

PROPOSED AGENDA, WEDNESDAY, DECEMBER 2, 2020:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the November 18, 2020 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.*

Controller:

Recommendation from Beth Cissel, Deputy Controller, to approve and authorize Chairman Randy L. Phiel to sign an Engagement Letter between the County of Adams and Municipal Finance Partners, Inc., 830 Sir Thomas Court, Suite 150, Harrisburg, PA for the preparation of the annual actuarial valuations and disclosures for the Adams County Postretirement Benefits (OPEB) Plan for fiscal year ending December 31, 2020. The cost to the County for the preparation of this plan is \$5,500.00.

Elections and Voter Registration:

Recommendation by Angie Crouse, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve of payments totaling \$7,512.00 to Quadiant/Neopost USA, Inc. for the purchase of three (3) mail opener machines used in the 2020 General Election, made pursuant to the COSTARS Participation Addendum dated April 29th, 2020:

- Series IM-410 MailOpener, at a cost of \$1,183.00 (Invoice No. 57940595)
- Series IM-210 MailOpener, at a cost of \$775.00 (Invoice No. 57940596)
- Series 210 MailOpener and Power Line Conditioner, at a cost of \$5554.00 (Invoice No. 16167171)

District Attorney:

Recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve a Project Modification Request to the 2019-2020 STOP Grant (#28836) for purposes of extending the project period until April 30th, 2021. This extension will allow money previously earmarked for victim services for 2020 to be carried over into the next year and comes at no additional cost to the County.

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Tax Services:

Recommendation from Daryl Crum, Director, to approve the following:

- Personal Tax Exemption Requests for the following who have met the guidelines of county policy: Marjorie Cooke, Cumberland Township; Arlington Jones, Anna Caswell, Emma Lloyd all of Oxford Township; William Weaver, Straban Township

- Disabled Veterans Real Property Tax Exemption Certification for Patrick Balog, 11635 Old Route 30, Cashtown, PA, Franklin Township, Parcel #12C10-0065 for his one-story home which is on 2.88 acres, effective with the 2021 County/Municipal Taxes.

Information Technology:

Recommendation by CIO Phillip Walter, and after review by Solicitor Molly Mudd, that the Board of Commissioners sign and execute the following:

- Quote #LNXX790 and CoStars Participation Addendum with vendor CDW-G LLC of Vernon Hills, Illinois for Splunk Enterprise Licensing. These documents allow the County's IT Department to leverage Splunk software to create a log of activities on the county's electronic systems. The term of the license is one (1) year ending on December 12, 2021. The cost of the software is \$10,000.00.
- Quote #1009943, Quote #1010174 and the CoStars Participation Addendum. These documents allow the County's IT Department to leverage VMWare, software that helps the County to administer its virtual server environment. The term of the VMWare license (Quote #1009943) is one (1) year, from December 6, 2020 through December 5, 2021. The cost of the VMWare software and associated support services is \$15,000.00. The OEM quote (Quote #1010174) will allow the County to convert its VMWare support services, at a cost to the County of \$6,816.00 for the changeover.
- Execute the 2021 CCAP Technology Services Annual CORE Membership Commitment Form in the annual fee of \$1,500.00 due January 31, 2021. The CORE membership is a mutual partnership to expand knowledge and drive technology and cybersecurity initiatives, as well as to receive vital educational tools and resources.
- Appoint Chairman Randy L Phiel to sign on behalf of the Board Purchase Order No. P012606 for Microsoft User Licensing purchased from CDW-Government for the upgrades to the CAMA System in use in the Tax Services Department. The cost to the County is \$3,932.00.

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Adams County Adult Correctional Complex:

Recommendation by Warden Katy Hileman, and after review by Solicitor Molly Mudd, that the Board of Commissioners authorize Chairman Randy L. Phiel to sign on behalf of the Board the WellSpan Occupational Health U.S. Department of Transport Regulated Random Testing Consortium Agreement with WellSpan Health. This Agreement provides for a variety of drug and alcohol testing services for designated "Safety Sensitive Personnel" at the ACACC at rates not to exceed \$115.00 per exam. The Agreement is effective today and will remain in effect until December 31st 2021, with automatic renewals of one year terms.

Human Resources:

Recommendation from Michele Miller, Director, and after review by Solicitor Molly Mudd, that the Board approve the following documents with Cornerstone Advisors Asset Management, LLC, a registered investment advisor, in support of the County's 457(b) retirement plan ("the Plan"):

- Fee Policy Statement – establishes guidelines as to allocation of fees of the Plan;
- Investment Policy Statement – establishes guidelines to assist the retirement plan committee and investment consultant in selecting, supervising, monitoring, and evaluating the Investment Options for participants of the Plan;

- Plan Sponsor Acknowledgement Form For Participant Rollover From Qualified Plan – County acknowledges that personal investment-related services (“Private Wealth Services”) offered by Cornerstone to employees will be separate and unrelated to the Plan.

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:

Personnel Report:

Elections:

End of the temporary assignments for the Temporary Clerk Floaters effective November 20, 2020: Nadia Chilcoat; Tanya McKenrick; Belinda Nehmsmann and Carrie Schildt.

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Personnel Report continued:

Separation of Employment with permission to post:

- Tyler Brown, Corrections Officer, effective November 11, 2020
- Lawrence Johnson, Corrections officer, effective November 19, 2020
- Jasmine Morrison, Corrections Officer, effective November 28, 2020

Expenditures:

Approve the following expenditures for the period November 16, 2020 through November 27, 2020:

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|--------------------------------|-----------------|
| General Fund Total | \$ 2,240,616.81 |
| General Fund | \$ 1,117,978.26 |
| Debt Service Payments | \$ 132,537.43 |
| Payroll – Week #48 | \$ 990,101.12 |
| Children & Youth Services | \$ 88,043.86 |
| Liquid Fuels | \$ 3,690.39 |
| Domestic Relations | \$ 50.26 |
| HazMat Fund | \$ 10.18 |
| CDBG | \$ 4,873.52 |
| Commissary Fund | \$ 3,228.76 |
| Records Management | \$ 3,171.10 |
| Hotel Tax Fund | \$ 12.92 |
| Parks, Recs & Green Space Prgm | \$ 6,480.00 |
| COVID-19 County Relief | \$ 2,055,035.34 |
| Capital Projects - Reserve | \$ 351,955.33 |
| Capital Projects | \$ 770,510.63 |

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|-----------------------|---------------|
| 911 Fund | \$ 145,122.20 |
| Internal Service Fund | \$ 383,959.90 |

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: