

COUNTY COMMISSIONERS' WORK SESSION AGENDA

TUESDAY, SEPTEMBER 17, 2019

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

10:00 a.m.

EXECUTIVE SESSION ANNOUNCEMENT

PUBLIC SESSION:

Postpone approval of the August 13, 2019 Work Session Minutes, September 3, 2019 Work Session Minutes and September 10, 2019 Work Session Minutes.

Re-announcement:

The Board of Commissioners will hold a public hearing on September 30, 2019 at 7:00 p.m. at the East Earl Township Municipal Building, 4610 Division Highway, East Earl, Pennsylvania. The purpose of this hearing is the proposed closure and possible elimination of the Big Conestoga 4A Bridge on Linden Road in East Earl Township. Public participation is invited.

10:00 a.m.

Frank Mincarelli, Esquire, Blakinger Thomas, PC – Option Agreement re. City of Lancaster Land Bank Authority's Option to Purchase Property at Judicial Sale (please refer to motion on tomorrow's agenda)

10:05 a.m.

Mike Weaver, Director, Lancaster County-Wide Communications – Purchase Order for Zetron MAX Call Taking System (please refer to motion on tomorrow's agenda)

10:10 a.m.

Harry Klinger, Director, Purchasing; Charles Douts, Director, Facilities Management; and Mark Lauriello, County Engineer, RETTEW – Addendum to Agreement for Rate Increases for Professional Engineering Services (please refer to motion on tomorrow's agenda)

10:15 a.m.

Linda Schreiner, Senior Buyer, Purchasing, and Lisa Paulson, Senior Center Program Director, Office of Aging – Bid Award for Emergency Food Boxes for the Office of Aging (please refer to Resolution No. 65 of 2019 on tomorrow's agenda)

10:20 a.m.

Lisa Riggs, President, and Naomi Young, Director, Center for Regional Analysis, Economic Development Company – Presentation on EDC's Center for Regional Analysis

Other Discussion Items:

1. Appointments/Reappointments
2. September 18, 2019 Commissioners' Meeting Agenda

Adjourn

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

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to approve the following:

Option Agreement With:

City of Lancaster Land Bank Authority
Lancaster, Pennsylvania

Lancaster County Tax Claim Bureau
Lancaster, Pennsylvania

City of Lancaster
Lancaster, Pennsylvania

School District of Lancaster
Lancaster, Pennsylvania

Purpose:

The City of Lancaster Land Bank Authority (Land Bank) shall have the option to purchase property described as Lancaster County Tax Parcel ID Number 333-36485-0-0000 at the 2019 Judicial Sale by Order of the Court of Common Pleas of Lancaster County which will take place on November 18, 2019 and thereby avoid competitive bidding of the sale.

Amount:

The total price to be paid by the Land Bank shall be \$3,355.00 should the Land Bank exercise its option to purchase the property. If it is determined that there are any real estate transfer taxes due and owing, all of said real estate transfer taxes will be paid by the Land Bank. The Land Bank shall also pay the deed recording fee.

Note:

Should the Land Bank decide not to exercise its option to purchase the property at the Judicial Sale, then this agreement shall become null and void, and the parties shall have no further obligation toward each other with regard to said property. In that event, the Tax Claim Bureau can auction the property and sell to the highest bidder.

BLAKINGER | THOMAS
LAW FIRM

Frank P. Mincarelli
Direct (717) 509-7270
fpm@blakingerthomas.com

July 25, 2019

Christina L. Hausner, Esquire
County of Lancaster
150 North Queen Street
Suite 714
Lancaster, PA 17603

RE: City of Lancaster Land Bank Authority ("Authority")

Dear Chris:

We represent the Authority which is looking to purchase a tax-delinquent, abandoned property located at 530 Howard Avenue at the Tax Claim Bureau's judicial sale in November of this year.

As a land bank, the Authority is empowered to enter into an agreement with the Tax Claim Bureau to purchase the property and thereby avoid competitive bidding of the sale. To that end, we have prepared the enclosed Option Agreement (3 original signature copies) which has been approved and signed by the Authority, the Tax Claim Bureau and the City of Lancaster. The Option Agreement now needs to be approved and signed by the County and School District of Lancaster.

Please review the enclosed Option Agreement and advise me of the steps that the Authority needs to take in order to gain the approval and signatures of the County on this Agreement. Thank you for your kind assistance.

Very truly yours,

BLAKINGER THOMAS, PC


Frank P. Mincarelli

FPM:slk
Enclosures

cc: Marisol M. Torres, Acting Executive Director
Robert S. Cronin, Jr., Esq. (Solicitor for the Tax Claim Bureau)

0116706 / (34849.007)

Johnson, Lisa

From: Hausner, Christina L
Sent: Monday, September 09, 2019 11:22 AM
To: Frank P. Mincarelli
Cc: Justin M. Eby (jeby@lchra.com); Cronin, Robert; Johnson, Lisa
Subject: RE: County Land Bank Authority

Frank, I agree with the way you have drafted the Agreements and are proceeding. I don't see that formation of the County Land Bank has anything to do with the County being a party to the Agreements. Thanks for keeping me in the loop.

Christina L. Hausner
Lancaster County Solicitor
150 N Queen St Suite 714
Lancaster PA 17603
717-209-3208
Fax 717-293-7208
chausner@co.lancaster.pa.us

From: Frank P. Mincarelli <FPM@blakingerthomas.com>
Sent: Monday, September 9, 2019 10:33 AM
To: Hausner, Christina L <CHausner@co.lancaster.pa.us>
Cc: Justin M. Eby (jeby@lchra.com) <jeby@lchra.com>; Cronin, Robert <Rcronin@n-hlaw.com>
Subject: [EXTERNAL] RE: County Land Bank Authority

Chris,

The land bank statute requires that the purchase price of the property being acquired at judicial tax sale be "agreed to by the land bank and the plaintiff in the claim." Inasmuch as the Tax Claim Bureau is the named plaintiff in the claim, but the 3 taxing bodies, i.e. County, City and School District, are in fact the actual plaintiffs to whom the taxes are due, we have prepared the Option Agreement so that the signatures of all parties, Bureau, Co., City and School District, are required.

The County Land Bank Authority raised the question of whether the County Commissioners had to approve and sign the Option Agreements in view of the fact that the Commissioners formed the land bank. My reading of the land bank statute caused me to draft the Option Agreements as I did, with all taxing bodies signing off in addition to the Tax Claim Bureau.

With regard to the City Land Bank's Option Agreement, 3 of the 4 parties have signed the document, with the County Commissioners being the only remaining signature. I am scheduled to present the City Land Bank's Option Agreement to the Commissioners at their meeting on Wed., Sept 18th after making the preliminary presentation on Tues, Sept 17th.

The County Land Bank's 2 Option Agreements have not been approved by any of the parties as yet, as the Tax Claim Bureau is in the process of providing us with a purchase price so that we can finalize the 2 Option Agreements. Once finalized and approved by the Tax Claim Bureau, we will then circulate the Agreements for signature among the City, School District and County. I don't expect these 2 Agreements to come before the County Commissioners until October. Frank

The County Land Bank has raised a question as to whether the Co Commissioners will have to approve its Option Agreements in light of the fact that it was formed by the County. I have attached a copy of one of the Option Agreements submitted by the Co Land Bank and you can see that it includes the joinder of the County Commissioners. That is what raised the question.

Can you shed any light on this question? Thank you and I will see you next week. Frank



Frank Mincarelli
Blakinger Thomas
28 Penn Square, Lancaster PA 17603
T: 717-509-7270 | F: 717-299-9529
[Bio](#) | [vCard](#) | [Website](#) | [Map](#)

A Firm Advocate for You

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Sept. 17+18

Johnson, Lisa

To: Frank P. Mincarelli
Subject: RE: Land Bank Authority - Option Agreement

Sounds good. Thanks.

From: Frank P. Mincarelli <FPM@blakingerthomas.com>
Sent: Monday, August 12, 2019 1:07 PM
To: Johnson, Lisa <Johnson@co.lancaster.pa.us>
Subject: [EXTERNAL] RE: Land Bank Authority - Option Agreement

Yes, Lisa, please schedule me for the meetings on 9/17 and 18. Thank you for your courtesy. Frank

BLAKINGER | THOMAS
LAW FIRM

Frank Mincarelli
Blakinger Thomas
28 Penn Square, Lancaster PA 17603
T: 717-509-7270 | F: 717-299-9529
[Bio](#) | [vCard](#) | [Website](#) | [Map](#)

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From: Johnson, Lisa [<mailto:Johnson@co.lancaster.pa.us>]
Sent: Monday, August 12, 2019 11:53 AM
To: Frank P. Mincarelli
Subject: RE: Land Bank Authority - Option Agreement

Hi Frank,

Stacey from your office had called me last Friday afternoon requesting your attendance at the September 3 and 4 meetings. However, I can schedule you for September 17 and 18 meetings – whichever dates you prefer. I will not need additional documentation but thanks for checking.. I received the agreement from our Solicitor’s Office. Thanks.

From: Frank P. Mincarelli <FPM@blakingerthomas.com>
Sent: Monday, August 12, 2019 10:58 AM
To: Johnson, Lisa <Johnson@co.lancaster.pa.us>
Subject: [EXTERNAL] RE: Land Bank Authority - Option Agreement

Hi Lisa,

Thanks for getting back to me so quickly. I would like to be present at the Sept 17 and 18 sessions, if that works for you. Let me know if I need to provide any documentation to you in advance. I sent a copy of the agreement to Chris Hausner several weeks ago but let me know if you need one. Frank

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From: Bender, Tammy [<mailto:TBender@co.lancaster.pa.us>]
Sent: Friday, August 09, 2019 11:39 AM
To: Frank P. Mincarelli
Cc: Johnson, Lisa
Subject: Land Bank Authority - Option Agreement

Good Morning:

Christina Hausner asked me to contact you regarding your July 25 letter enclosing a copy of the Option Agreement. For the County to consider the Agreement you would need to present it at public meeting before the Board of Commissioners. You can schedule a time to do so by contacting Lisa Johnson in the Commissioners office. Her information is below and I am also copying her on this email.

Lisa L. Johnson
Lancaster County Commissioners' Office
150 North Queen Street, Suite #715
Lancaster, PA 17603
299-8302

Thank you.

Tammy L. Bender
County of Lancaster Open Records Officer
County Solicitors Office
150 N. Queen Street, Suite 714
Lancaster, PA 17603
(p)(717) 735-1584

**OPTION AGREEMENT BETWEEN THE
CITY OF LANCASTER LAND BANK AUTHORITY
AND THE LANCASTER COUNTY TAX CLAIM BUREAU,
THE CITY OF LANCASTER AND THE
SCHOOL DISTRICT OF LANCASTER**

This Option Agreement ("Agreement") dated _____, 2019 is entered into among and between the City of Lancaster Land Bank Authority, an entity created by Administration Ordinance No. 10-2016 of the Council of the City of Lancaster on August 23, 2016, said entity being a public body and a body corporate and politic established and existing pursuant to P.L. 1239, 68 Pa.C.S.A. §2101 et seq., with principal offices located at 120 North Duke Street, Lancaster, PA (hereinafter "Land Bank") and the Lancaster County Tax Claim Bureau (hereinafter "Tax Claim Bureau"), the City of Lancaster and the School District of Lancaster.

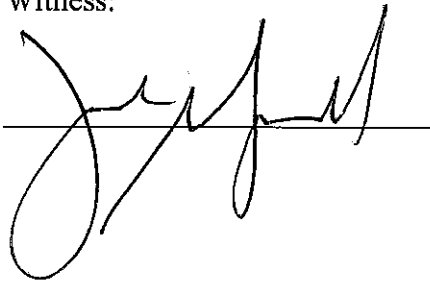
AND NOW, the parties, in their mutual desire to work together to improve blight in Lancaster County, maintain and/or improve property values, and advance community goals, and based on the mutual agreements herein contained, for good and valuable consideration, agree as follows:

1. The Land Bank shall, at the 2019 Judicial Sale, have the option to purchase property described as Lancaster County Tax Parcel ID Number 333-36485-0-0000.
2. The advertisement as required by the Real Estate Tax Sale Law to interested parties and lienholders of the properties listed in Section 1 has listed the Land Bank as a possible purchaser.
3. The above-referenced property was listed for Judicial Sale by Order of the Court of Common Pleas of Lancaster County, and the sale will take place on November 18, 2019 at 9:30 a.m. at the Lancaster County Government Center, 150 North Queen Street, Room 102, Lancaster, PA.
4. Should the Land Bank exercise its option to purchase the property described in Section 1 above, the total price to be paid by the Land Bank shall be \$3,355. If the Land Bank exercises its option to purchase said property described in Section 1, the Tax Claim Bureau will deliver a deed from the Tax Claim Bureau to the Land Bank.
5. If it is determined that there are any real estate transfer taxes due and owing, all of the said real estate transfer taxes will be paid by the Land Bank. The Land Bank shall also pay the deed recording fee to the Tax Claim Bureau in addition to the purchase price at the time the purchase amount is paid.

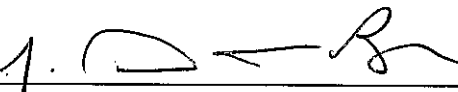
6. The Tax Claim Bureau will pay the cost of deed preparation.
7. The Tax Claim Bureau shall not be responsible for the maintenance of the property at any time.
8. Should the Land Bank decide not to exercise its option to purchase the property at the Judicial Sale, then this agreement shall become null and void, and the parties shall have no further obligation toward each other with regard to the property referred to in Section 1. In that event, the Tax Claim Bureau can auction the property and sell to the highest bidder.
9. The parties intend to be legally bound by this Agreement. All of its terms and conditions will extend to and be binding upon the parties to this Agreement and upon their respective heirs, executors, administrators, personal representatives, successors and assigns.
10. This Agreement constitutes the entire contract between the parties, and there are no other understandings, oral or written, relating to the sale and purchase of the Property. This Agreement may not be changed, modified or amended, in whole or in part, except in another writing, signed by all parties. Wherever used in this Agreement, the singular will include the plural, the plural the singular, and the use of any gender will be applicable to all genders.

Witness our hands and seals as of the date first above written.

Witness:

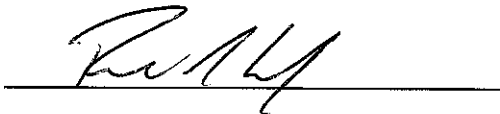


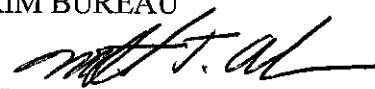
THE CITY OF LANCASTER
LAND BANK AUTHORITY

By: 

(Vice) Chairperson

LANCATER COUNTY TAX
CLAIM BUREAU



By: 

Director

By: _____
County Commissioner

THE CITY OF LANCASTER

By: _____


Danene Sprace, Mayor

SCHOOL DISTRICT OF LANCASTER

By: _____

Damaris Rau, Superintendent

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

Purchase Order With:

Zetron, Inc.
Redmond, Washington

For:

Zetron MAX Call Taking System, which includes hardware, software, services and one-year extended service plan, utilizing PA State Contract No. 4400016323.

Amount:

\$1,022,081.40 (100% State Act 12 funding).

9/18/19

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: Michael W. Weaver, Director
 Department: LCWC
 Date: September 10, 2019

Board Action Requested: Approve a Purchase Order for a Zetron MAX Call Taking system. Price is per PA State contract 4400016323
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Provider Information: (Name, Address): Zetron, Inc.
 12034 134th Court Northeast
 Redmond, WA 98052

Proposed Program Budget Information:

Service	2019-2020 Amount to be Approved	2016-2017 Amount	Amount Increase/Decrease	Percent Increase/Decrease	Percent Funding Source (Co., State, Fed)
Zetron MAX Call Taking System	\$1,022,081.40				100% ACT 12

Term of Contract: Purchase Order PA State Contract number 4400016323

Budget Comments: Money is budgeted in A2413 for 2019. This project is 100% funded by ACT 12

Program Information/Description of Service:

LCWC call taking since September of 1994 has been done by a system known as a Line Side PSAP (public safety answering point). Essentially, this is a Centrex system originally provided by the D&E Telephone Company. This system has not been produced for several years and software support is no longer available. LCWC is the last Line Side PSAP in Pennsylvania, with Philadelphia converting their system about 2 years ago. We have known for some time that we were coming to the end of the road and have been planning for this change, including budgeting for a new system in 2019. The Zetron MAX Call Taking system is a new, modern phone system that will take the place of the old Line Side PSAP system.

Complete sections pertaining to bid awards and Request for Proposals:

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source
N/A	N/A	PA Contract 4400016523		100% ACT 12

Complete Sections Pertaining to Construction Projects:

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

September 18,2019

Date you would like the County Commissioners'

To take official action on this item?:

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

Michael W. Weaver, Director

Michael W. Weaver, Director

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

This completed document must be submitted to the Chief Clerk by 9:00 am the Wednesday prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request. When there is a holiday, the request must be submitted no later than 12:00 noon on the Tuesday prior to the Meetings.

Exceptions to this deadline must be approved by the County Administrator.

1. MAX Call Taking Pricing Summary

Note that this proposal is a modified version of the proposal submitted on April 22, 2019 and incorporates changes based on County's request to add cabling and services to our proposal.

The attached Pennsylvania State Contract Zetron Quotes are for the LCWC Zetron MAX Call Taking 9-1-1 System. Zetron's quotations include the following:

- **Quote #61530-02**

- Backroom equipment for the Manheim site including
- Two (2) CAMA gateways for twelve (12) CAMA trunks
- Two (2) PRI gateways for one (1) 911 PRI and five (5) admin PRI
- MIS with Reporting
- Twenty-six (26) Workstations
- Seventy-nine (79) PBX Extensions
- Cabling

\$575,576.50 Hardware, Software, Services

\$36,855.00 One Year Extended Service Plan

- **Quote #61531-02**

- Backroom equipment for the Brownstown site including
- Two (2) CAMA gateways for twelve (12) CAMA trunks
- One (1) PRI gateway for one (1) 911 PRI and three (3) Admin PRI
- MIS with Reporting
- Fourteen (14) Workstation
- Fourteen (14) PBX Extensions
- Cabling

\$367,196.00 Hardware, Software, Services

\$22,050.00 One Year Extended Service Plan

- **Quote #61352-00**
 - Critical spare parts consisting of one (1) each of critical components
 - \$20,403.90

\$1,022,081.40 Total Project Costs

- **Zetron Summary of Services - General Information**

The attached Statement of Work (SOW) defines the responsibilities of Zetron during the construction and deployment of the RFP Response Template for Lancaster County, PA (hereinafter referred to as "CUSTOMER"). Tasks to be performed by others are included in this document for informational purposes.

The required hardware is COTS and the proposed configuration is in-line with common Zetron system design practices and past system deployments. As such, Zetron will streamline the project services so as to minimize the cost impact of unnecessary project office involvement. At this time Zetron anticipates no longer than 4 months of project activity/support from contract award to system cutover. If project services are required beyond the anticipated timeframe a contract change order will be initiated at such time.

- **Project Management**

Zetron will assign a Project Manager (PM)¹ who will function as your single point of contact for project scheduling and services delivery. The Zetron PM will ensure that project activities adhere to mutually agreed and/or contractually obligated schedules. The PM also provides typical project management functions such as:

- Project Schedule
- Internal management of material procurement
- Coordination of system hardware packaging and delivery to CUSTOMER location
- Internal project close-out and handoff to other organizations for on-going maintenance

Factory-based Project Management services not to exceed 234 hours have been included in this quotation.

¹ Zetron may utilize the same individual to function as both PM and PE for a given project.

• Project Engineering

Zetron will assign a Project Engineer (PE)¹ who will function as your single point of contact for technical matters related to system design and functionality. Factory-based Project Engineering services not to exceed 100 hours have been included in this quotation. The Zetron PE also provides typical project engineering functions such as:

- Preliminary Design Review (PDR) capturing the technical specification of the design
- System configuration
- System Acceptance Test preparation
- System as-built documentation preparation and review

• On-Site Services

The following on-site services have been included in this quotation:

- On-site Project Engineering not to exceed 28 days to perform the following functions:
 - Kick Off Meeting
 - Site Survey
 - Call Flow Discovery Meeting
 - Cabling
 - Installation Confirmation
 - System Optimization
 - Acceptance Test
 - Cutover Assistance
- On-site Operator Training not to exceed one site visit of 9 continuous days.

• Notes

- LCWC will be responsible for project planning and third party coordination.
 - LCWC will provide technical resources onsite during system optimization, testing and cut-over.

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to approve the following:

Addendum to Agreement
With:

RETTEW Associates, Inc.
Lancaster, Pennsylvania

Purpose:

To provide an annual rate increase for professional engineering services as the appointed County Engineer as follows:

Rate Schedule:

<u>Compensation for Personnel:</u>	<u>2020:</u>	<u>2021:</u>
County Engineer	\$166.00/hour	\$168.00/hour
Senior Project Manager	\$176.00/hour	\$178.00/hour
Project Professional	\$169.00/hour	\$170.00/hour
Senior Engineer	\$145.00/hour	\$146.00/hour
Engineer 3	\$133.00/hour	\$135.00/hour
Engineer 2	\$114.00/hour	\$115.00/hour
Engineer 1	\$ 98.00/hour	\$ 99.00/hour
Designer	\$ 86.00/hour	\$ 88.00/hour
Technician 2	\$ 77.00/hour	\$ 80.00/hour
Technician 1	\$ 65.00/hour	\$ 67.00/hour

Compensation for Expenses and Other Charges:

Mileage	Current federally allowable rate	Current federally allowable rate
Direct Expenses	Cost + 15%	Cost + 15%
Public Board of Commissioners' Meeting Attendance	\$166.00/mtg.	\$168.00/mtg.

Term:

January 18, 2020 through January 17, 2022.

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: Harry Klinger, Director of Purchasing
 Department: Purchasing
 Date: August 16, 2019

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.) Amended Agreement- 2 year rate adjustment for County Engineer
Provider Information: (Name, Address): Rettew Associates, Inc.
 3200 Columbia Avenue
 Lancaster, Pa. 17603

Proposed Program Budget Information:

Service	2017 Amount to be Approved	2017 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

Term of Contract: Amended agreement for period January 18, 2020 – January 17, 2022

Budget Comments:

Program Information:

Description of Service:
 Rettew and the county is requesting a rate increase for a period of 2 years. The 2020 increase averages 1.60% and the 2021 increase averages 1.36% bringing the 2 year average increase total to 2.99%. (see attached spreadsheet for line by line increases).

The provision for seeking annual rate increases is provided by contract approved in January of 2017.

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

Date you would like the County Commissioners'

To take official action on this item?:

September 18, 2019

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

Harry M Klinger, Director of Purchasing
 Charlie Douts, Director of Facilities
 Mark Lauriello, President, Rettew

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

Harry M Klinger, Director of Purchasing
 Charlie Douts, Director of Facilities
 Mark Lauriello, President, Rettew

EXHIBIT A

**COUNTY OF LANCASTER, PA
AGREEMENT with RETTEW
for
PROFESSIONAL ENGINEERING SERVICES**

A. COUNTY ENGINEER RATE SCHEDULE						
	2017	2018	2019	2020	2021	
Compensation for position shall be in accordance with the following hourly rates:						
A-1 County Engineer (Mark P. Lauriello, PE)	\$160.00	\$162.00	\$164.00	\$166.00	\$168.00	
A-2 Senior Project Manager	\$170.00	\$172.00	\$174.00	\$176.00	\$178.00	
A-3 Project Professional (Senior Construction Manager, Senior Environmental Scientist 2, Senior Geologist 2)	\$160.00	\$160.00	\$168.00	\$169.00	\$170.00	
A-4 Senior Engineer (Construction Manager 2, Project Manager 2, Senior Community Development Specialist, Senior Engineer 1)	\$140.00	\$140.00	\$143.00	\$145.00	\$146.00	
A-5 Engineer 3 (Construction Manager 1, Engineer 3, Environmental Scientist 3, Project Manager 1)	\$125.00	\$130.00	\$130.00	\$133.00	\$135.00	
A-6 Engineer 2 (Community Development Specialist 2, Engineer 2, Resident Project Representative 3, Environmental Scientist 2)	\$108.00	\$110.00	\$112.00	\$114.00	\$115.00	
A-7 Engineer 1 (Engineer 1, Environmental Scientist 2, Resident Project Representative 2)	\$94.00	\$95.00	\$96.00	\$98.00	\$99.00	
A-8 Designer (Community Development Specialist 1, Designer 1, Environmental Scientist 1, Resident Project Representative 1)	\$82.00	\$84.00	\$84.00	\$86.00	\$88.00	
A-9 Technician 2 (Administrative Assistant, Field Technician 2, Zoning & Code Enforcement Officer)	\$74.00	\$75.00	\$75.00	\$77.00	\$80.00	
A-10 Technician 1	\$60.00	\$60.00	\$63.00	\$65.00	\$67.00	
B. EXPENSES and OTHER CHARGES						
Compensation for expenses and other charges shall be as follows:						
B-1 Mileage	RATE	RATE	RATE	RATE	RATE	RATE
B-2 Direct Expenses	Federal Rate	Federal Rate	Federal Rate	Federal Rate	Federal Rate	Federal Rate
B-3 Public Board of Commissioners Meeting Attendance (Project specific meetings will be billed at standard rates.)	Cost + 15%	Cost + 15%	Cost + 15%	Cost + 15%	Cost + 15%	Cost + 15%
	\$ 160.00	\$ 162.00	\$ 164.00	\$ 166.00	\$ 168.00	
TOTAL HOURLY RATES	\$1,333.00	\$1,350.00	\$1,373.00	\$1,395.00	\$1,414.00	
PERCENTAGE CHANGE per YEAR		1.28%	1.70%	1.60%	1.36%	
		2017 vs. 2018	2018 vs. 2019	2019 vs. 2020	2020 vs. 2021	

