

LANCASTER COUNTY COMMISSIONERS' WORK SESSION AGENDA

TUESDAY, MARCH 3, 2026

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

The Work Session is being video recorded for public viewing and is available on the County's website.

1. Executive Session Announcement:

2. Minutes As Distributed: Approval of the February 24, 2026 Work Session Minutes.

3. Announcement: There is no Work Session scheduled for Tuesday, March 17, 2026 and no Commissioners' Meeting scheduled for Wednesday, March 18, 2026.

4. Public Session:

a. 10:00 a.m. Purchasing Department on behalf of Court Administration – Change Order with Conference Technologies

Vincent Cash, Buyer II

b. 10:05 a.m. Sheriff's Office – Renewal Agreement with Cross & Crown

Chris Leppler, Sheriff

Marc Shaffer, Chief Deputy Sheriff

c. 10:15 a.m. Behavioral Health and Developmental Services – Memorandum of Understanding with Ware Institute of Civic Engagement

Tania Maser, Executive Director

d. 10:25 a.m. General Services – Resolution No. 14 of 2026: Budget Adjustment for Mosquito Funds

Bob Devonshire, Director

e. 10:30 a.m. Prothonotary's Office – Agreement with PayGOV.US, LLC

Andrew Spade, Prothonotary

5. Other Discussion Items

1. Department of Public Safety – what3words presentation

Todd Kirkpatrick, Director, Public Safety Training Center

Erin Kauffman, 9-1-1 Quality Assurance Specialist

2. March 4, 2026 Commissioners' Meeting Agenda

6. Business from Guests

7. Adjourn

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

Change Order With:

Conference Technologies, Inc.
Maryland Heights, MO

Purpose:

To purchase three wireless microphones for Courtrooms 5, 7 and 11 where corded microphones present a tripping hazard. This is part of the Courtroom Audio and Visual Redesign and Replacement project.

Amount/Term:

\$8,321.42 for the period May 1, 2025 through April 30, 2027.

Funding:

Capital Budget.

Budget (CIP Approval): \$1,585,717.00

Previous Amount Awarded: \$1,344,807.46

New Total: \$1,353,128.88

Funds Remaining: \$232,588.12

THIRD AMENDMENT TO THE AGREEMENT FOR COURTROOM AUDIOVIDUAL REDESIGN AND REPLACEMENT SERVICES

This THIRD AMENDMENT is made and entered into this ____ day of _____, 2025 between the County of Lancaster (hereinafter, “the County”) located at 150 North Queen Street, Lancaster, Pennsylvania 17603 and Conference Technologies, Inc. (hereinafter “Supplier”) whose principal address is 11653 Adie Rd. Maryland Heights, MO 63043.

WHEREAS, the County, entered into an Agreement on with Supplier on April 2, 2025, to provide Courtroom Audio and Visual Redesign and Replacement services as described more fully in clause 4.0 of the July 11, 2024, Request for Proposals.

WHEREAS, the Parties desire to expand those services to include additional tasks related to the electrical work necessary for completion of the services;

NOW, THEREFORE, in consideration of the covenants and mutual promises set forth herein, the parties, intending to be legally bound, agree to the following amendment:

1. **Scope of Work.** Section 1 of the Agreement, **Scope of Services**, is hereby amended to include the additional services more fully described and attached and incorporated hereto as Attachment “E”.
2. **Restatement of Remainder of Agreement.** All other terms and conditions set forth in the Agreement shall remain in full force and effect and unaltered.

[Remainder of Page Intentionally Left Blank—Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

ATTEST:

COUNTY OF LANCASTER

Ray D'Agostino, Chairman

Joshua G. Parsons, Vice-Chairman

Alice Yoder, Commissioner

CONFERENCE TECHNOLOGIES, INC.



Dan Bunyard, CFO

2/20/2026

Date



CHANGE ORDER

County of Lancaster

Courtroom Redesign/Replacement RFP 24-020

DATE

Wednesday, February 11, 2026

PREPARED BY

Brent Harris

Design Consultant



Change Order

CR5 CR7 CR11 Lectern Wireless mic change

Proposal Number: J24350522

CO Number: ECO-05

Proposal Date: 2/11/2026

Prepared for: County of Lancaster

Attn: Rachael Henriquez

Phone:

Prepared by: Brent Harris

Scope of Work

Description of Change

In Courtroom 5, 7 & 11, the client requests a wireless handheld microphone rather than the supplied wired gooseneck microphone for the lectern locations. This includes a mounted gooseneck microphone stand that will be fixed to the lectern worksurface.

In Courtroom 5, the wireless microphone receiver unit will be mounted in the wall equipment rack with antennas on the front of the unit.

In Courtroom 7, the wireless microphone receiver unit will be mounted at the Judge's bench and be wired into the Q-Sys unit at this location. This requires Q-sys DSP programming/commissioning.

In Courtroom 11, the wireless microphone receiver unit will sit on top of the equipment rack below the counter. Q-sys DSP commissioning required for all three rooms to tune the new wireless mics.



Totals

Description	Price
Equipment Total	\$3,941.61
Implementation Services Total	\$4,163.02
Freight	\$216.79
Tariff	\$0.00
Subtotal	\$8,321.42
Tax	\$0.00
Total	\$8,321.42



Bill of Materials

Added Items

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$4,454.61					
Shure	QLXD2/SM58=-G50	Handheld Transmitter with SM58 Microphone	3	\$432.13	\$1,296.39
Shure	SB900C	RECHARGEABLE BATTERY	3	\$100.79	\$302.37
Shure	QLXD4=-G50	Half-Rack, Single Channel Receiver	3	\$692.80	\$2,078.40
Atlas	AD-12BE	Surface Mount Male Mic Flange 5/8 inch-27 Thread Ebony Finish	3	\$11.51	\$34.53
Shure	SBC200-US	Dual Docking Charger with PS45US Power Supply	3	\$234.02	\$702.06
Atlas	GN-13E	13 inch Flexible Gooseneck Ebony	3	\$13.62	\$40.86

Total Adds: \$4,454.61

Canceled/Returned Items

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: (\$513.00)					
Acacia Audio	Liz Pod	15" Gooseneck Microphone w/LED light ring	-3	\$171.00	(\$513.00)

Total Credits: (\$513.00)



Change Order Acceptance

Notice of Acceptance

I hereby agree to the listed changes to the original scope of work. Original contract terms and conditions remain in effect. Shipping and handling fee are estimated and will be billed as an actual charge. State and local taxes will be incurred as applicable.

Please return this signed and dated acceptance to Brent Harris for change order work to commence. Form can be emailed to Brent.Harris@cti.com or faxed to (855) 329-2844. Thank you.

Bill to

County of Lancaster
50 N DUKE ST
LANCASTER, PA 17602-2805

Ship to

County of Lancaster
50 N DUKE ST
LANCASTER, PA 17602-2805

Total
J24350522 – \$8,321.42

Agreed and Accepted by:

Customer Signature

Printed Name

Title

Date

Cher Reinhart

CTI Signature

Cher Reinhart

Printed Name

Project Manager

Title

2.11.2026

Date

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

Renewal Agreement With:

Cross and Crown
Chambersburg, PA

Purpose:

To support Sheriff's Office recruitment through targeted advertising and managed social media outreach to increase Deputy applicant engagement and recruitment.

Amount/Term:

\$30,000.00 for a six-month period from March 4, 2026 through September 3, 2026.

Funding:

Sheriff's Office Operating Budget.



CROSS & CROWN PROPOSAL | JANUARY 29, 2026

Lancaster County Sheriff's Office

STRATEGY

DIGITAL MARKETING



Who We Are

We build and refine brands that inspire trust, drive engagement, lead with purpose, and ensure a thriving future.

With over 20 years of experience, we are well established and highly regarded within the digital industry. We would love the opportunity to work with you to envision, design, and develop a world-class website using our creative problem-solving expertise to enhance and strengthen your overall brand.

Your project appeals to Cross & Crown because it gives us the opportunity to partner with you to build on your foundation while embracing modern technology and communication to increase and enhance your growth. We believe we are an ideal partner for your project based on the quality of our work, our experience with like-minded organizations, and our relational approach.

Experience

- Cure International
- The Signatry
- Franklin County Pa
- Lancaster County, PA
- Somerset, Pa
- Home Inspire Love
- Keystone Health
- Penn State Health
- Catalina Island Conservancy
- Appalachian Trail Conservancy
- laomai Medical Ministries
- West African Vocational Schools
- New Valley Bank & Trust
- Martin's Potato Rolls
- SecureStrux



Company Culture

Whether in the office or beyond, we bring creativity, curiosity, and care to everything we do—because when our team thrives, so does our work.

We collaborate, share knowledge, and communicate while supporting one another inside and outside of our office walls. Our people make us the best and allow us to do our best.

CREATIVITY

Our creativity helps us reimagine what's possible, blending design and technology to make every project stand out.

IMPACT-FOCUSED

We measure success by the difference our work makes for you and the people you serve. Everything we do is rooted in a commitment to leaving a lasting mark.

PROCESS-DRIVEN

With structure and strategy, we prioritize steady, intentional progress over disorder, delivering consistent results.

CLIENT-CENTERED

We believe in building collaborative partnerships, working closely with you to tailor every project to your unique needs, and treating your mission as our own.



Capabilities & Services

We don't believe in one-size-fits-all—we believe in combining strategy, creativity, and care to build bridges between where you are and where you want to be.

We are not a traditional digital agency or graphic design company. The scope of our services is vast, earmarked by excellence, relationships, and creative problem solving.

BRANDING & IDENTITY

- Brand Strategy
- Logo Design
- Brand Messaging
- Brand Styleguides & Manuals
- Brand Identity Systems
- Naming & Ideation

DIGITAL MARKETING

- Content Marketing
- Social Media Marketing
- Email Marketing
- Digital Advertising
- Video Marketing
- SEO

VIDEO & ANIMATION

- Creative Storytelling
- Videography
- Customer Stories
- Virtual Production
- Motion Graphics
- Photography

WEB DESIGN & DEVELOPMENT

- Custom Web Design
- E-Commerce
- Managed Web Hosting
- Mobile & Web Apps
- Responsive Development
- UI & UX Design

Our Leadership Team

Key Project Personnel

Cross & Crown has a core team of over 15 creatives with over 100 years of combined experience in their specialties.



Rachel Poffenberger

DIGITAL MARKETING LEAD

Rachel will create, organize, and publish content across various digital platforms according to your brand standards while developing and maintaining your audience. Having a diverse professional background, Rachel offers a unique perspective from the variety of businesses she has worked with.



Angelina Devairakkam

MARKETING SUCCESS COORDINATOR

Angelina focuses on fostering strong client relationships and helping clients reach their goals through clear communication and efficient workflows. Organized, proactive, and results-driven, she creates positive experiences that make businesses feel supported and set up for success.



Emma Facchine

DIGITAL COPYWRITER

Emma believes stories are key to human connection and storytelling is her passion. She's a brand champion with close to 10 years of experience in brandscripting and digital marketing. With a diverse portfolio serving social enterprises, her specialty is crafting messages that help companies grow.

Purpose & Goals

We are relational in our approach—we strive to understand the goals of our clients and help to achieve them.

We believe digital marketing should be intentional, strategic, and, most importantly, offer tangible results in accomplishing your goals. We utilize a process that encourages active communication and collaboration throughout the process.

Marketing Deliverables May Include:

- Client Onboarding
- Organic Social Media Posts (10 posts/month)
- Paid Digital Ad Campaigns
- Video Marketing
- Quarterly Analytics Report
- Marketing Retainer

**Management and ad spend fees for ad hoc paid social campaigns to be discussed if requested by client.*

Campaign Execution (6 Months)

Implement & Measure (Ongoing)

Key messaging objectives and tactics have been approved. Production of all core deliverables begins as we prepare for a seamless integration into your digital marketing strategy.

We build upon our foundation and put our content research to work by implementing the strategies and platforms that will help drive us toward your desired results. Our team is intentional in its approach by crafting a solution that is unique to each client, each voice.

As the content creation process continues, we observe. We take note of content that engages your audience—and content that does not. KPIs are then reported and sent to you in a monthly analytics report.

Action Item Overview

- Campaign Creation & Management
- Social Media Ad Campaign
Creation & Management
- Quarterly Analytics Report
- Monthly Email Check-In/Campaign
Progress



Investment

If at any time we feel your project may become out of scope, we will notify you of the issue(s) that could exceed your budget along with a recommendation to correct it. Should the scope of your project change after acceptance of terms and pricing, we will provide documentation of the scope change and define any additional work needed and its associated costs.

Monthly Marketing Retainer

MARKETING RETAINER

\$300/month

META ADS (ADSPEND)

\$1,900/month*

AD MANAGEMENT

\$300/month**

ORGANIC SOCIAL POSTING (10X POSTS)

\$2,500/month

*minimum viable recommendation;
increased ad spend is encouraged to
increase campaign reach, engagement, and
overall competitiveness in the local market

** 10% of adspend with a minimum of \$275

INVESTMENT

\$5,000/month



Payment Schedule

If at any time we feel your project may become out of scope, we will notify you of the issue(s) which could exceed your budget along with a recommendation to correct it.

Should the scope of your project change after acceptance of terms and pricing, we will provide documentation of the scope change and define any additional work needed and their associated costs.

Payment Schedule

- \$5,000/month x 6 months
- **Grand Total:** \$30,000



Proposal Agreement

This project will begin upon acceptance of this proposal and required initial project deposit. The deposit will be applied to the final cost and is not refundable under any circumstance. The remaining balance will be paid according to the payment schedule.

By signing this proposal, you acknowledge your acceptance of this proposal and agree to the terms and conditions laid out in this document.

Thank you for considering Cross & Crown for this project – it would be our pleasure to work with you!

Acceptance of Proposal

Authorized Cross & Crown Signature

Date

Authorized Client Signature

Date

Our Clients



"It has been a pleasure working with Cross & Crown to develop an employer brand and digital marketing strategy for our recruiting efforts during this difficult, "post"-COVID-19 season of hiring and employee retention. Their expertise has made a huge difference in getting people hired, so we can continue to serve the residents of Lancaster County."

Michelle Gallo

FORMER HR DIRECTOR
COUNTY OF LANCASTER HUMAN RESOURCES



"Our partnership with Cross & Crown has enabled us to ensure a consistent branding presence on the internet. Their work, in all of its various forms, empowers our company to more easily reach our customers where they are at. Their branding, marketing, and design work is exceptional."

Kirk Martin

OWNER & PRESIDENT
DAVID H. MARTIN EXCAVATING



"As a mission-driven organization, Menno Haven is proud and thankful to have a partner in Cross & Crown. Not only do they provide expert guidance in the digital marketing field, but they walk alongside your organization to help it succeed in all capacities. With a solid foundation built on trust and transparency, Menno Haven can confidently say that Cross & Crown helps us innovate and stay ahead of the curve in a world that moves at lightning speed."

Leslie Ray

FORMER COMMUNICATIONS MANAGER
MENNO HAVEN RETIREMENT COMMUNITIES



Questions?

Please take the time to review this proposal document. If you have any questions or concerns, please feel free to reach out to Trevor directly.



Trevor Roberts

Terms & Conditions

Commitment & Payment Terms

Unless otherwise agreed upon, Client will be billed in full for monthly advertising campaign activation. Cross & Crown will invoice The Client for all fees under this Agreement, and The Client will pay Cross & Crown all invoiced amounts within 30 days after the date of the invoice to Cross & Crown. Cross & Crown may remove any advertisements and cancel any Agreement, if The Client is in default of its payment obligations. Amounts due hereunder do not include taxes or other government fees, the computation and payment of which (other than taxes on Cross & Crown income) is the responsibility of The Client.

Reporting

Cross & Crown will provide monthly reports, at a minimum, taken directly from the applicable advertising account(s) demonstrating key metrics such as clicks, impressions and click-through rates. The Client will only be privy to results of their individual advertising or the cumulative results of their program.

Terms & Conditions

The Pause Clause

If a client deliverable, such as materials, feedback, approvals, or payment is late by more than five (5) business days, Cross & Crown reserves the right to place your project on hold. Once the deliverable is received and the project is reactivated, the project will be rescheduled based on Cross & Crown's current workload and availability.

Cross & Crown reserves the right to cancel a project if the Pause Clause is enacted more than once.

Project Cancellation

In the event of you canceling this project, you will own all completed work which has already been paid for. If you decide to restart a project after canceling, a new deposit will be required. In the event of Cross & Crown canceling a project, we will return all unused funds and deliver all paid for work.

Cross & Crown requires a 30-day notice upon canceling a marketing retainer. This contract is set to auto-renew for 4 months unless a 30-day notice of contract cancellation is provided.

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), to approve the following:

Memorandum of:
Understanding With:

Ware Institute of Civic Engagement at
Franklin & Marshall College
Lancaster, PA

Purpose:

To place an intern in the office to assist staff with working on improving the outcomes for individuals with behavioral health needs who are involved in the local court system. This is an initiative of the Office of Behavioral Health under the Administrative Office of Pennsylvania Courts.

Amount/Term:

There is no cost to the County. The position is for 3.5 months and is effective through May 1, 2026 at which time it will expire.



