

## **AGENDA, THURSDAY, NOVEMBER 4, 2021:**

9:00 A.M. Convening of the Adams County Board of Commissioners' Meeting.

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the October 20, 2021 Commissioners' Meeting as presented.

### **Presentation:**

Retirement of John Constable, Property Evaluator II, Adams County Tax Services, effective November 12, 2021.

### **Public Comment:**

*Individuals may listen to the meeting or comment during the public comment portion of the agenda by calling **1-415-655-0001, 132-798-3497#**. Any comments related to the agenda or county business are limited to 5 minutes and the individual is to state their name and address prior to commenting.*

### **Information Technology Department:**

Recommendation from Phil Walter, CIO and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to approve the Quote from Sideview, LLC, of Oakland, CA, for the renewal of our license, support, and maintenance for Sideview's App "Cisco CDR Reporting and Analytics." This product provides the capabilities for the IT network team to navigate and search data coming from the Cisco VoIP phone system to build any reports and dashboards around that information. It is also recommended that the Board approve the Sideview Subscription License Agreement. The term of the Agreement is one (1) year, commencing on November 20, 2021 and terminating on November 19, 2022. Total cost to the County is \$1,600.00.
- Quotation (#1266) and Support Terms & Conditions with Exucom Systems, Inc., an Illinois company. This Agreement is for the purchase of FaxFinder X50 4 Channel bundle and licensing package, which allows for digital faxing and integrates with existing County software. Activation and one (1) year support is included. The total cost is \$10,199.52. Effective November 3, 2021 for a period of one (1) year.

### **Children & Youth Services:**

Recommendation from Sarah Finkey, Administrator, and after review by Solicitor Molly Mudd that the Board of Commissioners approve the following:

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#### Children & Youth Services cont'd:

- Subsidized Permanent Legal Custodianship Agreement with J. & J. E. on behalf of E.Y. in the amount of \$912.50/month
- 2020-2021 Purchase of Service Agreements: VisionQuest National, LTD

#### **Agricultural Preservation/Planning:**

Recommendation from Ellen Dayhoff, Rural Resources Manager, to approve a \$1.00 Bargain Sale/Donation for the purchase of a conservation easement for the Doyle & Jennifer Waybright Farm, Cumberland Township, 123.5 acres and to designate Chairman Randy L. Phiel to sign the Agreement of Sale on behalf of the Board of Commissioners.

#### **Tax Services:**

Recommendation from Daryl Crum, Director, pursuant to the Pennsylvania Consolidated Assessment Law in section 8844, subsection "f," the Board of Assessment Appeals shall, on or before November 15, certify the assessed value of real property, the value of occupations and the number of persons subject to personal taxes. At this time, sitting as the Adams County Board of Assessment Appeals, the submission of the following numbers for certification, to be effective for the 2022 tax year:

- Assessed Value of Real Property = \$9,685,304,200
  - Value of Occupations = 16,729,450
  - Number of persons subject to personal taxes (per capita tax roll) = 76,348
- After review by Solicitor Molly Mudd, to renew Data Processing Services with Government Software Services (GSS), of Honesdale, PA. GSS prints the annual tax bills for the County. It is further recommended that the Board approve the Agreement for Renewal of Data Processing Services, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one (1) year, covering the 2022 annual tax year. Cost to the County is \$0.1695 per tax statement prepared plus the cost of postage based on the actual discounted postage rates, as specified on Coding Accuracy Support System (CASS) Form PS3600-FCM.

#### **Building & Maintenance:**

Recommendation from Larry Steinour, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

- Ratify the April 30, 2021 Proposal with Mumford-Bjorkman Associates, Inc. ("MBA"), a Delaware company. This Proposal provides for daily consulting and NACE III inspection services related to the water tower repainting project being conducted by Corrosion Control. The rate for the consulting services is \$175.00/hour and the painting inspection is \$875.00/day. Total costs shall not

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#### *Building & Maintenance cont'd:*

exceed \$29,750.00. It is also recommended that the Board approve Addendum #1 to the Proposal, which incorporates the County's standard terms and conditions for services. Proposal and Addendum is effective November 3, 2021.

