

## **AGENDA, WEDNESDAY, NOVEMBER 13, 2024:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the October 30, 2024 Commissioners' Meeting as presented.

### **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.*

### **Court Administration:**

Recommendation from Court Administrator Don Fennimore, and after review by the Solicitor's Office, that the Board of Commissioners approve the Lease Agreement with Reading Township. This Lease renews the existing lease of office space for Magisterial District Judge Little at the Reading Township Municipal Complex located at 50 Church Road, East Berlin, Adams County, at a rate of \$1,800.00 per month (\$21,600.00/year). The lease is effective January 1, 2025, for a two-year term.

### **District Attorney:**

Recommendation by District Attorney Brian Sinnett, and after review by the Solicitor's Office, that the Board of Commissioners sign the Addendum to the License and Maintenance Agreement with Corrections Development, Inc. (CDI), which extends the term of the Agreement to December 31, 2025. This Agreement provides twelve (12) user licenses for a criminal justice records management system for the District Attorney's Office. License fees have been paid for through a grant from the Pennsylvania District Attorneys Institute. Maintenance and support fees total \$5,430.00 to the County.

### **Office of the Coroner:**

Recommendation from Coroner Francis Dutrow and after review by the Solicitor's Office, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Forensic Pathology Associates/HNL Lab Medicine Service Agreement for forensic autopsy services, including anatomic and clinical pathology services. The Term of the Agreement is one (1) year, commencing on January 1, 2025 and terminating December 31, 2025. Routine forensic autopsy services are \$2,500.00, excluding specialized studies and ancillary services, which are further identified in the 2025 Forensic Autopsy Fee Schedule.

**Children & Youth Services:**

Recommendation from Sarah Finkey, Administrator, to approve the Adoption Assistance Agreement between Adams County and C. & A.S. on behalf of M. J. soon to be known as M. JS. in the amount of \$1,216.67 per month.

**Building & Maintenance:**

Recommendation from Director Larry Steinour, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Proposal from Herbert, Rowland & Gubric, Inc. (HRG) to develop an Emergency Response Plan in the event that the water storage tank, which serves the Adams County Adult Correctional Complex and the Department of Emergency Services Building, needs to be taken offline. This Plan is required by the Pennsylvania Department of Environmental Protection. It is further recommended that the Commissioners sign the Addendum to the General Conditions, which incorporates the County's standard terms and conditions into the Agreement. This Proposal is effective November 13<sup>th</sup>, 2024. Total cost to the County is \$5,000.

**IT Department:**

Recommendation from CIO Phil Walter, and after review by the Solicitor's Office, that the Board of Commissioners approve Quote #1027154 v1 from Link Computer Corporation. This Quote provides a 3-year renewal of 320 VMware vSphere Foundation eight (8) software licenses, which allows IT to manage the County's virtual server environment. In years 1 and 2, the price per license is \$129.00 (\$41,280.00/year). In year 3, the price per license is \$75.00 (\$24,000.00 for year 3). The total 3-year cost is \$106,560.00, the entirety of which will likely be paid for through IT's 2025 budget. This Quote is effective November 13, 2024.

**Tax Services:**

- Recommendation from Daryl Crum, Director and after review by the Solicitor's Office, that the Board of Commissioners approve the Contract for County/Municipal Billing with Government Software Services, Inc. ("GSS"). This Agreement provides that GSS will prepare and mail annual real estate and per capita tax statements for the County at a rate of \$0.2495 per statement. This Agreement is effective November 13, 2024, for the tax year beginning January 1, 2025.
- Sitting as the Board of Assessment Appeals and with the recommendation from Daryl Crum, Director, pursuant to the Pennsylvania Consolidated Assessment Law, (53 Pa. C.S. § 8844(f), certify the assessed value of real property, value of occupations and the number of persons subject to personal taxes as follows:
  - Assessed Value of Real Property = \$10,167,554,600
  - Value of Occupations = \$17,582,000
  - Number of persons subject to personal taxes (per capita) = 77,997

**Human Resources:**

Recommendation from Michele Miller, Director and after review by the Solicitor's Office, that the Board of Commissioners approve the Stop-Loss Proposal (No. 1718058-04) from Avalon Insurance Company. This Proposal will replace the current stop-loss provider, BCS Insurance Company, for the County's employee medical insurance. Under the Proposal, Avalon will reimburse the County for individual claims that exceed \$175,000.00. Total estimated annual cost is \$9,263,692.00, with a \$25,000.00 credit to be added towards the County's ASO plan. This Proposal is effective November 13, 2024, with the stop-loss insurance taking effect on January 1, 2025, for a term of one (1) year.

