been cancelled in light of the ongoing crisis.
- The Prison Board Meeting scheduled for Thursday, March 19, 2020 at 9:15 a.m. is cancelled. It had originally been scheduled at the prison, moved to the government building and then we decided it was prudent to cancel for now as well, although if this goes on we will certainly have to hold prison board meetings at future dates.
- The Prison Stat Meeting scheduled for Thursday, March 26, 2010 at 1:30 p.m. is cancelled, this is a non-essential meeting and we will pick it up later as necessary.

1. Board of Commissioners – Declaration of Disaster Emergency

Commissioner Parsons said this was triggered because of the President's Declaration of Emergency for the Federal Government which potentially makes us eligible for reimbursement of time and money spent by the County Emergency Management Agency. The Governor also expanded restrictions yesterday, so in consultation with the city, the County and City decided to both declare our emergencies now. This provides flexibility within the County for contracting purposes and heightens awareness for the public, who will see no real differences between what we are already doing. Commissioner Parsons noted and appreciated our collaborative community. He also said the Board is cognizant of the damage and hard times businesses are going to go through, noting there are discussions with state and federal officials along with the Chamber and EDC about how to mitigate that.

Commissioner D'Agostino said we are in an extraordinary time in our nation's history which requires all of us to work together more so than ever, and this declaration is not something the Board takes lightly. They have been working since late January developing a response and preparing to continue government services. He asked for everyone's cooperation and patience during this continually evolving time. Commissioner D'Agostino thanked department heads and elected officials for working with them; our Chief Clerk, who has been marshalling this effort from the staff perspective; and Mr. Colvin, Director of the Emergency Management Agency, who has been at the forefront of our response.

Commissioner Lehman said he has never experienced anything like this in his time as Commissioner but also has never been prouder and is grateful for everyone who works within County government; they are doing what is right for government, our employees and the residents we serve. He reminded everyone to remain as calm as possible, encouraged following CDC prevention guidelines and emphasized the practice of social distancing; noting it is the best way to protect yourself, your family and everyone else. Commissioner Lehman acknowledged our unique 24-hour facilities - the Jail, YIC, 911 and Crisis Intervention.

Mr. Colvin said we are in unprecedented times, but they stand ready to provide the support and coordination the County needs. They are in constant communication with the Pennsylvania Emergency Management Agency, the Department of Health, local hospitals and all first responders throughout the County.

Mr. George said over the last week various county departments have identified what services can be continued to be provided onsite and what can be offered remotely. This working document will be published on the County website and the public should not notice any appreciable difference in the provision of county services.

**RESOLUTION NO 25 OF 2020**

**DECLARATION OF DISASTER EMERGENCY**

On motion of Commissioner D'Agostino, seconded by Commissioner Lehman;

**WHEREAS**, a novel coronavirus (now known as "COVID-19") emerged in Wuhan, China, began infecting humans in December 2019, and has since spread to 89 countries, including the United States; and

**WHEREAS**, the World Health Organization and the Centers for Disease Control and Prevention ("CDC") have declared COVID-19 a "Pandemic," and the U.S. Department of health and Human Services ("HHS") Secretary has declared that COVID-19 creates a public health emergency; and

**WHEREAS**, the County of Lancaster ("County") has been working in collaboration with the PEMA, DOH, and local health agencies to monitor and plan for the containment and subsequent mitigation of COVID-19; and

**WHEREAS**, this pandemic is endangering the health, safety and welfare of a substantial number of persons residing in the County of Lancaster, and threatens to create problems potentially greater in scope than the County and Municipalities may be able to resolve on their own; and

**WHEREAS**, this threat of imminent pandemic throughout the County is of such magnitude and severity as to render essential the County's coordination of emergency resources and mutual aid to the county and municipal governments of this County and to require the activation of all applicable state, county, and municipal emergency response plans; and

**WHEREAS**, this threat of imminent pandemic has the potential to cause significant adverse impacts upon the population throughout the County; and

**WHEREAS**, emergency management measures are required to reduce the severity of this pandemic and to protect the health, safety and welfare of affected residents in the County of Lancaster;

**NOW, THEREFORE, WE, THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA** pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA C.S., Section 7501), as amended, do hereby declare the existence of a disaster emergency as a result of this pandemic in the County of Lancaster.

**BE IT FURTHER RESOLVED**, we direct the Lancaster County Emergency Management Coordinator or his designee to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this pandemic, to aid in the continuation and restoration of essential public services as necessary, and to take any other emergency response action deemed necessary to respond to this emergency.