- Designate Chairman Randy L. Phiel to sign on behalf of the Board the Maintenance Services Agreement with NRG Building Services, Inc., of Harrisburg, PA. This Service Agreement provides for the maintenance of the Schneider Electric DDC Control system that controls the heating, ventilation and air conditioning equipment in the Adams County Courthouse, Prison, Human Services Building, and Department of Emergency Services. The term of the Agreement is one (1) year, commencing on January 1, 2022 and terminating on December 31, 2022. Total cost to the County is \$27,125.00.
- Designate Chairman Randy L. Phiel to sign on behalf of the Board the Quote from Best Line Equipment, a Pennsylvania Company, for a JLG 50-foot towable electric boom lift. The lift will be utilized for various maintenance activities, including painting, tree trimming, window washing, and power washing. This Quote is made pursuant to PA State Contract #4400021188. The Quote is effective November 2, 2021 and expires on November 12, 2021. Total cost to the County is \$53,527.89.
- Designate Chairman Randy L. Phiel to sign on behalf of the Board two (2) Maintenance Proposals from McClure Company, of Harrisburg, PA. These Proposals provide for preventative maintenance of the mechanical systems in the Adams County Courthouse, Prison, Human Services Building, Department of Emergency Services, and St. Francis Xavier House. The terms of the Agreements are one (1) year, commencing on January 1, 2022 and terminating on December 31, 2022. Total cost to the County is \$45,666.00.

#### **Human Resources:**

- Recommendation from Danette Laughman, Deputy Director of HR, that the Board of Commissioners approve the Minimum Municipal Obligation Worksheet (MMO) for the Adams County Pension Plan for Plan Year 2022 for submission to the Pennsylvania Municipal Retirement System (PMRS).
- Recommendation from Michele Miller, HR Director, that the Board of Commissioners approve and adopt the 2022 employee contribution rates for the employer-sponsored health benefit plan as provided by Mark Morgan, Consultant, Susquehanna Accounting & Consulting Services, Inc.

#### **Adams County Adult Correctional Facility:**

Recommendation from Warden Katy Hileman and after review by Solicitor Molly Mudd, that the Board of Commissioners approve and sign the Food Services Agreement with Summit Food Services, LLC, a subsidiary of Elior North America, headquartered in

Adams County Adult Correctional Complex cont'd:

Sioux Falls, SD. As a result of a duly advertised public bidding process, three (3) proposals were received by the County. Summit was determined to be the lowest responsible bidder, offering the County the lowest base bid cost, a flexible Alternate Scaled Pricing Plan, and the highest quality in USDA-inspected food and services. Pursuant to the terms of the contract, Summit will provide high-quality meals to staff and inmates, with a staff menu plan that is independent of the inmate meal plan. The County recognizes the enhanced food quality and variety in staff meal planning as material to County's efforts to improve staff recruitment and retention at the facility. The term of the contract is three (3) years, from December 1, 2021 to November 30, 2024. The County has elected the Scale Pricing Plan, which Plan calculates the price-per-meal off the inmate population each week. The flexibility of the Scale Pricing Option will allow the County to maximize food quality, for both staff and inmates, during an operationally challenging period brought about by the COVID-19 pandemic. Based on the current population, the starting price-per-meal will be approximately \$2.14. With this pricing model, as COVID-19 restrictions recede and the inmate and staff headcount return to pre-COVID levels, the price per meal will decrease. Cost for year 1 of the contract calculated at or near the current inmate population level utilizing the alternate scale pricing plan is estimated at \$564,630.94.

**Commissioner's Office:**

Recommendation by Solicitor Molly R. Mudd that the Board of Commissioners approve the following:

- Adopt Resolution No. 12 of 2021 establishing a Broadband Task Force, whose Members shall be appointed by the Commissioners, and shall work in conjunction with any consultants hired by the County to complete a countywide broadband assessment to include a preliminary design for a countywide network, financial models for its construction and potential structures for ownership and operation, in order to promote economic development, sustain the county's existing employment and tax base, and attract new employers to the county.
- Memorandum of Understanding between the County and the TEAMSTERS Local Union 776 of Harrisburg ("TEAMSTERS") on behalf of the Court-Appointed Support Staff Bargaining Unit ("Support") regarding the County's COVID-19 Vaccine Incentive, whereby the County, desiring to incentivize its employees to obtain a COVID-19 vaccination, in an effort to reduce the public health risk of disease while maintaining respect for individual choice, will extend to all employees within the TEAMSTERS Support bargaining unit who provide the county with proof of full COVID-19 vaccination status one (1) extra paid time off day.
- Memorandum of Understanding between the County and the TEAMSTERS Local Union 776 of Harrisburg ("TEAMSTERS") on behalf of the Court-Appointed Professional Staff Bargaining Unit ("Professionals") regarding the County's COVID-19 Vaccine Incentive, whereby the County, desiring to incentivize its employees to

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#### Commissioner's Office cont'd:

obtain a COVID-19 vaccination, in an effort to reduce the public health risk of disease while maintaining respect for individual choice, will extend to all employees within the TEAMSTERS Professional bargaining unit who provide the county with proof of full COVID-19 vaccination status one (1) extra paid time off day.

- Designate Chairman Randy L. Phiel to sign on behalf of the Board the October 25, 2021 Price Proposal from County Engineers C.S. Davidson increasing the cap on professional service fees for the Human Services Building Re-Roofing and Solar Panel Installation Project from \$55,000 to \$65,000. Professional services include fees for design, bidding and construction, and architectural services by the Mula Group.
- Ratify the October 29, 2021 Letter of Engagement with Matt Teeter, Esquire, approving his appointment by the Board as conflict counsel for the Adams County Zoning Hearing Board, to be paid a rate of \$165.00 per hour for this work.

#### **Personnel Report:**

##### Courts:

- Probation Services – Separation of employment for Meghan Hayes, Probation Officer, effective November 12, 2021

##### District Attorney:

Recommendation from District Attorney Brian Sinnett, to amend the employment date for Richard Aime, Assistant District Attorney, from October 18, 2021 to November 1, 2021.

##### Children & Youth Services:

Recommendation from Sarah Finkey, Administrator to approve the employment of Terry Bridges, Caseworker 1, effective October 25, 2021. Note: Ms. Bridges is transferring from Probation Services.

##### Elections/Voter Registration:

Recommendation from Angie Crouse, Director, to approve the employment of Deborah Morningstar, Assistant, effective October 25, 2021.

##### Adams County Adult Correctional Complex:

- Recommendation from Warden Katy Hileman, pending successful completion of background screenings, the employment of the following Corrections Officers: Sakena Gwynn, effective November 15, 2021
- Employment of Travis Pryor, Lieutenant, effective November 1, 2021
- Amend the date of hire for Victor Marks, Corrections Officer, from October 25, 2021 to November 15, 2021

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Personnel Report cont'd:

Separation of Employment with permission to post:

- Retirement of John Constable, Property Evaluator 2, effective November 12, 2021
- Danielle Houser, Legal Assistant, District Attorney's Department, effective November 2, 2021
- Jacob Rinker, Corrections Officer, effective October 20, 2021
- Zac Rieger, Corrections Officer, effective October 29, 2021
- Bryce Krichen, Corrections Officer, effective October 29, 2021
- Michael Oldaker, Corrections Officer, effective October 29, 2021
- Gabrielle Reichart, Corrections Officer, effective October 31, 2021
- Jason Ferrebee, Corrections Officer, effective November 2, 2021

**Expenditures:**

Approve the following expenditures for the period October 18, 2021 through October 29, 2021:

General Fund Total	\$ 1,568,717.75
General Fund	\$ 569,362.14
PCard Payment	\$ 16,131.98
Payroll – Week #41	\$ 983,223.63
Children & Youth Services	\$ 287,844.94
HazMat Fund	\$ 1,803.00
CDBG	\$ 17,634.00
Ag Land Funds	\$ 220,440.87
Commissary Fund	\$ 7,494.40
Records Management	\$ 4,107.89
Hotel Tax Fund	\$ 72,329.75
Capital Project-Reserve	\$ 750.00
911 Fund	\$ 271,853.32
Internal Service Fund	\$ 223,758.23

**Other Business:**

Solicitor Mudd  
Commissioner Qually  
Commissioner Martin  
Commissioner Phiel

**Salary Board Meeting:**

The Salary Board Meeting will be held following the Commissioners Meeting.

**Adjournment:**