

AGENDA, WEDNESDAY, NOVEMBER 15, 2023:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the November 1, 2023 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:

Date and Time advertised to afford the general public, and in particular, adjoining landowners of the Paula K. Frey property located at 65 Hickory Road in Mt. Joy Township for a proposed agricultural conservation easement purchase, the opportunity to be heard by presenting relevant evidence, offering testimony, or cross-examining witnesses.

Ag Land Preservation:

Recommendation from Ellen Dayhoff, Rural Resource Manager, to approve the Deed of Conservation Easement for the Paula Frey Farm, 65 Hickory Road, Littlestown, PA, located in Mt. Joy Township, for 45.66 acres and to approve Chairman Randy L. Phiel to sign the Agreement of Sale on behalf of the Board of Commissioners.

Court Administration:

Recommendation from District Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the contract with West Publishing Corporation, a Minnesota company, for renewal of the Law Library's Print Library Maintenance Agreement. The term of the Agreement is five (5) years, commencing on December 1, 2023 and terminating on November 30, 2028. Total cost to the County for the five-year agreement is \$371,988.00.

Adult Probation:

Recommendation from Acting Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Continuing County Adult Probation and Parole Grant Application (Subgrant No. 41130) through the Pennsylvania Commission on Crime and Delinquency ("PCCD"). This Application seeks state grant funding in the amount of \$111,819.00 to support the salaries and benefits of full-time adult probation and parole staff. This Application is effective November 15, 2023.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the following 2023-2024 Contracts: JusticeWorks Youth Care Amendment and Hugh S. Smith Ph.D. & Associates PC.

Information Technology (IT):

Recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following two (2) Agreements relating to the use of Federal 2022 State and Local Cybersecurity Grant Program funds, as previously approved by the Board on May 17, 2023, through the FY 2022 SLCGP Local Government Entities Consent Agreement (“Consent Agreement”) with the PA Emergency Management Agency (“PEMA”):

- Intergovernmental Agreement for Intrusion Detection Services – This Agreement with PEMA provides that Center for Internet Security, Inc., at the direction of PEMA, shall provide combined Netflow and Intrusion Detection System monitoring for the County, including all necessary hardware and software (Intrusion and Detection Service MS-ISAC Albert Sensors). The service shall be paid for by PEMA, as provided in the Consent Agreement. This Agreement is effective November 15, 2023 and expires November 30, 2026.
- Intergovernmental Agreement – This Agreement with the Governor’s Office of Administration (“OA”) provides that OA will purchase 1-year software licenses from Cofense, Inc. on behalf of the County, which will enable the County to perform phishing-prevention training and exercises for its employees. The licenses shall be paid for by PEMA, as provided in the Consent Agreement. This Agreement is effective November 15, 2023, and expires December 31, 2024.

Tax Services Department:

Recommendation from Daryl Crum, Director, that the Board of Commissioners approve the following:

- Pursuant to the PA Consolidated Assessment Law §8844, Subsection “f”, the Board of Assessment Appeals shall, on or before November 15th, certify the following assessed values:
 - Real Property = \$ 10,006,677,400
 - Occupations = 17,533,800
 - Per Capita = 77,778

Adams County Conservation District:

Recommendation from Adam McClain, District Manager, to approve the re-appointment of the following Adams County Conservation District Board Members for another four-year term beginning January 1, 2024:

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Adams County Conservation District cont'd:

- Charles A. Bennett – Public Director
- Carl Keller Jr. – Farmer Director

Adams County Commissioner Representative:

Appoint James E. Martin as the Commissioner Representative for one-year term, effective January 1, 2024 through December 31, 2024.

Department of Emergency Services:

Recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Amendment to the License Agreement with Tyler Technologies, Inc., a Michigan company. This Amendment provides for the addition of ESRI Arc GIS licensing to the Agreement and the removal of CAD Conversion to Enterprise CAD services from the Agreement. The Amendment is effective November 15, 2023. Total additional cost to the County over the seven-year term of the License Agreement is \$34,376.00.

Human Resources:

Recommendation from Assistant Director Danette Laughman, 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 following Agreements as they relate to the Employee Health Care Plan:

- Fee Summary Agreement for Administrative Services Only (ASO) with Capital Blue Cross, including PPO & Rx Programs, and Blue Cross Vision Program, including the Rx Rebate Credit and Rx Multi-line Credit;
- Administrative Services Only (ASO) Fee Agreement for Stop Loss Reporting for Group No. 00504206;
- Current Program Mandated Benefits Premium Agreement;
- Program Cost Agreements for PPO 250/1000 and PPO 500/1000 Plans; and
- Proposal No. 188184 for Specific Stop Loss Coverage (Option 1 Single/Family) and Aggregate Stop Loss Coverage (Single/Family Aggregate) with BCS Stop Loss Carrier.

Commissioners:

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

- Approve Ordinance #3 of 2023 – An Ordinance providing for a real estate tax rebate for qualified volunteer fire fighters and volunteer EMS personnel residing in Adams County.
- Engagement & Representation Agreement with Salzman Hughes, P.C., a law firm based in Southcentral Pennsylvania. This Agreement provides that Salzman

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Commissioners cont'd:

Hughes will continue to act as Special Legal Counsel for the County, at a rate of \$191.00 per hour, said rate to go into effect on January 1, 2024. The Engagement & Representation Agreement is effective November 15, 2023.

Tentative Adoption of the 2024 Adams County Budget:

Approve to tentatively adopt the 2024 Adams County Budget as follows:

BUDGET BREAKDOWN

	Revenues	Expenditures
General Fund	\$58,756,714	\$69,955,111
Special Funds	\$14,591,346	\$14,591,346
Sub Total	\$73,348,060	\$84,546,457
General Fund Deficit	-\$11,198,397	
Appropriated Fund Balance	\$ 3,282,741	
Assigned Fund Balance	<u>\$ 7,915,656</u>	
Total General Fund & Special Funds	\$84,546,457	
Hotel Tax Fund	\$ 3,020,000	\$ 2,792,151
Bridge Funds	\$ 507,300	\$ 458,500

Personnel Report:

Court:

- Employment of Ashley London, General Clerk, MDJ Snyder, effective November 6, 2023
- Separation of employment for Gobielle Francis, Law Clerk, effective November 29, 2023

Department of Emergency Services:

- Employment of Donald Giannini, Telecommunicator, effective November 27, 2023 and Annabelle Beacham, Part Time as Needed Telecommunicator, minimum of 24 hours/month, effective November 8, 2023

Children & Youth Services:

- Employment of Tiffany Lundin, Fiscal QA Program Specialist, effective November 27, 2023

Separation of Employment:

- Rescind the employment offer to Annabelle Beacham, Part time as needed Telecommunicator, effective November 8, 2023
- Telecommunicators – James Barnhart, effective November 6, 2023; Brett Allison, PTAN, effective November 9, 2023; Austin Kauffman, effective November 13, 2023

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Personnel Report cont'd:

- Corrections Officers – Larry Fritz III, effective November 10, 2023; Maxx Miller, effective November 18, 2023

Expenditures:

Approve the following expenditures for the period October 30, 2023 through November 11, 2023:

General Fund Total	\$ 1,810,274.17
General Fund	\$ 754,345.55
Payroll – Week #43	\$ 1,055,928.62
Children & Youth Services	\$ 135,851.53
Liquid Fuels	\$ 35,173.86
Commissary Fund	\$ 4,283.75
Records Management	\$ 3,155.00
Hotel Tax Fund	\$ 283,544.02
Human Services	\$ 3,329.25
Pass Through Grant-Interest	\$ 250,000.00
Capital Projects	\$ 7,687.14
911 Fund	\$ 98,116.50
Internal Service Fund	\$ 509,654.01

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: