

## **AGENDA, WEDNESDAY, OCTOBER 16, 2024:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the October 2, 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.*

### **Proclamation:**

- **“Support Your Local Chamber of Commerce Day”** – October 16, 2024
- **“National Prescription Drug Take Back Day”** – October 26, 2024

### **Treasurer:**

Recommendation from Treasurer Christine Redding, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Annual Maintenance Contract for the TaxColl2k software with Grandjean & Braverman, a Pennsylvania Company. The term of the Agreement is one (1) year, commencing on January 1, 2025 and terminating on December 31, 2025. Total upfront cost to the County is \$300.00, with any additional service hours to be billed at a rate of \$135.00 per hour.

### **Office of the Controller:**

Recommendation from Controller Tammy Myers, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign Quote # Q-194258 from CentralSquare, a Florida company. This quote is for installation of the Cognos report writing tool in a test environment so the Controller's office can test reports for the Accounts Receivable module of the Finance Enterprise software. The quote is effective October 16, 2024. Total cost to the County is \$2,160.00.

### **Coroner:**

Recommendation from Coroner Francis Dutrow, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the annual renewal of the subscription for Forensic Filer Online with Forensic Filer, an Ohio company. Forensic Filer Online is a case management solution utilized by the Coroner's office. The term of the Agreement is one (1) year, commencing on December 1, 2024 and terminating November 30, 2025. Total cost to the County is \$1,050.00.

**Register & Recorder:**

Recommendation from Register & Recorder Karen Heflin, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Electronic Recording Procedures Statement with Simplifile, a Utah company. Simplifile will act as an eRecording vendor for consumers wishing to record documents with the Recorder. It is further recommended that Chairman Phiel sign the Mutual Non-disclosure Agreement. The term of this Agreement is three (3) years, commencing on October 16, 2024 and terminating October 15, 2027. There is no additional cost to the County.

**IT Department:**

Recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and designate Chairman Phiel to sign the following:

- Quote from Exucom Systems, Inc., an Illinois company, for technical support and software updates for FaxFinder. FaxFinder provides the ability for all offices to securely and digitally send and receive faxes. The term of the Agreement is one (1) year, commencing November 22, 2024 and terminating November 22, 2025. Total cost to the County is \$2,673.75.
- Authorize the advertisement of a County online auction for five (5) lots of various older IT equipment using the Municibid platform, occurring on Monday, October 28, 2024. Pursuant to County Code Section 1805, the advertisement will be posted in the Courthouse for a period of ten (10) days prior to the auction, as well as on the Municibid platform.

**Tax Services:**

Recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Annual Maintenance Contracts for Tax Services' billing software (TaxClaim2k, TaxBilling, and TaxColl2k) with Grandjean & Braverman, a Pennsylvania Company. The terms of the Agreements are one year, commencing on January 1, 2025 and terminating on December 31, 2025. Total upfront cost to the County is \$13,000.00, with any additional service hours to be billed at a rate of \$135.00 per hour.

**Commissioners:**

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

- Appoint Chairman Randy L. Phiel to execute on behalf of the Board the Pennsylvania Municipal Retirement System (PMRS) Defined Benefit Plan Adoption Agreement Amendment, that eliminates the need for Members on Qualified Military Leave to make required contributions to the pension plan in order to

Commissioners cont'd:

receive Credited Service for the time that they are on intervening military leave. This Amendment brings the Plan Document into alignment with Pennsylvania law, specifically 51 Pa.C.S. §7306(a)(1). The effective date of this amendment is January 1, 2024.

- Amendment #1 to Land Lease Agreement with Keith and Susan Baker, Elaine Le Lemmon and Christopher Kotchish. This Amendment amends a Lease Agreement dated June 27, 2013, for property located at 1246 Stoney Point Road in Reading Township currently used as the site of a County communications tower. The original lessors/owners, the Bakers, sold the property to Ms. Lemmon and Mr. Kotchish, who agreed that the Bakers would remain entitled to the rent payments as a condition of the sale. This Amendment reflects that all future rent payments under the original Lease will be sent to the Bakers instead of the new owners. All other conditions of the Lease will remain the same. This Amendment is effective October 16, 2024.
- Award the Adams County Adult Correctional Complex (ACACC) Food Services Operations Contract to 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 base bid cost, thirty years of experience in correctional food service, and the highest quality in USDA-inspected food and services. The scope of Summit's services will include provision of meals to all inmates and staff, maintenance of the ACACC's kitchen facilities and supervision of inmate kitchen workers, maintenance of a grab-n-go market in the Officer Dining Room, and the Outside/Inside program, which allows family and friends of inmates to purchase premium meals for inmate consumption. The term of the contract is three (3) years, effective December 1, 2024 through November 30, 2027.

**Personnel Report:**

Court:

- Change of status for Melanie Laughman from Part Time General Clerk to Fulltime General Clerk, MDJ Harvey's Office, effective October 7, 2024.
- Probation Services – Employment of Brenton Forry , Probation Officer, effective October 7, 2024.
- Domestic Relations – Separation of employment for Mahadeb Pai, General Clerk, effective October 11, 2024.

Children & Youth Services:

- Employment of the following: Giana Johnson, Caseworker 1-Family Support, effective November 4, 2024; Kelsey Hoffman, Caseworker 2, effective October 21, 2024.

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### Personnel Report cont'd:

- Promotion of Shai Perez, from Caseworker 2 to After Hours Weekend Caseworker, effective October 21, 2024.
- Amend the separation of employment date for Dylan Harris, Office Assistant, from October 11 to October 4, 2024.

### Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Dakota Sizemore, Envie Peachlum, effective October 7, 2024

### Separation of Employment with permission to post:

- Lisa K. Smith, Human Services Coordinator, effective October 7, 2024 with posting at a later date.

### **Expenditures:**

Approve the following expenditures for the period September 30, 2024 through October 11, 2024:

General Fund – Operational	\$ 676,942.84
Payroll – Week #41	\$ 1,083,887.06
<b>Total General Fund</b>	<b>\$ 1,760,829.90</b>
Children & Youth Services	\$ 226,003.93
Liquid Fuels	\$ 35,104.20
HazMat Fund	\$ 11.95
Commissary Fund	\$ 1,071.46
Records Management	\$ 2,157.00
Hotel Tax Fund	\$ 292,470.67
Coroner VISA	\$ 1,069.25
Capital Projects	\$ 25,039.00
911 Fund	\$ 17,934.76
Internal Service Fund	\$ 532,952.04
<b>Total Special Funds</b>	<b>\$ 1,133,814.26</b>
<b>Total Expenditures</b>	<b>\$ 2,894,644.19</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:**