

**PROPOSED** **AGENDA, WEDNESDAY, NOVEMBER 18, 2020:**

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

**NOTE:** Until further notice, the public meetings will be held virtually with no in-person attendance.

**Pledge of Allegiance**

**Minutes:**

Approve the Minutes of the November 5, 2020 Commissioners' Meeting as presented.

**Presentation:**

- Leon Reed, Director, Adams County Complete Count Committee – 2020 Census Report

**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.*

**Office of the Coroner:**

Recommendation from Patricia Felix, Adams County Coroner, and after review by Solicitor Molly R. Mudd, that the Board approve the Forensic Pathology Associates (FPA)/HNL Lab Medicine (HNL) proposal for forensic autopsy services including anatomic and clinical pathology services and associated fees, effective January 1, 2021 for a one (1) year term. Routine forensic autopsy services are \$1,595.00 excluding specialized studies and ancillary services, and Neuropathology Consultative Services are \$770.00.

**Planning:**

- Recommendation from Rebecca Moreland, Grants Coordinator, to approve Resolution #16 of 2020 re-adopting a policy of non-discrimination on the basis of disability and designating Robert Thaeler, Principal Planner, as the Adams County, Gettysburg Borough and Littlestown Borough Section 504 Officer.
- Recommendation from Sherri Clayton-Williams, Director, to approve and appoint Mark Clowney, Senior Planner, to the Capital Resource Conservation & Development (RC&D) Area Council as the Commissioner's Representative for the term which expires November 2022.

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**Conservation District:**

- Approve to appoint the following to the Adams County Conservation District Board of Directors:
- Michelle Kirk – re-appointment as a Farmer Director for another four-year term through December 31, 2024
- Richard Crouse – appointed as a Public Director to fill the unexpired term of Barbara Underwood which is set to expire on December 31, 2021
- Commissioner James E. Martin as the Board of Commissioners representative for another one-year term through December 31, 2021

**Information Technology:**

Recommendation by CIO Phillip Walter, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Price Quotation #4875421 from DLT Solutions, LLC of Atlanta, and the Oracle Professional Services Agreement. These documents give the County access to Oracle software licenses used by several departments including the District Attorney, Probation, Prison, and Prothonotary. The term of the contract is one (1) year and the cost is \$18,068.15 to be paid out of the IT contracted services budget.
- Lumen Technologies Group Order #Q-01067901 and the associated Order Addendum for Services Provided by CenturyLink Sales Solutions, Inc. These agreements will allow the County to increase its bandwidth at the Human Services Building and thus facilitate the County’s ability to continue to provide services during the COVID-19 pandemic. The term of the contract is twelve (12) months and the cost per month is \$1,853.50, to be paid out of the IT Contracted Services budget.
- Business Associate Agreement with Unisys Corporation of Chicago, Illinois, that governs the standard of privacy and security for Protected Health Information (PHI) of the County (Covered Entity) that may be accessed by Unisys (Business Associate) in its course of providing services to or on behalf of the County, in accordance with the standards established by HIPAA and the HIPAA Security Rule and other applicable laws; and
- Unisys Purchase Order No. PO12389 for Backup Repository Production licensing renewal, at a cost to the County of \$14,877.52.

**Tax Services:**

Recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

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Tax Services continued:

- Authorize Chairman Randy Phiel to sign on behalf of the Board, two (2) Professional Services Agreements with the Cornogg Appraisal Group of Conestoga, Pennsylvania, to retain the professional appraisal services of Richard Cornogg, effective November 12, 2020 for the purpose of obtaining market value appraisals relative to the following properties subject to pending tax appeals:
  - Agreement for appraisal of Tax Parcel No. 30G15-0004B---000, at a total cost of \$4,000.00. That cost will be split evenly with the Gettysburg Area School District.
  - Agreement for appraisal of Tax Parcel No. 05002-0005---000, at a total cost of \$2,500.00. That cost will be split evenly with the Upper Adams School District.

- A one-year renewal of the January 9, 2020, agreement with Government Software Services of Honesdale, Pennsylvania for the processing, printing, and mailing of the County’s annual real estate and per capita tax statements at a rate of \$0.1495 per statement. This agreement will remain in effect through the 2021 tax year.

**Tax Collector:**

Accept the resignation of Tanya Lamo, Huntington Township Tax Collector, effective December 31, 2020.

**Department of Emergency Services:**

Recommendation from Director Warren Bladen, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the 2020-2021 Hazardous Material Response Fund Grant Agreement with the Commonwealth of Pennsylvania. The grant totals \$26,401.00 in state funds for the reimbursement of County costs related to PEMA’s hazardous material safety program for the period July 1<sup>st</sup>, 2020, through June 30<sup>th</sup>, 2021. No County match is required.

**Fund for Adams Investment & Recovery (FAIR):**

Whereas Adams County has entered into a Contract for COVID-19 County Relief Block Grant funds with the Commonwealth of Pennsylvania, Department of Community & Economic Development (DCED), providing for financial aid to the County through Act 24 of 2020 and the Coronavirus Relief and Economic Security Act (the “CARES Act”) the following recommendations now being put forward by the Chair of the Community Evaluation Team (CET), that the Board of Commissioners review and approve Sub-Recipient Agreements and award the following CARES grant monies to the Sub-Recipient(s) listed below in the amount so stated:

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**Commissioner’s Office:**

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

- Awarding of the Roof Copping Project to the low bidder being Midstate Roofing & Coating Inc. of Belleville, Pennsylvania; Ben Hartzler, President/Owner; total bid is \$48,123.00. Also note that the Board of Commissioners will be executing the Bid Award Extension, which states that any award is contingent upon the approval of the proper land use permits.

**Tentative Adoption of the 2021 Adams County Budget:**

Approve to tentatively adopt the 2021 Adams County Budget as follows:

- Tentative County Budget Revenues = \$71,089,486
- Tentative County Budget Expenditures = \$71,089,486
  - General Fund = \$54,896,711
  - Special Funds = \$14,418,400
  - Other Special Funds = \$ 965,500
  - Hotel Tax Fund = \$ 808,875
  - Contingency Reserve = \$ 3,002,924
- Tentative Capital Budget = \$ 2,307,784

**Personnel Report:**

Courts:

- Separation of Employment for Oscar "Woody" Sterner, Tipstaff, effective November 30, 2020

Separation of Employment with permission to post:

- Rebecca Moreland, Grants Coordinator (Planning), effective November 20, 2020
- Holly Jones, Training Lieutenant, effective November 27, 2020
- Richard Bloom, Corrections Officer, effective November 16, 2020
- Bruce Shrader, Corrections Officer, effective December 2, 2020

**Expenditures:**

Approve the following expenditures for the period November 2, 2020 through N, 2020:

General Fund Total	\$ 3,747,662.34
General Fund	\$ 448,403.80
Debt Service Payments	\$ 2,325,027.60

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Expenditures cont'd:

Payroll – Week #46	\$ 974,230.94
Children & Youth Services	\$ 139,027.83
HazMat Fund	\$ 26.94
Ag Land Funds	\$ 211,684.59
Commissary Fund	\$ 1,273.43
Records Management	\$ 15.08
Hotel Tax Fund	\$ 109,206.27
Act 13 Bridge Improvements	\$ 4,346.25
Parks, Recs & Green Space Prgm	\$ 1,950.00
COVID-19 County Relief	\$ 803,581.90
Capital Projects	\$ 406,226.25
911 Fund	\$ 10,547.60
Internal Service Fund	\$ 41.67

**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:**