

**COUNTY COMMISSIONERS' MINUTES**  
**WEDNESDAY, MARCH 25, 2020**

The Board of County Commissioners met today in their weekly Commissioners' Meeting.

Present at today's meeting were:

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

**Larry George**  
**CHIEF CLERK**

**Lisa Johnson**  
**ASSISTANT CHIEF CLERK**

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

Also present were:

**Bob Devonshire, Interim Director**  
**FACILITIES MANAGEMENT**

**Charles Douts, Director**  
**FACILITIES MANAGEMENT**

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

**Brian Hurter, Controller**  
**CONTROLLERS OFFICE**

**Clarence Kegel, Account Executive – VP Commercial Solutions (via conference call)**  
**MURRAY INSURANCE**

**Harry Klinger, Director**  
**PURCHASING DEPARTMENT**

**Christopher Leppler,**  
**SHERIFF'S DEPARTMENT**

**Tom Marcinkoski, Senior Project Architect**  
**GREENFIELD ARCHITECTS, LTD.**

**Amber Martin, Treasurer**  
**TREASURER'S OFFICE**

**Jacquelyn Pfursich**  
**CLERK OF COURTS**

**Linda Schreiner, Senior Buyer**  
**PURCHASING**

**Andrew Spade**  
**PROTHONOTARY**

**John Stygler, Deputy Director of Administration**  
**BEHAVIORAL HEALTH / DEVELOPMENTAL SERVICES**

**Carter Walker, Reporter**  
**LANCASTER NEWS**

**Lancaster County Commissioners' Meeting Minutes  
Wednesday, March 25, 2020**

Commissioner Parsons called the meeting to order at 9:15 a.m. followed by the Pledge of Allegiance.

Commissioner Parsons announced the postponement approval of the January 15, 2020 Commissioners' Meeting Minutes and March 11, 2020 Commissioners' Meeting Minutes.

Commissioner Parsons stated we are in extreme times for our country and our community, and he thanked his colleagues, fellow elected officials in Lancaster County, row officers, department heads, and all county staff especially 24 hour departments (Prison, 911, YIC) that are operating in an extreme environment.

Commissioner Parsons also thanked the medical community who are working every day to prepare for what we may see here. Lancaster County will be as prepared as any community and nobody collaborates better than Lancaster County. He stated that we will get through this, but it will also be both challenging and tough with regard to our health and the economic stress people are feeling. Lancaster County is prepared to do whatever we have to do to assist and be focused on this 100% for the foreseeable future.

Commissioner D'Agostino stated we are in unprecedented times and thanked his colleagues, County staff, and elected officials for what they are doing to keep essential services operational within the County. Lancaster County comes together in times of need and it is heartening to see everyone pitching in due to the situation we are in. He added that he wants the public to know that there is a lot going on behind the scenes to make sure that services are being provided, noting communication with our health care providers has been ongoing. Emergency Management Agency has been doing a phenomenal job in keeping track of the situation, keeping us informed and coordinating a response.

Commissioner Lehman stated he has never been prouder of County Government during this crisis, noting the teamwork, collaboration, and pivot to remote operations have been nothing short of extraordinary. He gave a shout out to the entire IT staff and our 24-hour operations who have been doing a magnificent job, plus all the folks who are working remotely at home. Commissioner Lehman thanked County employees for the services they are providing to the taxpayers in Lancaster County. To the folks at home, he said this is definitely an anxious time, stay home, be kind and things will get more stressful in the short- term rather than long- term, but it is important to know that we are all in this together. He asked that we please follow the CDC guidance and practice social distancing because this is what you can do to help yourself. Commissioner Lehman stated this can't be said enough, but even during the COVID-19 pandemic it is clear that there are heroes everywhere whether they are bus drivers, emergency response personnel, farmers, grocery store, health care and postal workers, public employees, truck drivers, and other transportation system workers and many others. It is important to understand we have everyday heroes who are doing extraordinary work during very difficult times, so please uplift and support them. Hopefully after this is all said and done this will prompt a renaissance in this country to realize that all work deserves respect. Commissioner Lehman thanked everyone for all that they are doing.

On motion of Commissioner D'Agostino, seconded by Commissioner Lehman, it was agreed for the County of Lancaster to approve the County of Lancaster's Comprehensive Insurance Package Renewal Agreement through Murray Insurance, Lancaster, Pennsylvania, utilizing OneBeacon Insurance Group as the underwriter, for the period April 1, 2020 through March 31, 2021. The total amount of the premium package is \$911,429.00, and includes Property, Inland Marine, General Liability, Commercial Automobile, Professional Liability, Excess Liability, Law Enforcement, Employment Practices, and Umbrella coverages, Guaranteed Rate Fee and Murray Insurance Fee.

Motion passed unanimously.

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

<b><u>Ratification of Addendum to Agreement With:</u></b>	Windstream Ephrata, Pennsylvania
<b><u>Purpose:</u></b>	To upgrade bandwidth services from 200mb to 700mb at the Lancaster County Government Center.
<b><u>Amount:</u></b>	Increase the estimated monthly cost from \$1,860.00 to \$2,600.00.
<b><u>Term of Contract:</u></b>	May 2, 2018 through December 31, 2023 with the option to extend up to an additional two years.
<b><u>Note:</u></b>	Due to time constraints and the necessity of services, the addendum documents were signed prior to review of the Board of Commissioners.

Motion passed unanimously.

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

1. **Software License Agreement and Software Maintenance Agreement - Addendum C - Judgements Integration Module With:** **Purpose:** TeleoSoft, Inc.  
York, Pennsylvania  
  
To create an automated process by which judgements are sent from the Clerk of Courts Office to the Prothonotary's Office.  
  
**Amount:** Software License Agreement: One-time fee of \$51,000.00 (funding provided by Records Improvement Committee).  
  
Software Maintenance Agreement: \$4,800.00 annually (funding will be equally shared between the Clerk of Courts and the Prothonotary Offices).  
  
**Term:** March 25, 2020 through March 25, 2021 with automatic renewals in one-year increments.
  
2. **Software License Agreement and Software Maintenance Agreement - Addendum D - Armory With:** **Purpose:** TeleoSoft, Inc.  
York, Pennsylvania  
  
To create a web-based application that interfaces with CountySuite Sheriff to manage the inventory of seized weapons for the Sheriff's Office.  
  
**Amount:** Software License Agreement: One-time fee of \$73,904.00 (funding provided by the Sheriff's Office).  
  
Software Maintenance Agreement: \$13,101.00 annually (funding will be provided by the Sheriff's Office).  
  
**Term:** March 25, 2020 through March 25, 2021 with automatic renewals in one-year increments.

Motion passed unanimously.

On motion of Commissioner Lehman, seconded by Commissioner D'Agostino, it was agreed for the County of Lancaster, acting on behalf of Behavioral Health/Developmental Services (BH/DS), to approve the following:

1. **Amended Agreement No. 1 With:** Community Services Group  
Mountville, Pennsylvania  
  
**Purpose:** The Lemon Street facility has changed service from Community Residential Rehabilitation Intensive to Dom Care Residential Home effective January 1, 2020.  
  
**Amount/Term:** There is no change in the total contract amount which remains at \$4,360,774.00 for Fiscal Year 2019-2020.
  
2. **Amended Agreement No. 2 With:** A New Direction -- What's Next  
Macungie, Pennsylvania  
  
**Purpose:** To adjust contract due to an increase in consumer needs for community support and respite services.  
  
**Amount/Term:** Increase the amount of the existing contract by \$11,182.72, for a total contract amount not to exceed \$36,723.18 for Fiscal Year 2019-2020.

Motion passed unanimously.



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On motion of Commissioner Lehman, seconded by Commissioner D'Agostino, it was agreed to appoint Robert Devonshire as Interim Director of the Facilities Management Department for the County of Lancaster effective Friday, March 27, 2020.

Mr. Devonshire thanked the Board for this opportunity and he also thanked Mr. Douts for allowing him to work closely with him over the years and all the other department heads as well. He looks forward to working with everyone.

The Board thanked Mr. Douts for his work and was appreciative of his service to the residents of Lancaster County for many years and working up to the last minute trying to keep county government running. The Board stated once all this calms down, he can be invited back for a farewell retirement

Mr. George thanked Mr. Douts for his friendship, wealth of knowledge that he shared publicly, and thanked him for his work over the years. Considering current events, the hiring process will be placed on hold.

Motion passed unanimously.

**Lancaster County Property Tax Collection Discussion**

Ms. Martin provided a handout regarding the 2020 Property Tax Relief Proposal and the 2020 Upset Judicial Tax Sale to the Board. In recognizing the state of emergency we are currently in and the mandated interventions that have led to economic harm to many families in Lancaster County families, it is prudent for Lancaster County government officials to act.

**Under Item 1- Applicable Facts & Options**, Ms. Martin presented the two options to the Board, noting that this is their first time seeing such and she is open to a third option.

- Option 1 is to extend the discount period, the current payment period until August 31<sup>st</sup> and implement the base period from September 1, 2020 to December 31, 2020<sup>t</sup> and only assign penalties if the 2020 taxes are not payed or received before January 1, 2021.
- Option 2 is no extension of discount period and extend the base period to December 31, 2020 and only assess a 10% penalty if taxes are not received by December 31, 2020.

Ms. Martin noted that both options would require municipal votes or ratification of either option above, indicating that all townships and boroughs must agree and in addition the legislature would need to amend the local tax law. Mr. Hurter added that the cashflow for the County will continue and the only issue lingering is a bond payment set for May 1<sup>st</sup>. All the payments up until August 31<sup>st</sup> are set and if things get pushed back it will certainly become tight. Given the situation we should look at what we can do for the taxpayers to help them out in this situation. On top of that, it is very important to have all the municipalities on board.

Ms. Hausner stated that option 2 would make more sense in that it would not require moving a deadline that is already scheduled for April 30<sup>th</sup>. It would give us more time if we looked at extending the base period deadline as opposed to the discount period deadline.

Commissioner D'Agostino added that it will take all the municipalities to buy into this and to let the Commissioners know if there is anything they can do to provide assistance. He was in favor of moving forward and thought it is a necessity at some point to go with option #2, with keeping the discount period where it is due to timing and look at extending the base period. This is about what we can agree on together, allowing for flexibility and feedback from the municipalities to make this happen, which would result in something positive for the taxpayers.

Commissioner Lehman stated that Ms. Weidenger brought this to his attention last week and because of that Commissioner Lehman reached out to Mayor Sorace and her Chief of Staff Jess King. The state, local, and federal taxing bodies have delayed the filing of income returns, which is now July 15, 2020, and he thinks that extending the base period for property taxes for the County and municipalities is the right thing to do for taxpayers. If we can all come to a consensus on what they may look like, Commissioner Lehman is in favor of it.

It was the consensus to support Option #2 and to begin having conversations involving Ms. Martin and municipalities, approving a resolution template and then getting the municipalities to pass something similar so we are all on the same page. Hopefully, the legislature will work on the clarity on if we have the power. Ms. Martin adds that it is critically important for the County to get everyone on the same page. Ms. Martin requested that a draft a document be disbursed.

**Under Item 2- Suspension of the 2020 Upset and Judicial Tax Sales**, Ms. Martin stated this will take place on September 21, 2020 and indicated this is taxes that are two years behind (2018 and prior). In 2020, there will also be a Judicial Tax Sale on November 16, 2020, for previously exposed properties that have gone through the Upset Tax Sale process but were not sold and will be exposed again.

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Ms. Martin proposed a Joint Petition to Stay the 2020 Upset Tax Sale and asked her solicitor to draft language for her proposal. Essentially all the municipalities, school districts, County Treasurer and Commissioners would need to agree to suspend the Upset Tax Sale for 2020. This will go to the Courts and give folks another year before their properties get exposed and resume in 2021.

The Treasurer's Office and the Board will proceed with conversations, work on a resolution template, and get the municipal partners involved. Ms. Martin will provide hard numbers to each municipality and school district to give them an idea on what specifically pertains to them.

Mr. Hurter, received a call from Lee Martin a consultant at Marquette, who are recommending that their OCIO clients take a look at real estate investments because they anticipate that sometime later this year there may be a break down of real estate values. Given the fact that the County will be investing money into real estate product, he thought it may be smart to hold off at this time, withdraw the subscription, reassess, and determine how to move forward.

Ms. Martin, Mr. Hurter and the Board all agreed publicly and to ratify this at an upcoming Retirement Board Meeting at which time and appropriate action will take place.

Commissioner Parsons stated County business must continue and mentioned there have been discussions on how to move forward in the most transparent way as possible to continue the public Commissioners' meetings, noting the Work Sessions have been cancelled indefinitely going forward.

On motion of Commissioner D'Agostino, seconded by Commissioner Lehman, the meeting adjourned at 10:43 a.m.

Motion passed unanimously.

Respectfully submitted,



Latoya Westbrook-Thomas, Executive Assistant  
Commissioners' Office