

**PROPOSED****AGENDA, WEDNESDAY, NOVEMBER 21, 2018:**

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

**Pledge of Allegiance****Minutes:**

Approval of the Minutes of the November 14, 2018 Commissioners' Meeting as presented.

**Executive Session:**

Executive Session will be called at the discretion of the Board of Commissioners to discuss attorney client/personnel issues.

**Public Comment:**

*During the 30-minute Public Comment the individual wishing to speak will come forward to the podium to address the Board, state their name and address and will have 5-minutes to give his/her comments related to county business. Any public comment on an agenda item should be addressed at this time.*

**Domestic Relations Department:**

Recommendation from Director Kelly Carothers, and after review by Solicitor Molly Mudd, that the Board of Commissioners appoint Chairman Randy Phiel to approve and sign the Text Messaging Services Agreement with Contact Wireless for text broadcast applications, data transmission, data access, data storage, software maintenance and support for text messaging services and on-line training. Services to be provided at a cost of \$331.09/month or \$3,973.08 annually with unlimited messaging capacity, for a one (1) year term.

**Children & Youth Services:**

Recommendation from Sarah Finkey, Children & Youth Administrator, to approve and sign the 2018-2019 Purchase of Service Agreement with The Children's Aid Home Program of Somerset County, Inc.

**Adams County Conservation District:**

Approve the appointment of David Benner, Sr., as Farmer Director, to the Adams County Conservation District Board for a four (4) year term, effective December 1, 2018

**Human Resources:**

Recommendation from Michele Miller, HR Director, to approve the amendments to the Adams County Employee Handbook.

**Building & Maintenance Department:**

Recommendation from Larry Steinour, Director of Building & Maintenance, and after review by Solicitor Molly Mudd, that the Board of Commissioners review and approve the following:

- Hippo Computerized Maintenance Management System (CMMS) Preventative Maintenance Software Services and On-Boarding Package that provides on-demand work order management, asset and equipment management, inventory management, maintenance history and mobile application(s) to assist the County staff in tagging, scheduling and maintaining a preventative maintenance schedule for equipment located in the New and Old Courthouses, the Prison, DES, Saint Frances Xavier and the HSB Building, at a cost of \$15,000.00 to the County for the licensing software package and for premium on-boarding services.
- For signature by Chairman Phiel the Planned Maintenance Agreement with Susquehanna Door Service of New Oxford for (2) planned maintenance service calls to the Courthouse to inspect the Horton Single Sliders at the Main Entrance, and (2) planned maintenance service calls to the HSB building to inspect the Stanley Single Slider at the Main Entrance, to ensure that the doors meet current safety standards as set forth by the American Association of Automatic Door Manufacturers (AAADM), said contract price to include all necessary travel and labor during normal business hours and inspection/maintenance of the automatic operator, gear box, wheels, bearings, door control box, safety and activation devices. The term of the Agreement is (1) year, the cost to the County is \$637.50.
- That the Board of Commissioners authorize Chairman Randy L. Phiel to sign the agreement between the County of Adams and Winter Engine-Generator Service, Inc. for the annual visual inspection of generator equipment located at the Department of Emergency Services, the Courthouse, the Adams County Adult Correctional Complex, and the 17 Tower Sites. The term of the Agreement is January 1, 2019 through December 31, 2019 at a cost of \$5,097.

**Planning:**

Recommendation from Ellen Dayhoff, Rural Resource Coordinator, and after review by Solicitor Molly Mudd, to approve the Grant Agreement for Acquisition of Conservation Easement Purchase for the Philip J. Wolf and Barbara W. Wolf Special Project. The farm is located in Cumberland Township, consists of 142.67 acres (\$1,892.48/acre) = \$50,000 of County funds to the Adams County Land Conservancy and \$220,000 of Federal funds.

**Finance/Purchasing Department:**

Recommendation from Melissa Devlin, Finance Director, and after review by Solicitor Molly Mudd, that the Board of Commissioners sign the Lease Agreement between Quality-Eicholtz and the County of Adams to lease 23 Kyocera brand printers / copiers for a period of five years at the cost of \$83,651.40, plus a Document Fee of \$75.00.

**Commissioners:**

- Recommendation from Solicitor Molly Mudd that the Board of Commissioners sign an Agreement for Professional Services with Mark Morgan, Consulting Director of Susquehanna Accounting & Consulting Solutions, Inc. for annual consulting services related to internal service funding relative to the County’s self-insurance program for employee healthcare benefits, these services to be provided at a rate of \$300.00 per hour, not to exceed \$22,400.00 annually; And for additional consulting and advisory services related to the County’s health insurance benefits program, to assist County staff and administration with strategic planning, plan management, vendor renewals and procurement, financial management, budgeting, and participation in the County’s quarterly status meeting with the TPA and with the County’s health insurance administration team, these services to be provided at a rate of \$300.00 per hour, not to exceed \$45,000.00 annually.

**Personnel Report:**

No Personnel Report to present at this time.

**Expenditures:**

Approve the following expenditures for the period November 5, 2018 through November 16, 2018:

General Fund Total	\$ 4,313,079.70
General Fund	\$ 735,615.84
Debt Service Payments	\$ 2,641,787.36
Payroll – Week #46	\$ 935,676.50
Children & Youth Services	\$ 211,904.95
Liquid Fuels	\$ 22,074.97
HazMat Fund	\$ 277.97
CDBG	\$ 1,000.00
Commissary Fund	\$ 5,002.91
Hotel Tax Fund	\$ 211,087.89
Human Services	\$ 7,646.63
Act 13 Bridge Improvements	\$ 2,936.62
Human Services Building	\$ 6,525.47

Expenditures cont'd"

Capital Projects – Courthouse Renovation	\$	845.55
911 Fund	\$	74,246.07
Internal Service Fund	\$	431,904.09

**Other Business:**

Solicitor Mudd  
County Manager Penksa  
Commissioner Qually  
Commissioner Martin  
Commissioner Phiel

**Adjournment:**