

## **AGENDA, WEDNESDAY, MARCH 6, 2024:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the February 21, 2024 Commissioners' Meeting as presented.

### **Presentation:**

Presentation to Darlene Resh, 4-H Youth Development Educator, Adams County Penn State Extension, in recognition of over 44 years of dedicated service to the County.

### **Commendation:**

Presentation by Warren Bladen, Director of the Department of Emergency Services, of a Clinical Save Commendation from the Emergency Health Services Federation (EHSF) to Maxwell Nease, Telecommunicator-in-training, for providing excellent emergency medical dispatching of a call for a cardiac arrest and providing accurate CPR instructions that resulted in a successful resuscitation.

### **Proclamations:**

- **“Land Conservancy of Adams County Month”** – March 14 – April 22, 2024
- **“Black Balloon Day” in Adams County** – March 6, 2024
- **“American Red Cross Month”** – March 2024

### **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 a Quote from Quality Digital Office Technology/Kyocera Group of York for a SitMatic High Back Adjustable Task Chair at a cost of \$835.00, pursuant to State Contract Number 4400025608. Payment to be made from the General Fund, with reimbursement to the County from Court-controlled funds.

### **Treasurer:**

Recommendation from Treasurer Crissy Redding and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

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### Treasurer cont'd:

- Agreements and Resolutions related to the collection of municipal and county taxes:
  - Germany Township Tax Collection Agreement and Resolution No. 4 of 2024 – This Agreement with Germany Township provides that the County will collect municipal taxes in the Township due to an existing vacancy in the Township's tax collector office for 2024 and 2025. Resolution No. 4 effectuates this Agreement, as required by the Local Tax Collection Law. The Agreement and Resolution are effective March 6, 2024.
- Agreements and Resolutions related to the collection of Upper Adams School District taxes:
  - Upper Adams School District (Arendtsville) Tax Collection Agreement and Resolution No. 5 of 2024 – This Agreement with Upper Adams School District (UASD) provides that the County will collect school district taxes in Arendtsville Borough on behalf of UASD due to an existing vacancy in the Borough's tax collector office for 2024 and 2025. Resolution No. 5 effectuates this Agreement, as required by the Local Tax Collection Law. The Agreement and Resolution are effective March 6, 2024.
  - Upper Adams School District (Bendersville) Tax Collection Agreement and Resolution No. 6 of 2024 – This Agreement with Upper Adams School District (UASD) provides that the County will collect school district taxes in Bendersville Borough on behalf of UASD due to an existing vacancy in the Borough's tax collector office for 2024 and 2025. Resolution No. 6 effectuates this Agreement, as required by the Local Tax Collection Law. The Agreement and Resolution are effective March 6, 2024.

### 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 approve the Quote from Visual Lease, a New Jersey company, for renewal of the Controller's Lease Management Software. The term of the Lease is three (3) years, commencing on December 1, 2024 and terminating November 30, 2027. The yearly cost is \$11,560.00, with a total cost to the County of \$34,680.00 over the course of the term.

### Children and Youth Services:

Recommendation from Administrator Sarah Finkey, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Equipment Lease Agreement with Kyocera Document Solutions Mid Atlantic Inc., of York, PA, for four (4) new desktop scanners to digitize files. It is further recommended that Commissioner Phiel sign the Amendment to Equipment Lease Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreements is sixty (60) months and shall commence upon delivery of the equipment. Total cost to the County is \$3,291.60 over the term of the lease, to be paid in monthly installments of \$54.86.

**Planning Department:**

- Recommendation from Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Community Development Block Grant (“CDBG”) Program Contract (#C000086571) with the Commonwealth of Pennsylvania, acting through the Department of Community and Economic Development (“DCED”). This Agreement provides \$553,465.00 in State CDBG grant funds for eligible County improvement projects from September 27, 2023 through September 26, 2027. This Agreement is effective March 6, 2024.
- Recommendation by the Act 137 Housing Committee that the Board of Commissioners review to approve the following grants from the Housing Trust Fund totaling \$760,000.00:
  - South Central Community Action Programs, Inc. - \$300,000.00 for Stratton Street Apartments
  - Habitat for Humanity - \$130,000.00 for construction of affordable housing project assisted by Adams County Tech Institute students.
  - Servants - \$80,000.00 for critical home repairs for low-income homeowners
  - PICPI - \$250,000.00 for rehabilitation project at Old Friend’s at New Oxford Preservation

**IT Department:**

Recommendation from Phil Walter, CIO, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the renewal from Tenable, a Maryland company, for the Nessus Professional Software. Nessus is a security scan tool that can provide detailed vulnerability scans and assessments on the network environment, detecting a wide range of vulnerabilities, configuration issues, and malware in physical or virtual environments. The term of the license is one (1) year, commencing on March 12, 2024 and terminating on March 11, 2025. Total cost to the County is \$3,575.00.

**Department of Emergency Services (DES):**

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

- Designate Chairman Randy L. Phiel to sign the Quote from Link Computer Corporation, a Pennsylvania Company, for the renewal of the license for the Paessler PRTG 500 Software. This Software is used by DES to monitor the server components on the Computer Aided Dispatch (CAD) system and alert them of any issues. This Quote is made pursuant to Co-stars Contract #006-E22-223. The term of the Agreement is one (1) year, commencing on March 6, 2024 and terminating on March 5, 2025. Total cost to the County is \$435.00.
- Review and approve the FY 2023 Hazardous Materials Emergency Response Preparedness Report (“HMERP”), including but not limited to, certification of appropriate expenditure of Act 165-generated funds.

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### **Tax Services:**

Recommendation from Director Daryl Crum, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Professional Services Agreement with All Around Abstract, LLC. This Agreement provides that All Around Abstract will perform real estate title searches on behalf of the Tax Services Department at a rate of \$105.00/search, as needed. This Agreement is effective March 15, 2024 and expires March 14, 2025.

### **Elections & Voter Registration:**

Recommendation from Director Angie Crouse, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following two (2) Agreements:

- Amendment to ES&S Purchase Proposal Quote – This Amendment further describes the warranty and maintenance services relating to the purchase of three (3) ExpressVote machines through the Purchase Proposal Quote from ES&S previously approved by the Board on February 7, 2024. This Amendment is effective March 6, 2024. There is no additional cost to the County.
- Acco Brands Quote # 00160607 – This Quote from Acco Brands USA, LLC provides for the purchase of one (1) GBC Combbind C800 Pro Binding Machine and a 1-year extended Maintenance Agreement for use with poll books and results books. Total cost of the Binding Machine, Maintenance Agreement, and shipping is \$3,927.13, to be paid out of the Election Integrity Grant funding. The Quote is effective March 6, 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:

- Designate Chairman Randy L. Phiel to sign the quote from Governmentjobs.com, Inc., D/B/A NEOGOV, a California company, for renewal of the ACACC's PowerDMS and Power Ready software. PowerDMS is the ACACC's Policy Management Software and allows the ACACC to provide documentation to the Pennsylvania Department of Corrections for Title 37 Inspections. PowerReady is utilized in conjunction with the field training officer program for the on-the-job training portion of the Basic Training Academy. The term of the Agreement is one (1) year, commencing April 24, 2024 and terminating April 23, 2025. Total cost to the County is \$14,559.60.
- Designate Chairman Randy L. Phiel to sign the Quote from Sage Technology Solutions, of Mount Joy, PA, to provide and install a new Exacq server to replace the current CCTV 3 server, which has reached end of life. 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 6, 2024. Total cost to the County is \$31,405.00.

Adams County Adult Correctional Complex (ACACC) cont'd:

- Sign the Addendum to the Memorandum of Understanding with the Pennsylvania Coalition Against Rape/Adams County (PCAR/Adams County) for provision of confidential crisis intervention, a 24-hour hotline service for emergency referrals, accompaniment to medical and legal services when appropriate, and advocacy services on-site and via teleconference, which will include assessment and evaluation of services, to the inmate population of the ACACC. PCAR/Adams County will also offer sexual harassment, abuse, and assault trainings to employees and staff of the ACACC. This Addendum extends the term of the existing MOU, with the new term commencing on February 22, 2024 and terminating on February 23, 2025. There is no additional cost to the County.

**Commissioners:**

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

- Ratify and approve a Professional Services Agreement with Killian & Gephart, LLP of Harrisburg, for legal services related to the Investigating Grand Jury, at a rate not to exceed \$300.00/hour.
- Change Order #1 in favor of Contractor Jay Fulkroad & Sons, Inc. of McAllisterville, PA for Project No. ADAMS22002 Maintenance Repairs 40 County Bridges for a net increase in contract cost totaling \$112,148.67, bringing the total adjusted contract price to \$601,776.86, and reflecting numerous changes to the contract as described in Change Order #1, including but not limited to removal of debris in the streams at Bridge Nos. 50 and 95
- Adopt the following two (2) proposed Ordinances that were duly advertised in accordance with County Code Section 509:
  - Proposed Ordinance No. 2 of 2024 – An Ordinance providing tax exemption relief for the assessed valuation of improvements to certain deteriorated properties totaling approximately 221 acres of vacant land along Oxford Avenue in Conewago Township, Adams County, as authorized by the Local Economic Revitalization Tax Act (“LERTA”). The local taxing authorities previously determined these properties to qualify under LERTA after public comment and hearing and have passed resolutions authorizing tax exemption.
  - Proposed Ordinance No. 3 of 2024 - An Ordinance providing tax exemption relief for the assessed valuation of improvements to certain deteriorated properties totaling approximately 30 acres of vacant land along Carlisle Pike in Berwick Township, Adams County, as authorized by the Local Economic Revitalization Tax Act (“LERTA”). The local taxing authorities previously determined these properties to qualify under LERTA after public comment and hearing and have passed resolutions authorizing tax exemption.

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### **Personnel Report:**

#### Courts:

- Employment of Christine Culotta, MDJ General Clerk, effective February 26, 2024

#### Sheriff:

- Employment of Anthony Harris, Deputy First Class and Paul Mowbray, Deputy Sheriff, effective February 26, 2024:

#### Prothonotary:

- Promotions of the following, effective March 4, 2024:
  - Brandon Staub, from Second Deputy to First Deputy
  - Sheila Frock, from Court Clerk 1 to Second Deputy
  - Ashley Reilly, from Court Clerk/Scanner to Court Clerk 1

#### Children & Youth Services:

- Employment of Allyson Wagle and Melissa Luft, Office Assistants, effective February 26, 2024
- Employment of Eric Roop and Tyler Kahlbaugh, Caseworker 2-Family Support, effective March 11, 2024 pending successful completion of all pre-employment requirements

#### Department of Emergency Services:

Employment of Kayla Klinedinst and Devin Stevens, Telecommunicators, effective March 4, 2024.

#### Separation of Employment with permission to post:

- Withdraw the separation of employment for Lizset Diaz-Reyes, effective March 6, 2024
- Amend the separation date for Alexander Hackney, Caseworker 3, from February 29 to February 22, 2024.
- Kelsey Trostle, Caseworker 2, effective March 14, 2024.
- Rescind the offer of employment for Paul Mowbray, Deputy Sheriff, effective February 26, 2024
- Corrections Officers - Melissa Schenk, effective February 21, 2024; Jacqueline Gadomski-Gibbons, effective March 3, 2024; Cody Moretz, effective March 4, 2024
- Rescind offer of employment for Connor Ludwig, Corrections Officer, effective February 22, 2024
- Rescind offer of employment for Imoro Abdul Latif, Corrections Office, effective February 29, 2024.

### **Expenditures:**

Approve the following expenditures for the period February 19, 2024 through March 1, 2024:

General Fund Total	\$ 1,975,919.89
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Expenditures cont'd:

General Fund	\$	888,426.38
Payroll – Week #9	\$	1,087,493.51
Children & Youth Services	\$	323,000.32
Liquid Fuels	\$	19,462.68
HazMat Fund	\$	62.00
Ag Land Funds	\$	127,876.32
Law Enforcement	\$	1,695.99
Commissary Fund	\$	6,678.58
Records Management	\$	3,155.00
911 Fund	\$	93,068.46
Internal Service Fund	\$	539,809.72

**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:**