

**PROPOSED** **AGENDA, WEDNESDAY, JUNE 2, 2021:**

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

**Pledge of Allegiance**

**Minutes:**

Approve the Minutes of the May 19, 2021 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.*

**Public Hearing:**

This is the date and time advertised to hold a public hearing to solicit public comment on the proposed revised budget for the 2020 Community Development Block Grant Program.

**2020 Community Development Block Grant Budget – Revised:**

Recommendation from Harlan Lawson, Economic Development Specialist, to approve the Revised 2020 Community Development Block Grant Budget to include the following for submission to the PA Department of Community & Economic Development:

- Keystone Health Mobile Farmworker Clinic - \$228,346.00 – Preparation, Prevention and Response to the Coronavirus Pandemic
- Keystone Health Vehicle & Telehealth Equipment - \$40,296.00
- Administration - \$58,970.00

**Courts:**

With recommendation from Don Fennimore, Court Administrator, and with concurrence from the Board of Commissioners approve the following 2022 Holidays:

New Year’s Day	Observed on December 31, 2021
Martin Luther King Jr., Day	January 17, 2022
President’s Day	February 21, 2022
Good Friday	April 15, 2022
Memorial Day Holiday	May 30, 2022
Independence Day (Observed)	July 4, 2022
Labor Day	September 5, 2022
Columbus Day	October 10, 2022
Veterans’ Day	November 11, 2022

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**Courts cont’d:**

Thanksgiving Day	November 24, 2022
Thanksgiving Day Holiday	November 25, 2022
Christmas Day Holiday	December 23, 2022
Christmas Day (Observed)	December 26, 2022

## **Treasurer:**

Recommendation from Treasurer Crissy Redding to approve and authorize the customarily charging of fees by tax collectors for the Treasurer's Office being the Tax Collector for Abbottstown Borough to be defined in the General Fund as Charges for Services for the following:

- Tax Certification Fee \$10.00
- Duplicate Bill Fee \$ 5.00

## **Children & Youth Services:**

Recommendation from Sarah Finkey, Administrator and after review by Solicitor Molly Mudd, that the Board of Commissioners approve and sign the 2021-2022 Purchase of Service Agreements with the following: Substance Abuse Services, Inc., dba RASE Project; The Bair Foundation; Bethany Christian Services of Central PA; Families United Network, Inc.; Perseus House, Inc.; Merakey Pennsylvania; The Summit School, Inc. and Capital Area Intermediate Unit.

- 2020-2021 Purchase of Service Agreement with Capital Ara Intermediate Unit

## **Information Technology:**

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

- Quote # 12420327 from CenturyLink, LLC d/b/a Lumen Technologies Group for the inclusion of a long distance calling plan, an updated voice rate schedule, and addition of the Voice Complete system, which will allow the County greater management capabilities over its telephone lines at the Courthouse, Human Services Building, and the Adult Correctional Complex. The total monthly rate for all included services is \$3,229.00, for a three (3) year term, effective June 2, 2021. This quote is made pursuant to the CenturyLink Products and Services Agreement previously approved by the Board on October 17, 2012. The total cost to the County over the life of the Agreement is \$116,244.00.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board the following Agreements with Microsoft Corporation and CDW Government, LLC, ("CDW-G") an authorized reseller of Microsoft products, made pursuant to a Master Pricing Agreement executed by the County Commissioners Association of Pennsylvania (CCAP) on September 20, 2020:

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### **Information Technology cont'd.:**

- Microsoft Server and Cloud Enrollment Agreement and Amendment – terms and conditions for volume licenses associated with SQL Server/Azure and various Windows software products at the cost reflected in the Enterprise Quotes below. Effective July 1, 2021, for a 3-year term.
- CDW-G SQL/Azure Server Enterprise Quote – 46 SQL Server/Azure licenses at a quoted price of \$29,586.48 per year. Effective July 1, 2021 for a 3-year term.
- CDW-G Software Enterprise Quote – 7,233 licenses of various Microsoft products (Office 365, Exchange, Windows, etc.) at a quoted price of \$177,646.05 per year. Effective July 1, 2021, for a 3-year term.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board the Terms of Sale and Software License Agreement with Cisco Systems, Inc. of San Jose, California and Quote #1012545 from Link Computer Corporation, an authorized COSTARS reseller of Cisco products, for five (5) WebEx licenses. These licenses will allow certain County offices to continue to use video-conferencing software at a total cost of \$1,525.00. The effective term of the licensing agreement is June 22, 2021 through April 22, 2022.

- Quote Confirmation No. MCRQ868 for 74 Adobe software licenses with CDW Government, LLC, ("CDW-G") an authorized reseller of Adobe products. This quote is made pursuant to the pricing agreement made between the County Commissioners Association of Pennsylvania and CDW-G on June 6, 2020 and amended November 12, 2020. Agreement is effective July 1, 2021 for a one-year term. Total cost of all Adobe licenses is \$11,695.00.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board the Statement of Work (SOW) # 20210405003 with Global Data Consultants, LLC of Chambersburg for training services for the IT Executive Team on 0365 Retention Options to include technical controls and written policy consistent with Museum Commission and AOPC guidelines. The cost to the County is \$4,120.00.

**Department of Emergency Services:**

Recommendation from Warden Bladen, Director, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

- Agreement with Comsearch, a CommScope Company, for annual frequency protection services. This service monitors applications for microwave frequencies and paths within a certain area of the County's microwave ring which may cause interference. The term of the Agreement is for one (1) year, effective April 1, 2021, at a total cost to the County of \$552.00.
- VMware Technical Support and Subscription Services Terms & Conditions with VMware, Inc., a Delaware Corporation, for virtual computing services supporting

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*Department of Emergency Services cont'd.:*

DES's Computer-Aided Dispatch (CAD) system. It is further recommended that the Board approve Quote No. 1012136 provided by Link Computer Corporation, an authorized reseller of VMware products, for the aforementioned services. These Agreements are made pursuant to the May 25, 2021 Enterprise Licensing Agreement between the County Commissioners Association of Pennsylvania (CCAP) and Carashoft Technology Corporation, which administers VMWare's contracts. Both Agreements are effective for a one (1) year term beginning May 6, 2021 and ending May 5, 2022. Total cost for all services is \$1,919.00.

**Human Resources:**

Recommendation from Michele Miller, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to review and approve on behalf of the Board the following Agreements with Capital BlueCross for the support of health insurance benefits for County employees:

- Group Preferred Provider Benefits Booklet – A description of general benefits, coverage, and administrative procedures under the PPO Plan.
- Rx Card Plan – A description of prescription drug benefits and coverage under the Plan.
- BlueCross Vision Certificate of Coverage – A description of vision benefits and coverage under the Plan.
- Administrative Services Only Group Contract – An Agreement for Capital BlueCross to administer certain health benefits on behalf of the County. Cost to the County is \$1.00 per employee per month for administration of vision benefits.

All Agreements are effective January 1, 2021, for a term of one (1) year.

**Adams County Adult Correctional Complex:**

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

- Adams County Credit Application Agreement with Riley Welding and Fabrication, LLC of Hanover. This Agreement allows the County to purchase certain goods and services on credit with Riley Welding and Fabricating and is effective May 19, 2021.
- Agreement of Sale with PAC Industries, LLC of Harrisburg, PA, for the purchase of a commercial Milnor washer/dryer unit to replace an existing end-of-life unit. This agreement is made pursuant to COSTARS contract #036-021. Total cost to the County is \$17,978.00, including delivery and warranty.

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**Commissioner's Office:**

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

- Recommendation from County Manager Steve Nevada that effective immediately (June 2, 2021) the Board of Commissioners move to suspend the Adams County Policy Regarding Workplace COVID-19 Safety Measures, that was approved by the Board with an effective date of April 20, 2020, and in place thereof adopt the CDC Guidelines, as they currently exist and as they may be amended, from time to time, moving forward.
- Ratify the Contract for Return & Claim/Tax Sale Printing with Government Software Services, Inc. (GSS) that was executed by the Board on or about May 21, 2021, for the printing and mailing of Legal Notice to property owners whose previous year property taxes have been turned over for collection. This Notice is mandated by law, at 72 P.S. Section 5860.308, the Return of Claim Notice. The term of the contract is for one (1) year. The cost to the County is \$0.64/per mailer plus the cost of postage; \$50.00/per electronic data file; and \$100.00/each bound certified mail listing prepared by vendor on behalf of the County. This is a budgeted expense in Tax Services.
- Ratify the April 22, 2021 Proposal for Masonry Repairs to Sachs Bridge by Matt D Young's Masonry of Gettysburg. The Proposal was signed by the Board on or about May 21<sup>st</sup> so that repairs and repointing could be undertaken. The cost to the County is \$17,000.00.
- Approve the May 24, 2021 Agreement with Zelenkofske Axelrod LLC of Harrisburg for technical assistance and advice in relation to the policies, procedures, accountability and monitoring of expenditures of the COVID-19 pandemic-related federal and state grant funding programs. The Agreement will continue through the entire period of the programs, including any/all extensions issued by the federal and/or state for the expenditure of the allocated funds. Services to be billed at hourly rates as set forth in the agreement, not to exceed \$60,000.00.
- Approve the May 11, 2021 Professional Services Engagement Letter with Susquehanna Accounting and Consulting Solutions, Inc. (SACS) of Harrisburg for professional services related to the annual analysis of the County's health insurance internal service fund, and consulting and advisory services relative to the County's self-insurance program. The term of the Agreement is for two (2) years beginning on January 1, 2022, fees not to exceed \$23,500 annually for internal fund analysis, and not to exceed \$49,500 annually for all other advisory services related to the administration of the County's self-insurance program.
- Execute the Lease Agreement between the County of Adams and the Borough of Gettysburg for 34 East Middle Street, public parking lot on a month-to-month basis, effective May 10, 2021.

Commissioner's Office cont'd.:

- Authorize the advertisement for the solicitation of Sealed Bids for the Human Services Building Roof Replacement and Framing Reinforcement Project. Bids to be received online via the PennBid Platform until 8:00 AM prevailing time on Wednesday, July 14, 2021.
- Change Order #2 for General Contractor Gettysburg Construction Co. to add \$4,839.00 to the contract amount to the Mercy House Renovations Project at 45 West High Street, Gettysburg, PA for items including second floor hand rails, front door kick plate and deadbolt, additional framing support and tuck pointing of grout at front porch.
- In compliance with the requirements of the Act of June 19, 2001, P.L. 287, known as the Municipality Authorities Act, 53, Pa. C.S.A. Sections 5601 et seq. and pursuant to Resolutions duly enacted by the municipal authorities of the County of York, County of Adams, County of Franklin, County of Dauphin, County of Cumberland and the City of Harrisburg to execute the Susquehanna Regional Transportation Authority Articles of Incorporation.

**Personnel Report:**

Court:

- Separation of Employment for Stephanie Black, Probation Officer, effective June 9, 2021

Register & Recorder:

Note the employment of Saige Stevens, Summer Intern, effective June 1, 2021.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the employment of Lizset Diaz-Reyes, Caseworker 1, effective June 7, 2021.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the employment of the following Corrections Officers, pending successful completion of background screenings: Effective May 3, 2021: Wesley Davis; Effective May 10, 2021: Sarah Lookingbill, Part Time as Needed and effective June 7, 2021: Eleese Elliott, Lisbet Lopez, Amanda Thoday, Patrick Nye and Kellum Dietz

Separation of Employment with permission to post:

- Caitlin Francis, 911 Telecommunicator Trainee, effective May 25, 2021
- Jean Sneeringer, Scanner/Receptionist in the Public Defender's Office, effective June 11, 2021
- Kristopher Accardi, Children & Youth Solicitor, effective August 6, 2021

Personnel Report cont'd:

- Charles Hagan, Corrections Officer, effective May 28, 2021
- Rescind the offer of employment for Corrections Officers Amanda Thoday and Lisbet Lopez, effective June 7, 2021

**Expenditures:**

Approve the following expenditures for the period May 17, 2021 through May 28, 2021:

General Fund Total	\$ 2,116,589.24
General Fund	\$ 1,081,728.18
PCard Payment	\$ 12,363.76
Payroll – Week #21	\$ 1,022,497.30
Children & Youth Services	\$ 150,482.26
CDBG	\$ 26,957.02
Commissary Fund	\$ 8,759.80
Records Management	\$ 15,674.00
Hotel Tax Fund	\$ 848.49
Human Services Fund	\$ 20,626.00
Capital Project-Reserve	\$ 17,449.71
Capital Projects	\$ 394,944.40
911 Fund	\$ 56,345.42
Internal Service Fund	\$ 697,971.77

**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:**