**BE IT FURTHER RESOLVED**, that we authorize officials of Lancaster County to act as necessary to meet the current exigencies of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Declaration shall take effect immediately and continue until rescinded by the Board of Commissioners.

Motion passed unanimously.

2. President Judge Ashworth presented an update, noting a Judicial Emergency Order was signed by the Supreme Court and Lancaster County judges unanimously issued a Declaration of Judicial Emergency. It will be in effect until April 14, 2020 and is in line with other state and federal court systems' closures. Judge Ashworth said the declaration can be found on the Court and Bar Association websites; he has authorized the use of alternative technological devices; judges will be granting continuances liberally; and all Civil and Criminal jury trials and jury duty are suspended pending further notice.
3. Mr. Mulligan, Director, presented Budget Adjustments on behalf of Budget Services.

**RESOLUTION NO. 26 OF 2020**

On motion of Commissioner Lehman, seconded by Commissioner D'Agostino, it was agreed for the County of Lancaster, acting on behalf of the Departments and Agencies in the County, to transfer \$400,000.00 from the Lancaster County Unrestricted General Fund Balance (Fund-A) to the COVID-19 Response Account established in the Commissioners' Office. The purpose of this request is to provide the County's initial funding to address any immediate, extraordinary, and direct costs related to the operations of the County during the impact of COVID-19 emergency declaration. Should it be determined that additional funding be necessary during this time of emergency, such additional funds shall be allocated using the same processes and any unexpended funds shall be returned to the Unrestricted General Fund Balance after this time of emergent need has ceased.

**FROM:**

Lancaster County- Unrestricted General Fund Balance (Fund-A) 2951 A A1111 45006	<b><u>\$400,000.00 (-)</u></b>
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**TO:**

Commissioners Office - COVID-19 Response Account 7300-A-A1111-45006	<b><u>\$400,000.00 (+)</u></b>
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Motion passed unanimously.

4. Mr. Kirkpatrick, Director, presented a Memorandum of Understanding with Dauphin County as the Fiduciary Agent for the South-Central Task Force.

On motion of Commissioner D'Agostino, seconded by Commissioner Lehman, it was agreed for the County of Lancaster, acting on behalf of the Public Safety Training Center (PSTC), to approve the following:

**Memorandum of Understanding With:**

Dauphin County serving as the Fiduciary Agent for the South-Central Task Force (SCTF)  
Harrisburg, Pennsylvania

**Purpose:**

To allow the PSTC to invoice the SCTF for facility usage, meetings, events and training. PSTC will provide the following services to support the SCTF regional planning, training and exercise program, as required by the SCTF:

- Delivery of NIMS and related incident command training programs including:

- I. ICS 300 – Intermediate ICS for Expanding Incidents
- II. ICS 400 – Advanced ICS Command and General Staff for Complex Incidents
- III. Command and General Staff Training
- IV. All-Hazard Incident Management Team Position-Specific Courses
- V. Other NIMS-based training courses as requested by SCTF

• Specialized training courses related to exercises and meetings including:

- I. EMS Task Force Orientation and Training
- II. Hospital Emergency Response Team Training
- III. SCTF Homeland Security Conference Education and Administration
- IV. SCTF Subcommittee Workshops
- V. Other SCTF Exercises, Workshops, Seminars, Meetings and Conferences as required by SCTF

**Fee Schedule:**

Facility Services:

PSTC internal rates for catering, room rentals, facility rentals and associated services will be provided to SCTF.

Courses:

ISC 300 Course (24 students)	\$4,900.00
ISC 400 Course	\$3,500.00
All Hazards Incident Management Course (six days)	TBD
All Hazards IMT Position Specific Training	TBD
EMS Task Force Course	TBD

Instruction and Support Services:

Clerical Support	\$25.00/hour
Administrative/Professional Support:	
Exercise Design/Facilitation	\$75.00/hour
Course/Curriculum Development	\$75.00/hour
Project/Program Coordination	\$75.00/hour
Lead Instructor (General Programs)	\$50.00/hour
Lead Instructor Specialty Course	\$75.00/hour
NIMS Position Specific, Advanced Course	
Assistant Instructor (General Programs)	\$50.00/hour
Assistant Instructor Specialty Course	\$50.00/hour
NIMS Position Specific, Advanced Course	
Exercise Evaluator/Facilitator/ Controller	\$50.00/hour

For training and exercise activity not covered by the above fee schedule, but requested by the SCTF, the PSTC will charge actual costs incurred plus a reasonable administrative fee not to exceed 12% of the actual program costs.

**Term:**

Effective January 1, 2020 and shall renew annually on November 1 for additional one-year terms.

Motion passed unanimously.

5. Mr. Weiss, Administrator, Mr. Ulaky, Grounds Superintendent, and Ms. Bradnick, Secretary/Treasurer, presented an Authorization to begin work on a potential agreement regarding the transfer of 29.7 acres of land in Chickies Rock County Park to Marietta Borough.

On motion of Commissioner Lehman, seconded by Commissioner D'Agostino, it was agreed for the County of Lancaster to authorize permission to the County's Department of Parks and Recreation to work with the County Solicitor's Office, the Pennsylvania Department of Conservation and Natural Resources, and Marietta Borough on a potential agreement regarding the transfer of 29.7 acres of land in Chickies Rock County Park to Marietta Borough.

Motion passed unanimously.

Mr. Weiss noted that due to the ongoing situation parks programs and facility reservations unfortunately had to be discontinued for social distancing, however, the County parks remain open for public use. They have basic support services from maintenance and Ranger staff, so people are encouraged, acting responsibly, to get out and take advantage of those opportunities.

6. Mr. Douts, Director and Mr. Garman, Project Manager, presented Change Orders for Courthouse renovations and alterations project on behalf of Facilities Management.

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

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- 1. **Change Order No. 1 With:** Lobar, Inc.  
Dillsburg, Pennsylvania  
  
**Purpose:** To provide additional general construction services for the Lancaster County Courthouse renovations and alterations project on the fifth through seventh floors.  
  
**Total Change Order:** **Add \$6,061.32**  
**Total Project Cost:** **\$6,108,061.32**
  
- 2. **Change Order No. 2 With:** Lobar, Inc.  
Dillsburg, Pennsylvania  
  
**Purpose:** To provide additional general construction services for the Lancaster County Courthouse renovations and alterations project on the fifth through seventh floors.  
  
**Total Change Order:** **Add \$10,447.12**  
**Total Project Cost:** **\$6,118,508.44**
  
- 3. **Change Order No. 1 With:** Jay R. Reynolds, Inc.  
Willow Street, Pennsylvania  
  
**Purpose:** To provide additional plumbing construction services for the Lancaster County Courthouse renovations and alterations project on the fifth through seventh floors.  
  
**Total Change Order:** **Add \$9,848.00**  
**Total Project Cost:** **\$1,657,848.00**
  
- 4. **Change Order No. 1 With:** Cyprium Solutions  
East Petersburg, Pennsylvania  
  
**Purpose:** To provide additional electrical construction services for the Lancaster County Courthouse renovations and alterations project on the fifth through seventh floors.  
  
**Total Change Order:** **Add \$9,711.97**  
**Total Project Cost:** **\$2,115,711.97**

Motion passed.

Commissioner Parsons	Yes
Commissioner D'Agostino	Yes
Commissioner Lehman	No

Commissioner Lehman noted since he has been in support of the sixth and seventh floor, but raised concerns about the scope of the fifth floor, he cannot parse out which parts he is going to support and which parts he is not going to support, so going forward, to be consistent, he is going to continue to vote no on the Courthouse renovation project.

- 7. On motion of Commissioner Lehman, seconded by Commissioner D'Agostino, the following appointment was made to the Agricultural Preserve Board to fill the vacancy of Gene Garber for a three-year term from March 2020 through February 2023.

Jered Hess  
432 South Erisman Road  
Manheim, PA 17545

Lancaster County Resident.

Motion passed unanimously.

- 8. Ms. Johnson presented the March 18, 2020 Election Board Meeting Agenda noting no changes.
- 9. Commissioner Parsons confirmed for Mr. Walker there are not any Covid19 cases in Lancaster yet, they do not know of any suspected cases and testing is ongoing. He also noted County government is continuing to pivot to more remote/off-site working, recognizing core services are going to continue, and the Board will still have the responsibility to hold public meetings.

Ms. Jorgensen asked if there were any recommendations on the size for public meetings? Commissioner Parsons said they will look at trying to take anything off the agenda that can wait, but County business has to go on, stating we have contracts almost every meeting and our meetings are usually small and the people in the audience are often agenda people.

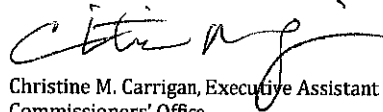
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Ms. Hausner pointed out they have a request of someone who wants to present a matter to the Commissioners next week to do so remotely and it is not Corona Virus related.

10. On motion of Commissioner D'Agostino, seconded by Commissioner Lehman, the meeting was adjourned at 10:55 a.m.

Motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Christine Carrigan", written over the typed name.

Christine M. Carrigan, Executive Assistant  
Commissioners' Office