RESOLUTION NO. 65 OF 2019

On motion of Commissioner _____, seconded by Commissioner _____;

WHEREAS, A Request for Quotations was issued by the County of Lancaster for Emergency Food Boxes for the Lancaster County Office of Aging; and

WHEREAS, Sealed bids for the above-mentioned emergency food boxes were publicly opened and read on Wednesday, June 26, 2019 at 11:00 a.m.

NOW, THEREFORE, BE IT RESOLVED BY THE LANCASTER COUNTY BOARD OF COMMISSIONERS, That a contract be awarded to the following company, for the item and amount specified, which is the lowest and/or best bid received, and is in accordance with the advertisements, specifications and bids received therefore, and a contract therefore directed to be drawn.

<u>Contract Awarded To:</u>	<u>For:</u>	<u>Amount:</u>
Meals on Wheels, Inc. Lancaster, Pennsylvania	Pre-packaged Emergency food boxes for bulk deliveries to Lancaster County Office of Aging Senior Centers and home delivered meal providers throughout Lancaster County for a five-month period from November 1, 2019 through March 31, 2020.	\$12,300.00

9/18/19

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: Linda Schreiner, Senior Buyer
 Department: Purchasing
 Date: September 11, 2019

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.) Award – Emergency Food Boxes for the Lancaster County Office of Aging Senior Centers (RFQ 19-012)

Provider Information: (Name, Address):
 Meals on Wheels, Inc.
 1085B Manheim Pike
 Lancaster, PA 17601

Proposed Program Budget Information:

Service	2019-20 Amount to be Approved	2018-2019 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Emergency Food Boxes for the Lancaster County Office of Aging	\$12,300.00	\$10,168.00	\$ 2,512.00	19.8%	Block Grant

Term of Contract: November 1, 2019 - March 31, 2020

Budget Comments: Previous year emergency food boxes were assembled at the Senior Centers. Due to availability of volunteers, we felt it necessary to utilize a supplier for the emergency food box requirements. Previous year (2018-19) we ordered 3,360 meals in 2019-20 we are projecting 3,100 meals being ordered. The actual configuration of the meal has also changed in 2019-2020.

Program Information:
Description of Services:

This award recommendation is pursuant to a Request for Quotations (19-012) issued by the Purchasing department for Emergency Food Boxes for the Lancaster County Office of Aging. Sealed bids were opened on Wednesday, June 26, 2019.

This contract is for a five-month period from November 1, 2019 – March 31, 2020 to purchase pre-packaged emergency food boxes containing food items to be delivered in bulk deliveries to senior centers and home delivered meal providers throughout Lancaster County.

