

PROPOSED

AGENDA, WEDNESDAY, MAY 6, 2020:

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

Pledge of Allegiance

Minutes:

Approval of the Minutes of the April 22, 2020 Commissioners' Meeting as presented.

NOTE: The April 29, 2020 Commissioner's Meeting was cancelled.

NOTE: The next public Commissioner's meeting is scheduled for May 20, 2020

Proclamation:

- **"CORRECTIONS EMPLOYEE WEEK"** – May 3-9, 2020
- **"CONSERVATION DISTRICT WEEK"** – May 3-9, 2020
- **"MOTORCYCLE SAFETY AWARENESS MONTH"** – May 2020

Public Comment:

Individuals may listen to the meeting or comment during the public comment portion of the agenda by calling 1-415-655-0003, 476-936-077#. 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.

Courts:

Recommendation from Don Fennimore, Court Administrator, and with concurrence from the Board of Commissioners, to approve the following 2021 Holidays:

New Year's Day	January 1, 2021
Martin Luther King Jr., Day	January 18, 2021
President's Day	February 15, 2021
Good Friday	April 2, 2021
Memorial Day Holiday	May 31, 2021
Independence Day (Observed)	July 5, 2021
Labor Day	September 6, 2021
Columbus Day	October 11, 2021
Veterans' Day	November 11, 2021
Thanksgiving Day	November 25, 2021
Thanksgiving Day Holiday	November 26, 2021
Christmas Day (Observed)	December 24, 2021
Christmas Day Holiday	December 27, 2021
New Year's Day (Observed)	December 31, 2021

Controller's Department:

Recommendation from Beth Cissel, Deputy Controller, to approve and sign an Engagement Letter with Municipal Finance Partners, Inc., 830 Sir Thomas Court, Suite 150, Harrisburg, PA for their services to prepare the annual actuarial valuations and disclosures for the Post-Employment Benefits Plan as required under GASB 74 & 75. This will be at a cost to the County of \$9,000.00.

Ag Land Preservation:

Recommendation from Ellen Dayhoff, Rural Resource Manager, to approve the offer letters for the purchase of the conservation easements and to authorize Chairman Randy L. Phiel to sign the Agreement of Sales on behalf of the Board of Commissioners for the following farms:

- Ricky & Terry Rex Farm, Menallen Township – 48.34 acres, \$2,358.00/acre
- MacBeth Family Farm, Menallen Township – 29.93 acres, \$2,340.00/acre
- Lobaugh Farm, Huntington Township – 27.5 acres, \$2,371.50/acre
- Fletcher Farm, Reading Township – 56.838 acres, \$2,547.00/acre

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve and sign the following:

- After review by Solicitor Molly Mudd, that the Board of Commissioners approve the Child Accounting and Profile System (CAPS) Application Service Provider Agreement with Avanco International, Inc. of Clifton, Virginia, for the maintenance and management of the state-wide child welfare data system. The term of the Agreement is 12 months, effective July 1st, 2020, at a cost to the County of \$32,843.04.
- 2020-2021 Purchase of Service Agreement with Bilingual Conexion, LLC for In-Home Services effective May 6, 2020 through June 30, 2021.

Planning Department:

Recommendation from Rebecca Moreland, Grants Coordinator, and after review by the Solicitor's office, to approve the following:

- Adopt the revised Section 3 Action Plan, Minority/Women Owned Business Enterprise Plan and Citizen Participation Plan, as amended, on behalf of Adams County, Gettysburg Borough and Littlestown Borough for the Community Development Block Grant, Emergency Solutions Grant and HOME Programs.
- A 3-Year Project Activity Completion Extension Request for 2017 CDBG Grant C000069657 for the HART Center; New Hope Ministries; Littlestown Curb Ramps; Gettysburg Curb Ramps, Possum Valley Municipal Authority and Adams County Arts Council.

Elections and Voter Registration:

Recommendation by Director Angie Crouse, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

- Purchase Order 4400015968 from Quadient/Neopost USA Inc. of Milford, CT and a COSTARS Participation Addendum, for the purchase of a Power Letter Opener to assist in the processing of absentee ballot applications in preparation for the Primary and General Elections, at a cost of \$6,329.00.
- AAR Plastic & Glass Plexiglass Shield Contract, for the purchase of a 110 Plexiglass Shields to insulate and protect staff and citizens from exposure to disease during the Primary and General Elections. The cost is \$99.50 per unit, and the total cost to the County is \$10,945.00.
- Agreement with William Penn Printing Company of Pittsburgh for the testing and calibration of the County's voting machines, in preparation for the Primary Election on June 2nd. The cost to the County is \$3,000.00.
- Change of polling places for the June 2, 2020 General Primary Election and the November 3, 2020 General Election for the following:
 - Oxford Township #2 – from the Brethren Home to the Irishtown Fire Department, 934 Irishtown Road, New Oxford, PA
 - Straban Township #1 – from the Lutheran Home to the Department of Emergency Services, 230 Greenamyre Lane, Gettysburg, PA

Building and Maintenance:

Recommendation from Director Larry Steinour, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the Adams County Courthouse Chiller Replacement Project with McClure Company of Harrisburg, and COSTARS Participation Addendum, CO-STARs # 008-376. This project includes a Carrier 30HXC Chiller replacement of the existing chiller for the Courthouse. The total cost of the chiller replacement project is \$246,442.00. The replacement requires the temporary installation of a rental chiller. The cost per month of the rental chiller used to cool the Courthouse before and during the installation of the replacement chiller unit is \$14,613.00 per month.

Commissioners:

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

- Approve the amendment to the Adams County Policy Regarding Workplace COVID-19 Safety Measures that was approved at a public meeting on April 22, 2020 with an effective date of April 20, 2020. The Amendment to the policy, which goes into effect on May 4, 2020, changes the temperature taking protocol at the Human Services Building (HSB) on days that the HSB is open to the public.

Commissioner’s cont’d:

- Approve and adopt the Children in the Workplace Policy, to be included in the Employee Handbook, effective May 6, 2021.

Personnel Report:

Courts:

District Attorney:

Recommendation from District Attorney Brian Sinnett to approve the following:

- Rescind the paid internship offer to Madeline Hubbard, effective May 26, 2020
- End of paid internship for Georgia Wetzel, effective March 10, 2020
- End of unpaid internship for Sara Duryea, effective April 20, 2020

Separation of Employment with permission to post:

- Rescind employment offer to Markie Rogers, Corrections Officer, effective May 4, 2020
- Rescind employment offer to Matthew Whitney, Corrections Officer, effective May 4, 2020
- Kody Fuller, MAT Treatment Specialist, effective April 28, 2020
- Emily McGinn, IT Paid Internship, effective April 17, 2020

Expenditures:

Approve the following expenditures for the period April 20, 2020 through May 1, 2020:

General Fund Total	\$ 1,709,070.98	
General Fund	\$ 746,587.90	
PCard Payment	\$ 9,500.07	
Debt Service Payments	\$ 10,896.35	
Payroll – Week #18	\$ 942,086.66	
Children & Youth Services	\$	201,907.12
HazMat Fund	\$	16.14
Commissary Fund	\$	11,356.23
Records Management	\$	3,155.00
Hotel Tax Fund	\$	663.98
Human Services	\$	3,301.43
Capital Projects - Reserve	\$	2,600.00
911 Fund	\$	55,494.76
Internal Service Fund	\$	11,579.50

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: