

## **AGENDA, WEDNESDAY, JUNE 12 2024:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the May 29, 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.*

### **Court Administration:**

Recommendation from District Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify and approve Quote #75011 with Sage Technology Solutions, LLC of Mount Joy for the repair evaluation of a Denon unit DN-900R to be used in a Court Technology Project. Total cost to the County is \$132.00.

### **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 the Statement of Work from SR Business Systems, Inc., a Connecticut company, for implementation of DocStar Intelligent Data Capture software. This software will automatically index invoices sent to the Accounts Payable email address. The Statement of Work is effective June 12, 2024. Total estimated cost to the County is \$25,039.00.

### **District Attorney:**

Recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Professional Services Agreement with Dr. Stephen M. Timchack, of Kingston, PA, a licensed psychologist who will conduct clinical/forensic psychological evaluations and provide expert witness services for the Adams County District Attorney's Office. The term of this Agreement is three (3) years, commencing on March 5, 2024 and terminating March 4, 2027. Dr. Timchack shall charge the County an hourly rate of \$350.00, not to exceed \$15,000.00 for any one matter.

### **Information Technology:**

Recommendation from Phillip Walter, CIO, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign the following:

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#### Information Technology cont'd:

- Quote from CDW Government, LLC, an authorized reseller of Adobe products, for renewal of the County's Adobe licenses. The Adobe licenses are used by departments to create, edit, design, and customize various files such as digital documents, pictures, and videos. This quote is made pursuant to the Master Pricing Agreement PA CCAP 2020-IT0001. The term of the licenses commences on June 27, 2024 and terminates June 27, 2025. Total cost to the County is \$14,269.00.
- 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, 2023 and terminating November 22, 2024. Total cost to the County is \$2,673.75.

#### **Tax Services:**

Recommendation from Chief Assessor Susan Miller, to approve the following:

##### Disabled Veterans Real Property Tax Exemption Certification:

- Parcel #06008-0002---000 for a home on .46 acres located in Bonneauville Borough, effective with the 2024-2025 School Taxes
- Parcel #16004-0159---000 to remain as exempt as the surviving spouse qualifies for the tax exemption
- Parcel #40H06-0093---000 for a home on .92 acres located in Tyrone Township, effective with the 2024-2025 School Taxes
- Personal Tax Exemption Request: Robert W. Feeser and Dewey B. Pavlock both of Oxford Township who meet the guidelines of County policy.

#### **Planning & Development:**

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Affordable Housing Trust Fund Agreement with South Central Community Action Programs, Inc. ("SCCAP") for the phased redevelopment of the second floor of the old Columbia Gas Building on Stratton Street that serves as SCCAP's administrative offices, for the renovation of four affordable housing rentals at this site. The grant award of \$300,000.00 was approved by the Board at the March 6, 2024 public meeting.

#### **Emergency Services:**

Recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Hazardous Materials Incident Response Agreement with York County. This Agreement provides that York County will maintain a certified HazMat Response Team on behalf of Adams County for the purpose

Emergency Services cont'd:

of responding to emergency incidents and mitigating hazardous materials within Adams County. The cost of the service is \$8,000.00 per year, payable to York County. This Agreement is effective July 1, 2024, for a term of one (1) year. It is further recommended that the Board approve the County Agreement For Counties With County Commissioners with the Pennsylvania Emergency Management Agency (PEMA), which affirms the existence of a HazMat Contract with York County and acknowledges the duty of the County to report dispatches of the HazMat Response Team to the Commonwealth Response and Coordination Center.

**Building and Maintenance:**

Recommendation from Larry Steinour, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Test and Inspection Agreement with BFPE International, Inc., a Maryland company, for testing and inspection of the fire protection systems at the Courthouse, Human Services Building, and Mercy House. The term of the Agreement is one (1) year, commencing on June 12, 2024 and terminating on June 11, 2025. Total cost to the County is \$6,060.00.

**Elections & Voter Registration:**

Recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Purchase Orders for election equipment:
  - Inclusion Solutions (#SO-014462) – This purchase order from Inclusion Solutions provides one (1) Franklin Voting Booth (\$999/unit), five (5) Franklin 4-Station Voting Booths (\$899/unit), and twenty-five (25) Franklin Junior “Frankie” Adjustable Single Voting Booths (\$429/unit) at a total cost of \$16,901.80. This purchase order is effective June 12, 2024. Costs shall be paid from the Act 88 Election Integrity Grant.
  - William Penn Printing – This purchase order provides fifty (50) table-top privacy panels at \$21.50/unit for a total cost of \$1,070.00. This purchase order is effective June 12, 2024. Costs shall be paid from the Act 88 Election Integrity Grant.
- Notice of Intent with the Pennsylvania Department of State. This Notice entitles the County to receive \$3,669.94 in federal election security grant funding made available through the PA Department of State, which may be spent on voting equipment, voting processes, registration systems, election security, and voter education between March 24, 2024 and December 31, 2025. This Notice is effective June 12, 2024.

**Adams County Adult Correctional Complex (ACACC):**

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

- Grant Application (Subgrant No. 44348) with the Pennsylvania Commission on Crime and Delinquency (“PCCD”). This Application seeks \$92,656.00 in State grant funding for the purpose of enhancing ACACC’s Medication-Assisted Treatment (MAT) Program by hiring an MAT Case Manager, providing trainings to staff, and purchasing educational materials and equipment. The project period for this Grant is October 1, 2024, through September 30, 2026. This Application is effective June 12, 2024. No County match is required.

**Commissioners:**

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

- Adopt Amendments to the County of Adams HIPAA Privacy and Security Policies and Procedures as follows:
  - Adams County Children & Youth Services Authorization to Release Information, Appendix II; and
  - Privacy Notice Acknowledgement and Consent to the Use and Disclosure of Personal Health Information, Appendix II.

These forms are being amended for the purpose of clarity, consistency, and ease of administration.

**Personnel Report:**

Children & Youth Services:

- Promotion of Tara Marquis from Acting Caseworker Supervisor-Family Support position to the permanent Caseworker Supervisor-Family Support position effective June 3, 2024.

Department of Emergency Services:

- Promotion of Noah Green from Telecommunicator Assistant Supervisor to Telecommunicator Supervisor, effective May 6, 2024.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Riley Collins, Cassandra Pagan, effective June 10, 2024;
- Amend the effective date from June 3, 2024 to July 8, 2024 for the promotion of Sharon Gladfelter, James Keator, Hailey Clark, Brandon Black, Cody Pierce, Christopher Aspenwall and Dianta’ Landry from Corrections Officers to Correctional Program Specialists

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Separation of Employment with permission to post:

- Retirement of Andrew Hansen, Telecommunicator Supervisor, effective July 14, 2024
- Eric Roop, Caseworker 2, Children & Youth Services, effective June 3, 2024
- Corrections Officers – DeMetre Forney, effective May 26, 2024; Robert Ingle, effective May 31, 2024; Kane McCarter, effective June 4, 2024; Damian Merkson, effective June 12, 2024
- Rescind the employment offer for Clara Hill, Prothonotary Court Clerk/Scanner, effective June 3, 2024

**Expenditures:**

Approve the following expenditures for the period May 27, 2024 through June 7, 2024:

General Fund – Operational	\$ 772,663.23
Payroll – Week #23	<u>\$ 1,111,531.55</u>
<b>Total General Fund</b>	<b>\$ 1,884,194.78</b>
Children & Youth Services	\$ 155,928.76
Ag Land Fund	\$ 12,020.00
Commissary Fund	\$ 2,446.59
Coroner VISA	\$ 118.42
Human Services	\$ 3,277.50
Capital Projects	\$ 17,520.00
911 Fund	\$ 16,817.90
Internal Service Fund	<u>\$ 258,826.71</u>
<b>Total Special Funds</b>	<b>\$ 466,955.88</b>
<b>Total Expenditures</b>	<b>\$ 2,351,150.66</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:**