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
1	Yes	N/A	No	County

Complete Sections Pertaining to Construction Projects:

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

Date you would like the County Commissioners'

To take official action on this item?:

September 18, 2019

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

Linda Schreiner, Senior Buyer
Lisa Paulson, Senior Center Program Director

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

Linda Schreiner, Senior Buyer
Lisa Paulson, Senior Center Program Director

LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA

Wednesday, September 18, 2019

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



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Joshua G. Parsons.
2. Pledge of Allegiance
3. Minutes as Distributed: Postpone approval of the August 14, 2019 Commissioners' Meeting Minutes, September 4, 2019 Commissioners' Meeting Minutes and September 10, 2019 Evening Commissioners' Meeting Minutes.
4. Old Business:
 - a. **Re-announcement:**
The Board of Commissioners will hold a public hearing on September 30, 2019 at 7:00 p.m. at the East Earl Township Municipal Building, 4610 Division Highway, East Earl, Pennsylvania. The purpose of this hearing is the proposed closure and possible elimination of the Big Conestoga 4A Bridge on Linden Road in East Earl Township. Public participation is invited.
5. New Business:
 - a. **Presentation of "National Hispanic Heritage Month" Proclamation**
Norman Bristol Colon, Director of Special Projects/Special Assistant to the Secretary, Pennsylvania Department of State
 - b. **Resolution No. 65 of 2019 – Bid Award for Emergency Food Boxes for the Office of Aging**
Linda Schreiner, Senior Buyer, Purchasing
Lisa Paulson, Senior Center Program Director, Office of Aging
 - c. **Option Agreement re. City of Lancaster Land Bank Authority's Option to Purchase Property at Judicial Sale**
Frank Mincarelli, Esquire, Blakinger Thomas, PC
 - d. **Lancaster County-Wide Communications – Purchase Order for Zetron MAX Call Taking System**
Mike Weaver, Director, Lancaster County-Wide Communications

"continued"

e. Addendum to Agreement with RETTEW for Rate Increases for Professional Engineering Services

Harry Klinger, Director, Purchasing

Charles Douts, Director, Facilities Management

Mark Lauriello, County Engineer, RETTEW

6. Business from Guests

7. Adjourn

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



County Commissioners

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

PROCLAMATION

National Hispanic Heritage Month

September 15, 2018 - October 15, 2019

September 18, 2019

WHEREAS, In 1968, Congress passed Public Law 90-498 authorizing the President to issue an annual proclamation designating the week including September 15 and 16 as National Hispanic Heritage Week; and

WHEREAS In September 1968, President Lyndon B. Johnson issued the first such proclamation; and

WHEREAS, In 1988 Congress passed Public Law 100-402 establishing National Hispanic Heritage Month; and

WHEREAS, On September 14, 1989, President George H.W. Bush issued the first proclamation for National Hispanic Heritage Month; and

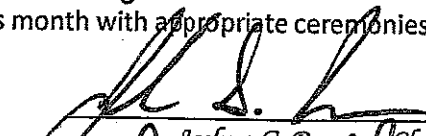
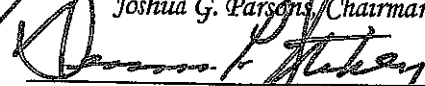
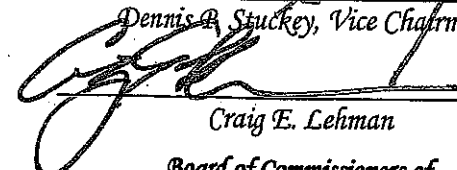
WHEREAS, Today, it is estimated that more than 57.5 million Hispanics live in the United States making Hispanics the nation's largest ethnic minority with over an estimated 57,000 living in Lancaster County; and

WHEREAS, As members of the United States Armed Forces, heroic and freedom cherishing Hispanic men and women have fought and died to defend the United States in every war since the American Revolution. Today there are more than 1.2 million veterans of the United States Armed Forces who are Hispanic and Latino; and

WHEREAS, Hispanics are leaders, with strong family values, making valuable contributions to the County and Nation through business and industry, government and politics, education, the sciences, and the arts and by recognizing our shared responsibility to those less fortunate.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF LANCASTER COUNTY, PENNSYLVANIA, That we do hereby proclaim September 15, 2019 - October 15, 2019 as *National Hispanic Heritage Month* in Lancaster County, Pennsylvania, and call upon all residents to observe this month with appropriate ceremonies, activities, and programs.




Joshua G. Parsons, Chairman

Dennis P. Stuckey, Vice Chairman

Craig E. Lehman
Board of Commissioners of
Lancaster County, Pennsylvania

