

## **AGENDA, WEDNESDAY, MARCH 20, 2024:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the March 6, 2024 Commissioners' Meeting as presented.

### **Presentation:**

The Adams County Controller's Office qualified for the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the Annual Comprehensive Financial Report for the fiscal year ending December 31, 2022. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

### **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 by Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following two (2) Agreements with Pye-Barker Fire & Safety, LLC:

- Proposal 138654-5-0 – This Agreement provides four (4) security cameras and accessories for the purpose of upgrading the camera systems at Magisterial District Justice Little's office at 40 Church Road, East Berlin. The cameras comply with the security requirements outlined in the National Defense Authorization Act ("NDAA"). Total cost of all hardware and installation is \$2,955.76 with an annual maintenance fee of \$300.00. This Agreement is effective March 20, 2024. Hardware and installation costs and year 1 maintenance fees will be reimbursed to the County using AOPC grant funding, there is no County match. Maintenance fees beyond Year 1 will be budgeted and paid out of the general fund.
- Proposal 138501-5-0 – This Agreement provides four (4) security cameras, a monitor, and accessories for the purpose of upgrading the camera systems at Magisterial District Justice Snyder's office at 45D West Hanover Street, Bonneauville. The cameras comply with the security requirements outlined in the National Defense Authorization Act ("NDAA"). Total cost of all hardware and installation is \$3,710.45 with an annual maintenance fee of \$300.00. This Agreement is effective March 20, 2024. Hardware and installation costs and year 1 maintenance fees will be reimbursed to the County using AOPC grant funding, there is no County match. Maintenance fees beyond Year 1 will be budgeted and paid out of the general fund.

**Clerk of Courts:**

Recommendation from Clerk of Courts Kelly Lawver, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Statement of Work with Language Line Services, Inc., a California company, for on-demand telephone interpretation services. It is further recommended that Chairman Phiel sign the Master Service Agreement with Language Line. The term of the Agreement is three (3) years, commencing March 20, 2024 and terminating March 19, 2027. The County will be charged \$1.85 per minute for Spanish phone translation and \$2.00 per minute for all other languages.

**Children and Youth Services:**

Recommendation from Administrator Sarah Finkey, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Adoption Assistant Agreements (3) for P. & M.R. on behalf of:
  - K.E. soon to be known as C.R.R. in the amount of \$1,354.45/month
  - S.M. soon to be known as C.E.R. in the amount of \$1,354.45/month
  - J.J.M. soon to be known as C.H.R. in the amount of \$2,036.70/month
- Memorandum of Understanding and Transportation Procedure Plans for the educational agencies outlined below. These MOUs and Plans, effective March 20, 2024, establish transportation procedures between the County and the following educational agencies to ensure educational stability for juveniles placed in foster care, as required by the Every Student Succeeds Act of 2015:
  - Bermudian Springs School District
  - Fairfield School District
  - Gettysburg School District
  - Upper Adams School District
  - Vida Charter School
  - Gettysburg Montessori Charter School
  - Conewago Valley School District

**IT Department:**

Recommendation from Phil Walter, CIO, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign the Agreement with B.E.S.T. Service, Inc., a Dallas, PA company, for renewal of the Formax Hard Drive Shredder Service Agreement. The Formax hard drive shredder provides a safe and efficient way to properly destroy various types of hard drives. It is further recommended that the Commissioners sign the Addendum to the Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is April 19, 2024 to April 18, 2025. Total cost to the County is \$1,096.00.

IT Department cont'd:

- In coordination with Court Administrator Don Fennimore, Security Director Mark Masemer, Planning Director Sherri Clayton-Williams, and Emergency Services Director Warren Bladen, that the Board of Commissioners designate Chairman Randy L. Phiel to approve Quote No. 23120180 with ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Cisco products. This quote is for the renewal of the County's Meraki licenses, as follows:
  - (700) Mobile device management licenses for County IT
  - public wireless access point for Planning and Development
  - public wireless access point for the Courts
  - (2) public access points for the Department of Emergency Services
  - (2) camera licenses for Security

This Quote is made pursuant to Costars Contract No. 006-E22-218. The term of the licenses is March 27, 2024 to March 26, 2025. Total cost to the County is \$16,838.45.

**Planning Department:**

- Recommendation from Sherri Clayton-Williams, Director, in coordination with Tax Services Director Daryl Crum and Department of Emergency Services ("DES") Director Warren Bladen, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote from Environmental Systems Research Institute, Inc. ("ESRI"), a California Company, for the license renewals and maintenance of the County's ArcGIS Mapping software. The terms of the licenses begin on April 2, 2024 and terminate on April 1, 2025. The cost for Planning is \$18,870.00, the cost for Tax Services is \$6,258.00, and the cost for DES is \$2,188.00, for a total cost to the County of \$27,316.00.
- In coordination with Tax Services Director Daryl Crum, and after review by Solicitor Molly R. Mudd, that the Board of Commissioner designate Chairman Randy L. Phiel to sign the Full Service Maintenance Contracts with Print-o-Stat, of York, PA, for maintenance of the Planning Department's and Tax Services' Hewlett Packard Plotter machines. The terms of the Agreements are one year, commencing on April 28, 2024 and terminating April 27, 2025. Total cost to the County is \$2,452.00, to be shared equally between Planning and Tax Services.
- Recommendation from Deana Duvall, Grants Coordinator, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:
  - Adopt "Section 504 Grievance Procedures" to be incorporated into the Planning Office policy documents. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.

Planning Department cont'd:

- Adopt Resolution No. 7 of 2024 – Fair Housing Resolution as required by the Department of Community & Economic Development for non-discrimination on the basis of disability.
- Residential Anti-Displacement & Relocation Plan for 2024 to be adopted by the Office of Planning & Development, as required by the federal Housing and Community Development Act of 1974. The purpose of the Plan is to minimize displacement of low to moderate-income individuals resulting from federally-funded demolition or conversion projects impacting existing housing.
- Recommendation from Ellen Dayhoff, Rural Resource Manager, to approve the Agreement of Sale with Maring Family Limited Partnership, Cumberland Township, and the Commonwealth of Pennsylvania through the Department of Agriculture. This Agreement provides for the purchase of a conservation easement for the purpose of preserving 93.38 acres of agricultural land owned by the Maring family and located in Cumberland Township, Adams County. The total purchase price of the easement is \$309,391.29, of which \$93,776.50 will be paid for by the County, and the remainder paid for by the Commonwealth and the Township. This Agreement shall be effective as of the date last signed by the Commonwealth.

**Tax Services:**

Recommendation from Chief Assessor Susan Miller to approve the following:

Disabled Veterans Real Property Tax Exemption:

Effective with the 2024-2025 School Taxes:

- Parcel #43002-0047---000 for a home on .46 acres located in Carroll Valley Borough
- Parcel #12E10-0048---000 for a home on .45 acres located in Franklin Township
- Parcel #07F07-0035---000 for a home on 2.34 acres located in Butler Township
- Parcel #17K09-0016D—000 for a home on 3.26 acres located in Hamilton Township, effective with the 2024 County/Municipal Taxes
- Personal Tax Exemption for Roy Millhimes, New Oxford Borough, who meets the County guidelines

**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 Quote from Sage Technology Solutions of Mount Joy, PA, for the purchase and installation of new ExacqVision video surveillance cameras for the 911 Center. This quote is made pursuant to CoStars Contract Number 040-E22-170. It is further recommended that the Board sign the Terms and Conditions between the County and Sage. The Quote is effective March 20, 2024. Total cost to the County is \$27,101.00.

**Victim Witness:**

Recommendation from Samantha Hoffman, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Subgrant Application (No. 40277-2) with the Pennsylvania Commission on Crime and Delinquency for Victims of Crime Act (“VOCA”) funds. The amount of federal grant funding requested is \$102,128.00, which will be used to support victim advocacy in the County during the performance period of October 1, 2024 through September 30, 2025. No County match is required. This application is effective March 20, 2024.

**Voter Registration:**

Recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote from Sage Technology Solutions of Mount Joy, PA, for the purchase and installation of a new CCTV server and ExacqVision video surveillance cameras to enhance security of the Voter Registration/Elections office at Greenamyre Lane, Straban Township. This quote is made pursuant to CoStars Contract Number 040-E22-170. It is further recommended that the Board sign the Terms and Conditions between the County and Sage. The Quote is effective March 20, 2024. Total cost to the County is \$17,710.00, to be paid for using Election Integrity Grant Program funds.

**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 approve two (2) quotes from Control Systems 21 to perform biannual routine service and calibration of the water system at the Adams County Complex. The services will occur in April 2024 and October 2024. It is further recommended that the Commissioners sign the terms and conditions between Control Systems 21 and the County. The quotes are effective March 20, 2024. Total cost to the County is \$4,443.38.

**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:

- Designate Chairman Randy L. Phiel to approve Quote No. 23111695 with ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Cisco products. This Quote is for the purchase of three (3) new video conferencing units, including a five (5) year support plan, to be used by the inmate population for the purposes of court and legal meetings with their defense counsel. This Quote is made pursuant to Costars contract No. 003-E22-579. The quote is effective March 20, 2024. Total cost to the County is \$14,976.96.

## **AGENDA, WEDNESDAY, MARCH 20, 2024**

**Page 6 of 8**

### Adams County Adult Correction:

- Designate Chairman Randy L. Phiel to approve the quote from William Hoak, Radiation Safety Consultant, of Boalsburg, PA. Mr. Hoak will perform the annual evaluation of the x-ray based personnel security scanners at the ACACC, as required by the Radiation Control Bureau of the Pennsylvania Department of Environmental Protection. The quote is effective March 20, 2023. Total cost to the County is \$960.00.

### **Commissioners:**

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

- Appoint Chairman Randy L. Phiel to sign on behalf of the Board a Memorandum of Understanding with the International Brotherhood of TEAMSTERS Local 776, Court- Appointed Professional Unit, whereby the County agrees to facilitate the payment of recruitment and retention incentives to members of the bargaining unit, using discretionary funds managed by the Court.
- Ratify the March 15, 2024 Fee Letter with Eckert Seamans, LLC of Pittsburgh for legal services pertaining to review of the County's Employer Health Benefit Plan, and Plan administration functions, and compliance with 45 CFR 164.504(f).
- Letter Agreement with Susquehanna Accounting & Consulting Solutions, Inc. ("SACS"). Under this Agreement, SACS will gather and analyze County data for the purpose of seeking a per diem rate determination from the US Government for housing federal prisoners at the County's Adult Correctional Complex. These services shall not exceed \$38,750.00. This Agreement is effective March 20, 2024.
- Land and Office Space Lease Agreement with Air Methods, LLC. This Lease Agreement permits Air Methods, as tenant, to operate its air ambulance services from the County's Emergency Services facilities located at 230 Greenamyre Lane at a rate of \$2,908.34 per month (\$34,900.08 per year), payable to the County. This agreement extends a prior lease agreement and is therefore effective August 1, 2023, for a one-year term.

### **Personnel Report:**

#### Court:

- Separation of employment for Margaret Egan, Probation Officer, effective March 22, 2024

#### Sheriff:

- Employment of Brooks Heflin, Deputy Sheriff, effective March 18, 2024.

**AGENDA, WEDNESDAY, MARCH 20, 2024**

Personnel Report cont'd:

Children & Youth Services:

- Promotion of Lizset Diaz-Reyes from Caseworker 2 to After Hours Caseworker, effective March 11, 2024.

IT Department:

- Employment of Brooke Braham, IT Business Analyst/Technology Trainer, Part time Regular, effective March 11, 2024
- Promotion of Maxwell Hamrick, from IT Tech 1 to Court Jr. IT Tech II/Application Specialist, effective March 11, 2024

Planning Department:

- Employment of Miah Gresh, Comprehensive Planner/Environmental Services, effective March 11, 2024

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Noah Wagner and Aldo Mendez, effective April 1, 2024

Separation of Employment with permission to post:

- Retirement of John Gates, Lead Security Officer, effective May 31, 2024
- Allyson Wagle, Office Assistant, Children & Youth Services, effective March 7, 2024
- Christopher Wiggins, Corrections Officer, effective March 7, 2024

**Expenditures:**

Approve the following expenditures for the period March 4, 2024 through March 15, 2024:

General Fund Total	\$ 1,984,815.61
General Fund	\$ 670,713.09
Debt Service Payments	\$ 250,000.00
Payroll – Week #11	\$ 1,064,102.52
Children & Youth Services	\$ 179,522.11
Liquid Fuels	\$ 64,297.83
Domestic Relations	\$ 436.20
HazMat Fund	\$ 37.24
Commissary Fund	\$ 8,798.45
Hotel Tax Fund	\$ 84,630.86
Human Services	\$ 1,615.75
Capital Projects	\$ 1,995.00
911 Fund	\$ 2,933.02
Internal Service Fund	\$ 283,572.28

**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:**