

AGENDA, WEDNESDAY, NOVEMBER 17, 2021:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the November 4, 2021 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 Don Fennimore, Court Administrator and after review by Solicitor Molly Mudd, that the Board of Commissioners approve Addendum 2 to Lease Agreement with Cisco Systems Capital Corporation. This addendum provides a final accounting of the courtroom audio/video equipment delivered pursuant to the Lease Agreement and Addendum 1, previously approved by this Board on May 5, 2021. This addendum additionally affirms that the total cost of \$149,978.30 is to be made in five (5) annual payments of \$29,995.66. Addendum 2 is effective September 28, 2021.

Controller's Office:

Recommendation from Controller John Phillips, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the Visual Lease Agreement with Visual Lease, LLC, a New Jersey company. This subscription agreement will provide the Controller's Office with a software management solution for the County's real estate and equipment lease portfolio. This Agreement is effective December 1, 2021 and expires November 30, 2024. Annual subscription cost is \$8,627.80, and total cost over the life of the Agreement (including implementation) is 28,883.40.

Office of the Coroner:

Recommendation from Coroner Patricia Felix, and after review by Solicitor Molly Mudd, 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 agreement is effective January 1, 2022 and expires December 31, 2022. Routine forensic autopsy services are \$1,650.00 excluding specialized studies and ancillary services, which are further identified in the fee schedule.

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Information Technology Department:

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

- Agreements with Candoris Technologies, LLC, for the implementation of internet routers, the purchase of which were previously approved by the Board on October 20, 2021:
- Services Attachment – provides services and Candoris staff to configure and install purchased internet routers in coordination with County IT staff. Agreement is effective November 17, 2021 and expires December 31, 2021. Total cost is \$9,460.00.
- Contractor Confidentiality Agreement – subjects Candoris to the County's confidentiality standards during the course of the services provided. Effective November 12, 2021.

Tax Services:

Recommendation from Daryl Crum, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners approve to designate Chairman Randy L. Phiel to sign on behalf of the Board the annual maintenance contracts for Tax Services' billing software with Grandjean & Braverman, a Pennsylvania company. The terms of the Agreements are one (1) year, commencing on January 1, 2022 and terminating on December 31, 2022. Total upfront cost to the County is \$12,700.00, with any additional service hours to be billed at a rate of \$110.00 per hour.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the Amendment to Contract for Professional Services with Cornell Abraxas Group, LLC. This Agreement amends the Purchase of Service Agreement previously approved by the Board on July 28, 2021 (effective July 1, 2021) and increases the daily rate of the South Mountain Youth Shelter from \$316.82 to \$361.50. The Amendment is effective November 17, 2021.

Building and Maintenance:

Recommendation from Larry Steinour, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve three (3) General Service Proposals for overhead doors located at the Department of Emergency Services, the Human Services Building, and the Coroner's Office. These Agreements cover general service and preventative maintenance. It is further recommended that the Board approve the Addendum to the Terms and Conditions, which incorporates the County's standard terms into the Agreement. The term of the Agreement is three (3) years, commencing on November 17, 2021 and ending on November 16, 2024. The yearly cost to the County is \$1,111.00, for a total of \$3,333.00 over the term of the Agreement.

Commissioner's Office:

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

- Termination of Right of Way Agreement -Termination of a fifteen (15) foot easement running along the boundary of the old prison site in Cumberland Township, previously owned by the County, said parcel now owned by the Historical Society, which used to provide access to a maintenance shed and storage area on the old prison site, which maintenance shed and storage area have been torn down and abandoned, and which easement the County and Historical Society agree by mutual agreement to extinguish; and
- Agreement to Subordinate Right of First Refusal (ROFR) – Agreement by the County to subordinate the rights granted to County under ROFR in favor of a mortgage from the Adams County Historical Society to Members First Federal Credit Union (“Lender”), such that County waives its ROFR in connection with Lender’s exercise of remedies pursuant to the Mortgage, including a purchase of the Property at foreclosure sale, transfer of the Property to Lender or designee pursuant to a deed in lieu of foreclosure, or any subsequent sale of the Property by Lender or designee after such foreclosure or deed in lieu of foreclosure.
- Sign the Collective Bargaining Agreement with District Council 89 American Federation of State, County, and Municipal Employees, AFL-CIO (“AFSCME”) to establish rates of pay, hours of work and other terms and conditions of employment for uniformed employees within the unit who perform security or supervisory duties with respect to adult prisoners held at the Adams County Adult Correctional Complex (“ACACC”) for the term beginning January 1, 2022 through December 31, 2025.
- Revisions to the Adams County IT Security Incident Response and Reporting Policy (No. 121.09 REV). This policy has been updated to include the contact information of relevant government agencies who may assist the County in case of an IT security incident. This policy is effective November 17, 2021.
- Appoint the following to the Adams County Conservation District Board for a four-year term, effective January 1, 2022: Richard Crouse as a Public Director and Ed Wilkinson as a Farmer Director.
- Appoint Commissioner James Martin as the Adams County Commissioner Representative for a one-year term, effective January 1, 2022.
- Appoint Mark Chester to the Adams County Housing Authority Board of Directors to fill the unexpired term of Michael Jackman through August 16, 2024.

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Personnel Report:

Courts:

- Rescind the offer of employment fo Monica Fowler, General Clerk in MDJ Harvey's office, effective November 16, 2021

Clerk of Courts:

Recommendation from Clerk of Courts Kelly Lawver, to approve the employment of Danielle Holmes, Deputy Clerk 3-Orphans Court, effective November 8, 2021.

Register & Recorder:

Recommendation from Register & Recorder Karen Heflin to extend the employment date for Beth Corson, General Clerk Floater, from October 31, 2021 through February 28, 2022.

Sheriff:

Recommendation from Sheriff James Muller to approve the employment of Kenneth Leveck, Deputy First Class, effective November 15, 2021.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator to approve the employment of Emily Mackereth, Caseworker 2-Intake, effective November 29, 2021.

Budget & Purchasing Department:

Recommendation from Melissa Devlin, Director, to approve the employment of Kelsey Litsikas, Purchasing Coordinator, effective November 29, 2021.

Department of Emergency Services:

Recommendation from Warren Bladen, Director, to approve the employment of the following:

- Bradford Shughart, Telecommunicator Trainee, effective November 22, 2021
- Megan Short, Telecommunicator Trainee, effective November 22, 2021
- Ashley Williams, Part Time as Needed Telecommunicator Trainee, effective November 18, 2021

Security Department:

Recommendation from Mark Masemer, Director, to approve the employment of Deborah Spangler, Part Time Regular Security Officer, effective November 8, 2021.

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Personnel Report cont'd:

Adams County Adult Correctional Complex:

- Recommendation from Warden Katy Hileman, pending successful completion of background screenings, the employment of the following Corrections Officers: Marcus Holder, effective November 8, 2021; Christopher Wiggins, Laquiwndra Bridges and Robert Molloy, effective November 22, 2021

Separation of Employment:

- Retirement of Cindy Sanderson, Information Coordinator in the Planning Department, effective December 17, 2021
- Retirement of Jean Rosensteel, Custodian, effective January 14, 2022
- Retirement of Steven Kress, Corrections Officer, effective November 18, 2021
- Timothy Tyler, Part Time as Needed Telecommunicator, effective December 31, 2021
- Heather Olinger, Fulltime Assistant Supervisor at Department of Emergency Services, effective November 25, 2021
- Rescind the offer of employment to Megan Short, Telecommunicator Trainee, effective November 15, 2021
- Rescind the offer of employment to Danielle Holmes, Deputy Clerk 3-Orphans Court, effective November 8, 2021
- Tyler Farace, Corrections Officer, effective November 4, 2021
- Angela Spino, Corrections Officer, effective November 10, 2021

Expenditures:

Approve the following expenditures for the period November 1, 2021 through November 12, 2021:

General Fund Total	\$ 3,682,075.84
General Fund	\$ 258,500.86
Debt Service Payment	\$ 2,453,973.23
Payroll – Week #45	\$ 969,601.75
Children & Youth Services	\$ 178,317.39
Liquid Fuels	\$ 45,837.17
Commissary Fund	\$ 1,130.58
Hotel Tax Fund	\$ 239,200.74
Human Services	\$ 5,163.84
Act 13 Bridge Improvements	\$ 1,855.86
Parks, Recs & Green Space Program	\$ 25,000.00
Capital Project-Reserve	\$ 17,342.56
Capital Projects	\$ 44,063.51
911 Fund	\$ 9,286.88
Internal Service Fund	\$ 201,734.37

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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: