

## **PROPOSED**

## **AGENDA, WEDNESDAY, JULY 1, 2020:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approval of the Minutes of the June 17, 2020 Commissioners' Meeting as presented.

NOTE: The June 24, 2020 Commissioner's Meeting was cancelled.

NOTE: The next public Commissioner's meeting is scheduled for July 15, 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.*

### **Controller:**

Note per John Phillips, Controller, that the Comprehensive Annual Financial Report and the Annual Department of Community & Economic Development Report for the year ending December 31, 2019 has been filed by the June 30<sup>th</sup> deadline and that both Reports are available on the Adams County Website for public view.

### **Children & Youth Services:**

Recommendation from Sarah Finkey, Administrator, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Professional Services Agreement with David K. James, III, Esquire, to act as appointed Guardian Ad Litem and provide Guardian Ad Litem legal services for Children & Youth Services at an annual rate of \$58,000.00. In addition, the County will pay for substitute counsel not to exceed \$1,000 per year, if Attorney requires substitute counsel. The Agreement is for a two-year term beginning July 1<sup>st</sup>, 2020.
- 2020-2021 Purchase of Service Agreements with the following: Alternative Living Solutions; Affinity Forensic Services, LLC dba Pennsylvania Forensic Associates; Diakon Child, Family and Community Ministries; Mid-Atlantic Youth Services Corp.; Drug and Alcohol Rehabilitation Services, Inc.; Merakey Pennsylvania; White Deer Run, LLC dba Cove Prep; Board of Child Care of the United Methodist Church, Inc.; COBYS Family Services; PivotStone Group; Pennsylvania Counseling Group and Alternative Behavior Consultants.
- Avanco Child Accounting & Profile System (CAPS) Upgrade Agreement, which provides software updates to the CAPS System, for a term of one year beginning July 1<sup>st</sup>, 2020 at a cost to the County of \$3,948.01.

**Planning Department:**

Recommendation from Sherri Clayton-Williams, Director, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the extension request from East Berlin Borough for their Parks Recreation and Green Space Grant Program project for restroom facilities in their community park. This extension will be through December 31, 2020.

**Tax Services:**

- Announcement by Daryl Crum, Director, per 53 Pa. C.S. at 8841, of the updated Real Estate, Occupation and Exemptions of the Adams County Assessment Rolls as of June 19, 2020 and to announce the annual appeal deadline is Monday, August 3, 2020 at 4:30 p.m.
- Recommendation from Chief Assessor Susan B. Miller to approve the following:
  - Personal Tax Exemption Requests for the following who have met the guidelines of County policy: Joan Weaver, Ellen Adkins and Betty L. Dubs all of Oxford Township
  - Deny the Personal Tax Exemption Request for Robert L. Potter due to income being over the acceptable limit
  - Remove the Disabled Veterans Real Property Tax Exemption for George Hayberger, 138 Penn Street, Biglerville, PA, located in Biglerville Borough, Parcel #05005-0016-000, and place back on the tax rolls effective for 2020-2021 school taxes.

**Department of Operational Services:**

Recommendation by Laura Rowland, CJAB Coordinator and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and sign the Coronavirus Emergency Supplemental Relief Grant Funding Application for submission to the Pennsylvania Commission on Crime & Delinquency in the amount of \$79,700.00. This Grant funding is on behalf of six (6) sub-recipients from Adams County Local Law Enforcement, Corrections and Judicial agencies. These funds would be used to offset the costs and economic burden to the county and these agencies encumbered to prepare, prevent or respond to the COVID-19 pandemic, with purchases of personal protective equipment, sanitizing and disinfecting supplies, and technology to assist in the continuation of essential operations during the pandemic.

**Department of Elections and Voter Registration:**

Recommendation by Director Angie Crouse, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board the ES&S Purchase Order dated June 24, 2020 for an OKI C712 Printer with Firmware, for the printing of ballots. The cost to the County is \$2,579.00.

**Human Resources:**

Recommendation from Michele Miller, Director, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign the Capital Blue Cross Administrative Services Only Group Contract, for the administration of the County's employee health benefits. The term of the Agreement is two years, effective January 1<sup>st</sup>, 2020. Cost to the County is based upon the number of contract enrollees, which fluctuates as does the eligible County work force, but will average approximately \$6,637.00/month in year (1) of the contract.

**Commissioners:**

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

- Appoint Chairman Randy L. Phiel to sign The John Hancock Contract Investment Re-Enrollment Request Agreement, whereby as Trustee of the Adams County Plan, the Board of Commissioners directs and authorizes John Hancock Retirement Plan Services to transfer existing participant account balances in order to initiate the re-enrollment into the Vanguard Target Date Funds for existing and future contributions; and
- Appoint Chairman Randy L. Phiel to sign The John Hancock Contract Investment Administration Agreement, whereby as Trustee of the Adams County Plan, the Board of Commissioners directs and authorizes John Hancock Retirement Plan Services to replace the existing investment options available under the County Plan.
- Appoint Chairman Randy L. Phiel to sign The John Hancock Revised 457(b) Plan Agreement, permitting Roth 401(k) Contributions, Employee Rollover Contributions, revising Eligibility Requirements, and addressing Employee Withdrawals and Loans.
- Resolution No. 9 of 2020, wherein the County has applied for certain CARES Act funding through the Mortgage and Rental Assistance Program established May 29<sup>th</sup>, 2020 through Act 24 of 2020, in order to assist Pennsylvania homeowners or tenants who have experienced a job loss or a 30% or greater reduction in income as a result of the COVID-19 pandemic health crisis; and the County further Resolves to appoint the Pennsylvania Interfaith Community Programs, Inc. ("PICPI"), located at 40 East High Street in Gettysburg as the designated agency to aid qualified mortgagors and tenants to apply for and receive funding through this program.

Commissioner's cont'd:

- Recommendation from Steve Nevada, County Manager that the Board of Commissioners ratify the COVID-19 County Relief Block Grant Contract in the amount of \$9,325,625.00 between the Adams County Commissioners and the Commonwealth of Pennsylvania, acting through the Department of Community and Economic Development, for the purposes of offsetting the direct costs of county response, to provide grants to support businesses with fewer than 100 employees and other businesses that primarily engage in the tourism industry, to support Economic Development entities that assisted businesses during the pandemic, to assist local municipalities with expenses related to COVID-19 response and planning, for behavioral health and substance use disorder treatment services, to assist non-profit entities, and for broadband internet deployment to unserved or underserved areas. The contract applies to eligible project costs incurred between March 1, 2020 and December 30, 2020.
- Ratify Resolution No. 10 of 2020, whereby the County agrees to administer the CARES County Block Grant funding in the amount of \$9,302,635.00, abiding by all of the terms and conditions, understandings and assurances contained in the application, as evidenced by the Department of Community and Economic Development Contract No.C000073941, for the purposes of offsetting the cost of direct County response, planning & outreach efforts related to COVID-19, small business grants to support businesses with fewer than 100 employees and to support businesses primarily engaged in the tourism industry, to support Economic Development entities that assisted businesses during the pandemic, assistance to local municipalities with expenses related to direct response to COVID-19 mitigation efforts, behavioral health and substance use disorder treatment services, assistance to non-profit entities, and broadband internet deployment to unserved or underserved areas.
- Ordinance No. 2 of 2020 authorizing and directing the issuance of general obligation debt in the maximum aggregate amount of \$40,000,000, as permitted by and in accordance with the Local Government Unit Debt Act, 53 Pa. C.S. §8001 *et. seq.*, as amended, consisting of General Obligation Bonds, Series A of 2020, in the principal amount of \$11,000,000 for the completion of certain Capital Projects by the County; and General Obligation Bonds, Series B of 2020 federally taxable, in the aggregate principal amount of \$29,000,000 for the refunding of the County's Series of 2012 Bonds.
- Professional Services Agreement with Susquehanna Group Advisors, Inc. of Harrisburg ("Consultant") wherein the Consultant will advise and assist and make recommendations regarding financing options to the County as it contemplates the issuance of debt to advance refund its currently outstanding fixed rate General Obligation Bonds, Series of 2012, and to finance various capital projects and to pay the costs of issuance. The County agrees to pay the Consultant a fee of \$35,000.00 in connection with the work related to the issuance of the Bonds.

Commissioner’s cont’d:

- Approve the 2<sup>nd</sup> Amendment to Lease Agreement with The American National Red Cross, for a one (1) year extension of the Lease term on the lease premises at the Department of Emergency Services Building. The rent for the space is \$2500.00 annually, payable in equal monthly installments, commencing August 1, 2020.
- Mercy House Change Order #2 dated June 16, 2020 submitted by Contractor Hull’s Electric Services, Inc. to add \$727.00 to the contract amount for the provision of washer and dryer receptacles.
- Adams County Remote Work Policy, wherein employees may be permitted to work from home, on the road, or in a satellite location for all or part of their regular workday or work week. As related to the COVID-19 pandemic, the remote work policy will reduce the number of employees on-site at County facilities to promote social distancing, while continuing to provide essential government services to County residents.

**Personnel Report:**

Security:

Recommendation from Mark Masemer, Director, to approve the employment of Roger Clise, Security Officer, effective July 13, 2020.

Adams County Adult Correctional Complex:

Recommendation from Katy Hileman, Warden, to approve employment of the following Corrections Officers, effective July 13, 2020: Albony Bluitt; Laura Palm; Austin Vogelsong; Donald Drybola; Tyler Brown; Lilly Singleton; Brian Howard; Jasmine Morrison; David Fernandez, and Noel Gonzalez, pending successful completion of preemployment screenings.

Separation of Employment with permission to post:

- Rescind offers of employment for Laura Palm, Oscar Bernal and David Fernandez, Corrections Officers, effective July 13, 2020
- Priscilla Spence, Corrections Officer, effective June 18, 2020

**Expenditures:**

Approve the following expenditures for the period June 15, 2020 through June 26, 2020:

General Fund Total	\$ 1,674,265.38
General Fund	\$ 746,156.47
Payroll – Week #26	\$ 928,108.91
Children & Youth Services	\$ 162,915.06

Expenditures cont'd:

HazMAT Fund	\$	547.00
Commissary Fund	\$	2,582.82
Records Management	\$	3,170.06
Act 13 Bridge Improvements	\$	4,863.14
Capital Projects - Reserve	\$	43,317.30
911 Fund	\$	273,460.68
Internal Service Fund	\$	304,874.75

**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:**