**Ware Institute for Civic Engagement
Franklin & Marshall College**

**Memorandum of Understanding (MOU)
F&M Works in Lancaster**

1. Purpose

This agreement constitutes a memorandum of understanding ("MOU") by and between the Ware Institute for Civic Engagement at Franklin & Marshall College (referred to as the "College"), an educational institution in Lancaster, Pennsylvania, and [**Lancaster County Behavioral Health & Developmental Services**] (referred to as the "Organization") and [**Jamie Fleshel**] (referred to as the "Intern"). The College, the Organization, and the Intern are collectively referred to as the "Parties" in this MOU.

This agreement is established for the purpose of placing the Intern in an Internship with the Organization through the F&M Works in Lancaster Program. The Internship is temporary and the organization is under no obligation to hire the Intern at the conclusion of the Internship.

It is the mission of Franklin & Marshall College through the Ware Institute for Civic Engagement that we partner with community organizations to help improve and support the Lancaster Community. F&M Works in Lancaster will match students who are passionate about a range of social issues with local organizations actively working to address these issues in the Lancaster Community. This program will help organizations build capacity while providing students with real-world experience.

The College offers a liberal arts education in a wide variety of disciplines, which are academically enhanced by the practical experience outside of the traditional classroom setting. For this agreement, the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. All parties agree to the following:

With this background, the Parties agree as follows:

1. Duties and Responsibilities of the College

- The College will conduct a thorough selection process and make a good-faith effort to place interns whose backgrounds and skills align with the internship description provided by the Organization.
- The College will cover all costs associated with paying the Intern wages based on the standards established for the F&M Works in Lancaster program. Interns are expected to work an average of 10 hours per week, with a maximum of 15 hours per week. Actual weekly hours may vary (for example, 8-9 hours some weeks and up to 15 in others) based on organizational needs and the intern's schedule. The intern is responsible for monitoring and reporting their hours.
- The College will provide the Organization with certificates of insurance evidencing appropriate workers' compensation and general liability coverage.
- The College will provide a supervisor from the Ware Institute for Civic Engagement to monitor and support the Intern's performance during the course of the internship. The College will assume all costs associated with the Ware Institute's supervision of the Intern.
- The College will oversee the management of any issues related to the Intern and/or placement. The College may request termination of the internship placement for any Intern not complying with College guidelines and procedures for the internship program, as long as the Organization has been notified in advance.
- The College will have full responsibility for conducting any student disciplinary proceedings in accordance with its own rules and regulations.
- The College will terminate the participation of any student at the Organization's facilities, upon request

of the Organization, if the Organization has determined that the student fails to abide by the practices, rules, policies, or procedures of the Organization or in any way threatens to impair the delivery of services to the Organization's patients or clients.

- The College will communicate with the Organization in a timely and responsive manner.
- The College will train the Intern in professionalism and etiquette in the workplace, as well as provide ongoing professional support.
- The College will respect and value the investment made by the Organization to provide the educational internship experience for the Intern.

2. Duties and Responsibilities of the Intern

- The Intern will adhere to organizational policies and abide by the practices, rules, and/or procedures including any requirements of confidentiality regarding the Organization and client information.
- The Intern will perform duties with integrity, enthusiasm, and professionalism at all times.
- The Intern will clarify issues, ask questions, seek out learning opportunities, and discuss any problems encountered by regularly communicating with the appropriate supervisor.
- The Intern will track all hours worked and submit accurate timesheets to the College based on the student employment schedule.
- Interns are expected to work an average of 10 hours per week, with a maximum of 15 hours per week. Actual weekly hours may vary (for example, 8-9 hours some weeks and up to 15 in others) based on organizational needs and the intern's schedule. The intern is responsible for monitoring and reporting their hours.

3. Duties and Responsibilities of the Organization

- The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the Intern, subject to the College's approval. The College will use this document to determine the suitability of the internship for the F&M Works in Lancaster. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the College of such changes.
- The Organization agrees to inform the College of any additional requirements of the selection process including, but not limited to, background investigations, drug testing, health screenings, etc.
- The Organization understands that this internship is intended to contribute to the education of the Intern and will make every effort to ensure that the articulated learning outcomes are achieved.
- The Organization agrees that the intern will not perform services in lieu of staff.
- Interns are expected to work an average of 10 hours per week, with a maximum of 15 hours per week. Actual weekly hours may vary (for example, 8-9 hours some weeks and up to 15 in others) based on organizational needs and the intern's schedule. The intern is responsible for monitoring and reporting their hours.
- The Organization agrees to provide suitable resources for the Intern to complete the internship assignment.
- The Organization will also provide orientation and training.
- The Organization shall provide all reasonable information requested by the College on the Intern's performance. If there are any student evaluations, they will be completed and returned according to a reasonable schedule agreed to by the College and the Organization.
- The Organization agrees to make accommodations for College supervisors to periodically visit sites during the internship.
- Should the Organization become dissatisfied with the performance of the Intern, the Organization may request removal of the Intern.
- The Organization agrees to assign a regular staff member who will provide the Intern with ongoing supervision and support and monitor his/her progress.
- The Organization agrees to communicate with the supervisors at the Ware Institute and the College in a timely and responsive manner.

4. Duration and Modification

- This MOU is executed as of the date of last signature and is effective through May 1, 2026 at which time it will expire unless extended in writing. Modifications to the MOU shall be made by mutual consent of the

parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changes being performed.

5. Termination

- Either the College or the Organization, upon thirty (30) days written notice, may terminate the agreement in whole, or in part, at any time before the date of expiration. The College and Organization shall make a good faith effort to allow Intern the opportunity to complete any current projects.
- The parties' obligations under this MOU shall be voided in the event of an occurrence beyond the parties' control that could not be avoided by the exercise of due care, including, but not limited to, acts of God, riots, wars, epidemics or pandemics, declaration of a federal, state, or local state of emergency, or any other similar occurrence or cause.

6. Assurance

- The College and the Organization agree that all activities pursuant to this MOU will be in accordance with all applicable current or future federal, state and local laws, rules, and regulations.
- The College and the Organization will assure that they will fully comply with the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act and its implementing regulations of 29CFR part 37. These regulations prohibit discrimination because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief in both participation and employment.
- The College and the Organization shall not discriminate or deny services and shall ensure that equal access is provided to all individuals, without regard to age, sex, marital status, race, creed, color, national origin, religion, political affiliation or belief, or disability in program participation.

7. Liabilities

- It is understood that neither the College nor the Organization of this MOU is the agent of the other and neither is liable for the wrongful acts or negligence of the other. The College and the Organization are each responsible for its negligent acts or omissions and those of its officers, employees, agents or students (if applicable), howsoever caused, to the extent allowed by the respective state laws. The College and the Organization each agree to indemnify and hold harmless the other party for their negligent actions, if any, in performing their duties under this MOU.
- With regard to any workers' compensation claim by the intern, the parties agree that insurance coverage shall be provided by the party paying the intern. The College is paying the intern and therefore the College's policy applies.
- Parties agree that the intern shall not at any time be considered an employee of the organization and the college shall take full responsibility for any and all requirements regarding the employment of the intern including compensation, insurance, (including workers' compensation), and other similar matters.
- With regard to claims arising from the negligent actions of an intern in the course of performing the internship, the College's "professional coverages" under its policy shall apply subject to the internship being reported to the College's insurance carrier. The College shall provide the Organization with a certificate of insurance evidencing this coverage.

8. Authority and Signatures

The individuals signing below have the authority to commit the partner they represent, and/or oversee individuals who have the responsibility for carrying out the terms of this MOU, and do so commit by signing:

Organization Representatives:

SIGNATURE

PRINT NAME

SIGNATURE

PRINT NAME

SIGNATURE

PRINT NAME

Effective Date of Agreement: _____

Franklin & Marshall College Representative:

SIGNATURE

Franklin & Marshall Intern

SIGNATURE

RESOLUTION NO. 14 of 2026

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to realize \$95,766.00 being made available directly to the County of Lancaster from the State of Pennsylvania, Department of Environmental Protection for the Mosquito-borne Disease Control Grant program. In addition, this appropriates the full amount for spending in accordance with the guidelines established for the program for the period January 1, 2026 to December 31, 2026. In addition, this approves Commissioner Joshua Parsons to electronically sign for the grant.

FROM:

Lancaster County-
Mosquito-borne Disease Control Grant
Revenue Account
6321-A-A3100-43030

\$95,766.00

TO:

General Services
Mosquito-borne Disease Control Grant
Expense Account
7100-A-A3100-43030
7200-A-A3100-43030
7300-A-A3100-43030

\$62,591.00

\$17,825.00

\$15,350.00

Total:

\$95,766.00

ADOPTED this __th day of March 2026, by the Board of Commissioners of the County of Lancaster, Pennsylvania, in lawful session duly assembled.

ATTEST:

Ray D'Agostino, Chairman

Lawrence M. George
Administrator/Chief Clerk
County of Lancaster, PA

Joshua G. Parsons, Vice Chairman

Alice Yoder, Commissioner

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

Mosquito-borne Disease Control Grant Worksheet
January 1, 2026 to December 31, 2026



NAICS Code	Federal ID Number
9211	
SAP Vendor #	
71193551	139096

CEO, District Manager or Chairman Commissioner - Name and Title:	Joshua Parsons, Lancaster County Commissioners, jparsons@co.lancaster.pa.us
Commissioners Office or Conservation District Name and Mailing Address:	Office of the Lancaster County Commissioners, 150 N. Queen St., Suite 715 Lancaster, PA 17603
Contact/Coordinator Name, Phone, & Email:	Lydia Mohn,
Invoicing Contact Name, Phone & Email:	Lydia Mohn,

1. Personnel	Title and/or Name	Hours	Rate	Total
	Technician 1	1,000.00	\$17.04	\$17,040
	Technician 2	1,000.00	\$17.04	\$17,040
	Juan Montes (Lancaster City education & larva	520.00	\$51.072	\$26,557
	Administrative	50.00	\$39.08	\$1,954
				\$0
				\$0
				\$0
				\$0
				\$0
Total				\$62,591

2. Operational Expenses			
County/Personal Vehicle Miles	14,000	at .70 per mile	\$9,800
Leased Vehicle Miles	0	at .21 per mile	\$0
Training			\$700
Pesticide Applicators Insurance, Licenses and Fees.			\$275
Vehicle Rental/Lease/Purchase (Pick-up trucks, insurance)			\$0
Carbon Dioxide/Dry Ice			\$3,250
Surveillance Equipment	batteries, traps, dippers, vials, etc.		\$1,111
Control Equipment	sprayers & maintenance, ULV equip.		\$958
Control Products	larvicide, adulticide		\$7,957
Total			\$24,051

3. Tick Surveillance	Hours	Rate	Total
Tick Mileage		at .70 per mile	\$0
Tick Personnel			\$0
Tick Personnel			\$0
Tick Supplies			\$0
Total			\$0

4. Habitat Reduction and Education		
	Tire collection, dunks, tabling, Muni summit	\$4,549
Total		\$4,549

5. Administration		
	Copier/fax/phone/postage/cell phone/office supplies	\$670
	Office Rent	\$3,905
Total		\$4,575
TOTAL FUNDING REQUESTED		\$95,766

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

Agreement With:

PayGOV.US, LLC
Indianapolis, IN

Purpose:

To provide consolidated credit card processing so that a single vendor completes all in-office and online transactions.

Amount:

There is no cost to the County as fees are paid directly to the vendor by filing party.

3/4/26

PayGOV.US, LLC.
5144 E. Stop 11 Road, Suite #17
Indianapolis, IN 46237

AGENCY SERVICE AGREEMENT

THIS AGREEMENT effective _____ by and between **PayGOV.US LLC (Hereinafter PGV)**, with its principal address at 7915 S Emerson Ave B199 Indianapolis, IN 46237, and the _____
(Hereinafter The AGENCY), with its principal address at _____

_____ for a month to month term
cancelable by 30 days written notice by either party.

PGV has designed and developed a payment processing system for Government agencies, Internet processing services to enhance the collection of Payments or other obligations on a 24/7 basis. The person wanting to pay an obligation to **THE AGENCY** by credit or debit card, or any of its departments, by logging on to the designated website link (where applicable), at no cost to **THE AGENCY**. **PGV** will also provide equipment to swipe the card at no cost for the agency or department. **PGV** will assess a convenience fee equal to 3% of the transaction amount for all POS, online, mobile, or over-the-phone (in office') transactions. A minimum flat convenience fee of \$1.00 will apply to any transaction under \$33.00. Tax Collectors will be assessed a convenience fee of 2.5% of the transaction amount for all POS, online, mobile, or over-the-phone (in office') transactions. A minimum flat convenience fee of \$1.00 will apply to any transaction under \$40.00. Service includes timely and accurate transaction processing, next business day reconciliation and funds transfer via ACH transfer from **PGV** to **THE AGENCY**. E Checks will be charged a \$1.00 fee for any amount run through the PayGov.US System.

PGV will be the provider of the agreed upon merchant services to the **AGENCY** for the awarded payment processing services during the period beginning on the date on which **PGV** and the **AGENCY** execute the Agreement. **PGV** agrees **THE AGENCY** is not responsible for any compensation for this service, nor shall **THE AGENCY** pay any associated operational costs, state or federal taxes on behalf of **PGV**. **PGV** accepts and agrees to perform all services associated with this agreement as an independent contractor and not as an employee of **THE AGENCY**. **PGV** and **THE AGENCY** each agree (i) to hold the other party's Confidential Information in strict confidence; (ii) not to disclose such information to any third parties without the prior written consent of the disclosing party or as required by law or regulation.

PGV will indemnify **THE AGENCY** harmless from any cardholder transaction disputes, chargebacks, and other expenses, including attorney's fees and litigation expenses, suffered or incurred due to **PGV's** negligence or failure to perform any of its obligations under this service agreement. **THE AGENCY** agrees to assist **PGV** with (i) any efforts necessary to facilitate collection of funds from any cardholder to include reinstatement of the obligation owed to the **AGENCY**; (ii) all cardholder information pertinent to any inquiry or dispute regarding payment made to the **AGENCY** via the services of **PGV**.

PGV represents it is qualified to perform the aforementioned services as outlined in this agreement, and that all work shall be accomplished in a workmanlike manner. **PGV** agrees to observe and comply with all federal, state, and local law in performing the services listed. This Agreement shall be governed by the law of the State of _____.

The initial term of this Agreement shall be month to month. This Agreement shall automatically be extended for an additional one-month terms at the end of each month. **IN WITNESS WHEREOF**, **AGENCY** and **PGV** have caused this Agreement to be effective on the date executed by **THE AGENCY**.

Addendum to Agency Service Agreement Between PayGov.US and iStream of 1st February 2025

PGV has engaged in the partnership of a third-party payment processor, iStream Financial Services Inc., to facilitate the processing of The Agency E Check payments via the ACH network. In conjunction with the terms of this

agreement, The Agency duly authorizes PGV, as the originator and merchant of record, to submit and sign the application for ACH processing services on behalf of The Agency to iStream. Additionally, The Agency duly authorizes PGV to both execute and deliver to iStream, any required documents on behalf of The Agency for the purpose of boarding and performing required due diligence of The Agency under the regulatory framework governing iStream as a third-party payment processor. Additionally, the Agency duly authorizes PGV to make related procedural changes on behalf of The Agency to the processing account at iStream as deemed necessary during the processing relationship.

The Agency acknowledges and agrees that as of the date signed by The Agency below (i) iStream shall be entitled to rely on the terms of this Agency Service Agreement until such time that The Agency provides written notice to PGV of its revocation or modification, and as between iStream and The Agency, (ii) The Agency retains all risk and liability for the actions and any inactions of PGV as if performed by The Agency itself pertaining to the ACH origination agreement between Istream and PGV.

Reviewed and Approved:

Date: _____

PayGov.US
PayGOV.US LLC.
Date: _____

LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA

WEDNESDAY, MARCH 4, 2026

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

The Commissioners' Meeting is being video recorded for public viewing and is available on the County's website.



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Ray D'Agostino.
2. Pledge of Allegiance
3. Minutes as Distributed: Approval of the February 25, 2026 Commissioners' Meeting Minutes.
4. Announcement: There is no Work Session scheduled for Tuesday, March 17, 2026 and no Commissioners' Meeting scheduled for Wednesday, March 18, 2026.
5. Old Business:
6. New Business:
 - a. **Purchasing Department on behalf of Court Administration – Change Order with Conference Technologies**
Vincent Cash, Buyer II
 - b. **Sheriff's Office – Renewal Agreement with Cross & Crown**
Chris Leppler, Sheriff
Marc Shaffer, Chief Deputy Sheriff
 - c. **Behavioral Health and Developmental Services – Memorandum of Understanding with Ware Institute of Civic Engagement**
Tania Maser, Executive Director
 - d. **General Services – Resolution No. 14 of 2026: Budget Adjustment for Mosquito Funds**
Bob Devonshire, Director
 - e. **Prothonotary's Office – Agreement with PayGOV.US, LLC**
Jacquelyn Pfursich, County Solicitor
7. Business from Guests
8. Adjourn