**Adams County Adult Correctional Complex (ACACC):**

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Office of Detention Services Intergovernmental Agreement ("IGA") with the U.S. Department of Justice, acting through the U.S. Marshals Service. This IGA replaces the prior October 1, 2019, IGA and provides an increase to the rates associated with housing and transporting federal inmates at the County jail. Under the IGA, the federal government will pay the County \$101.00 per diem per federal inmate (formerly \$80/day), and \$45.00 per hour for the guard/transportation rate (formerly \$32/hr). The General Assembly's Local Government Commission approved the terms of this IGA on November 1, 2024, as required by the Intergovernmental Cooperation Authorities Act (53 Pa.C.S 2314). This IGA is effective November 13, 2024. It is further recommended that the Board approve Resolution #17 of 2024, effectuating the terms and conditions of the IGA, as required by the Act.

**Commissioner's Office:**

Recommendation from the Solicitor's Office that the Board of Commissioners approve the following:

- Food Services Agreement with Summit Food Services, LLC, a subsidiary of Elior North America. Summit's headquarters are located in Sioux Falls, SD. As a result of a duly advertised public bidding process, three (3) proposals were received and carefully reviewed by the County. Summit was determined to be the lowest responsible bidder, offering the County the lowest cost, thirty years of experience in correctional food service, and the highest quality in food and services. This Agreement augments Summit's base proposal with the addition of daily milk at breakfast, which will increase satisfaction for inmates. Despite this augmentation, Summit remains the lowest responsible bidder. The scope of Summit's services will include provision of meals to all inmates and staff; maintenance of the Adams County Adult Correctional Complex's kitchen facilities and supervision of inmate kitchen workers; enhancement of the Officer Dining Room, to include a grab-n-go market; and the Outside/Inside program, which allows family and friends of inmates to purchase premium meals for inmate consumption. The term of the

**AGENDA, WEDNESDAY, NOVEMBER 13, 2024**

Commissioner’s Office cont’d:

contract is December 1, 2024 to November 30, 2027. For the first year of the Agreement, the County will be paying \$2.705 per inmate meal and \$2.950 per staff meal, plus a \$0.04 maintenance fee per meal. The price per year for years two and three may be increased based on the increase in the Bureau of Labor Statistics Consumer Price Index, all Urban Consumers (CPI-U).

- Designate Chairman Randy L. Phiel to sign the Pennsylvania Opioid Misuse and Addiction Abatement Trust (“Trust”) Certification Form for 2024. This annual certification certifies that the opioid settlement funds received by the County from the Trust will be used in a manner consistent with the eligible uses outlined in the opioid settlement agreements. This certification is effective November 13, 2024.

**Tentative Adoption of the 2025 Adams County Budget:**

Approve to tentatively adopt the 2025 Adams County Budget as follows:

<b>ALL FUNDS</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>
General Fund	\$66,789,834	\$74,818,713
Special Funds	\$15,006,343	\$15,006,343
Bridge Funds	\$ 1,233,688	\$ 1,181,868
Hotel Tax Fund	\$ 3,052,500	\$ 3,052,500
Subtotal	\$86,082,365	\$94,059,424
Reserves (Appropriated Fund Balance)	\$ 1,528,879	--
Re-budget ARRF Projects	\$ 6,500,000	--
<b>TOTAL County Budget</b>	<b>\$94,111,244</b>	<b>\$94,059,424</b>

**Personnel Report:**

Court:

- Probation Services: Separation of employment for Marco Carbajal, Probation Officer, effective November 15, 2024.

Children & Youth Services:

- Employment of Nicole Billet, Caseworker 1-Intake, effective November 4, 2024 and Jessica M. Ford, Fiscal QA/Office Assistant, effective November 18, 2024.

Separation of Employment with permission to post:

- Gerard Lombardi, Lead Security Officer, effective November 22, 2024
- Zoe Luedtke, Office Assistant, Children & Youth Services, effective November 26, 2024

**AGENDA, WEDNESDAY, NOVEMBER 13, 2024**

**Page 5 of 5**

**Expenditures:**

Approve the following expenditures for the period October 28, 2024 through November 8, 2024:

General Fund – Operational	\$ 426,467.32
Deb Service Payments	\$
Payroll – Week #45	\$ 1,089,572.55
<b>Total General Fund</b>	<b>\$ 1,516,039.87</b>
Children & Youth Services	\$ 108,216.74
Liquid Fuels	\$ 167,491.03
HazMat Fund	\$ 728.00
CDBG	\$ 14,160.00
Commissary Fund	\$ - 569.71
Records Management	\$ 1,438.00
Human Services	\$ 1,656.00
Capital Projects	\$ 38,446.60
911 Fund	\$ 17,591.23
Internal Service Fund	\$ 717,388.66
Unclaimed Money	\$ 120.00
<b>Total Special Funds</b>	<b>\$1,066,666.55</b>
<b>Total Expenditures</b>	<b>\$2,582,706.42</b>

**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:**