

## **Proposed AGENDA, WEDNESDAY, MAY 5, 2021:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the April 21, 2021 Commissioners' Meeting as presented.

### **Proclamations:**

- **"Corrections Employee Week"** – May 2-8, 2021
- **ABATE – "Motorcycle Safety Awareness Month"** – May 2021

### **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:**

Recommendation from District Court Administrator Don Fennimore, and after review by Solicitor Molly Mudd, that the Board approve to appoint Chairman Randy L. Phiel to execute on behalf of the Board Lease Agreement #500-50255170 and Cisco Fiscal Funding Addendum with Cisco Systems Capital Corporation of Wayne, Pennsylvania, for the lease, maintenance, and licensing of various audio/visual hardware and software products for the purpose of upgrading the technological capabilities of all four (4) courtrooms. The lease is effective April 14, 2021, for a term of five (5) years. It is further recommended that the Chairman execute the Addendum to Lease Agreement, returning jurisdiction and venue to Pennsylvania. Finally, it is recommended that the Board approve the Quote for the aforementioned Cisco products provided by Link Computer Corporation, an authorized Cisco reseller. Total cost to the County is \$141,338.98, to be paid in five (5) equal annual installments.

### **Ag Land Preservation:**

Recommendation from Ellen Dayhoff, Rural Resource Manager, to approve the appointment of the following as Board Members on the Agricultural Land Preservation Board to complete the 3-year terms of Deb Kammerer and Wayne Smith with terms to expire January 2024:

- George Weikert, Citizen Board Member
- Ben Mearns, Citizen Board Member

The Board of Commissioners thank both Deb Kammerer for her 22 years of service and Wayne Smith for his 13 years of service to the Ag Land Preservation Board.

## **AGENDA, WEDNESDAY, MAY 5, 2021**

### **Page 2**

### **Children & Youth Services:**

Recommendation from Sarah Finkey, Administrator and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following 2021-2022 Purchase of Service Agreements: Alternative Behavior Consultants; Cameron Romer Comprehensive Counseling Services, LLC; Easter Seals Interpreting Services; Gettysburg's Growing Place; PA Elite All Star Gym Inc.; Pennsylvania Counseling Services, Inc.; PivotStone Group, LLC and YWCA Gettysburg & Adams County.

## **Planning Department:**

Recommendation from Sherri Clayton-Williams, Director, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

- Approve Resolution No. 4 of 2021 authorizing the filing of an amended proposal for Emergency Solutions Grant Funds with the PA Department of Community & Economic Development in the amount of \$340,732.00 by re-allocating \$100,000.00 from Homeless Prevention to Emergency Shelter Costs and re-allocating \$17,000.00 from Homeless Prevention to Rapid Rehousing.
- Revised Composting Pilot Project Information Request to be submitted to John Oren, P.E., Pennsylvania Department of Environmental Protection (DEP) to pilot a food waste composting project at the Adams County Adult Correctional Complex.
- 2020 Community Development Block Grant-CV (C000075551 Subrecipient Agreements:
  - Keystone Rural Health Services - \$15,113.00 for the provision of COVID-19 education, prevention, and treatment
  - PA Interfaith Community Programs, Inc. - \$121,132 for the delivery of rent, mortgage, and utility assistance

## **Office of Budget & Purchasing:**

Recommendation from Phillip Swope, Assistant Director and after review by Solicitor Molly Mudd, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board the Open-End Equity Lease Rate Quote #4969132 subject to the terms set forth in the Master Equity Lease Agreement previously executed by the County with Enterprise Fleet Management for a 2022 Ford F-250 XL 4x4 Super Cab with High Performance Trip Edge Plow. The term of the lease is five (5) years, and the total cost of the lease is \$47,786.00, to be paid from contracted services.

## **Information Technology:**

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

- Information Technology Services Agreement with Global Data Consultants, LLC. (GDC) of Chambersburg, PA. This Agreement will allow Adams County to leverage GDC's services to aid County IT efforts in migrating 0365 to the cloud and in

## **AGENDA, WEDNESDAY, MAY 5, 2021**

### **Page 3**

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

assisting to keep the network up. The Agreement establishes the terms and conditions of a Master Contract that future Statements of Work (SOW) may leverage. The rate for GDC's hourly work will be \$135.00/hour. The cost will be paid from Professional Services. The Agreement may be terminated by either party by providing 90 days written notice.

- Web Enrollment Agreement with the County Commissioners Association of Pennsylvania (CCAP), which Agreement allows the County to leverage CCAP IT resources including website framework and training resources. The term of the Agreement is through December 31, 2021. The annual support fee for 2021 is \$8,900.00, fees to be paid from contracted services.
- Execute the Maintenance Agreement Contract with Business Equipment Solutions Technologies, Inc. dba B.E.S.T Service of Dallas, PA for maintenance of the Hardware Shredder Machine. The term of the Agreement is for one (1) year, through April 19, 2022. The cost of the Agreement is \$995.00 annually, to be paid from contracted services.

## **Human Resources:**

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

- Contract #3607282 with The Lamar Companies for the publishing and leasing of digital and print billboards. The billboards will advertise certain County employment opportunities from the period starting May 17, 2021 and ending August 22, 2021. The Contract is effective April 28, 2021 with a total cost to the County of \$5,890.00
- Adams County Compensation Plan for Children & Youth Services Employees for 2021, effective January 1, 2021 for submission to the PA Department of Human Services.

#### **Adams County Adult Correctional Complex:**

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly Mudd, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board the Intergovernmental Agreement between the County of Adams and the Commonwealth of Pennsylvania, Department of Transportation providing for application and issuance of a valid Pennsylvania ID, DL or Photo Camera Card for inmates prior to their release from the jail. This program will help to alleviate barriers and remove challenges for inmates seeking approval as a job search candidate in the community re-entry center (Work Release), recently released inmates attempting to obtain gainful employment following release, and inmates setting up travel options at the time of release including bus/train travel. Fees for indigent inmates to be paid out of the Inmate Commissary Fund.

#### **AGENDA, WEDNESDAY, MAY 5, 2021**

**Page 4**

#### **Commissioner's Office:**

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

- Ratify the Contract Agreement for Professional Engineering Services with C.S. Davidson, Inc. for professional civil engineering services including the preparation of technical bid specifications for the County's Capital project known as the Painting of the Water Tower in Straban Township. The cost of the professional services will be billed on a time and materials basis, not to exceed \$5,000.00.
- April 22, 2021 (Revision 1) Proposal by C.S. Davidson, Inc., the County's civil engineering firm, for bid and construction oversight of (1) the reinforcement of the roof at the Human Services Building and (2) the installation of a rooftop solar array. The price for management of the bidding phases will be \$12,000.00, and the price for management of the construction phases will be \$18,000.00, with a total cost to the County of \$30,000.00. Costs are to be paid from the capital procurement project bond funds.
- Appoint Mr. Thomas Wilson, an Adams County resident, to serve an initial five (5) year term on the Board of Directors of the Susquehanna Regional Transportation Authority (SRTA), effective the date of creation of the SRTA through execution and adoption of the Articles of Incorporation.
- Approve to award the Bid for the Maintenance Repair of Forty (40) County Owned Bridges to Lobar Site Development Corp., 4 Barlo Circle, Dillsburg, PA in the total bid amount of \$128,292.58.
- Authorize the re-advertise for the Adams County Water Tower Exterior Repainting Project located at 120 Major Bell Lane, Gettysburg, PA for bids to be received through PennBID by 8:00 a.m., prevailing time on Wednesday, August 11, 2021.

#### **Personnel Report:**

Court:

Separation of Employment with the intent to post:

- Domestic Relations – Cody Hedges, Case Management Officer, effective May 14, 2021
- MDJ Matthew Harvey's Office – Holly Miller, General Clerk, effective May 14, 2021

Public Defender:

Recommendation from Public Defender Kristin Rice, to approve employment of the following:

- Alex Felt, Unpaid Intern, effective Monday thru Thursday, June 1, 2021 through August 1, 2021
- Scott Harper, Assistant Public Defender, effective May 3, 2021

**AGENDA, WEDNESDAY, MAY 5, 2021**

**Page 5**

Personnel Report cont'd:

District Attorney:

Recommendation from District Attorney Brian Sinnett to approve the employment of the following:

- Meaghan Baccala, Legal Aide, effective April 26, 2021
- Georgia Wetzel, Administrative Intern, effective April 27, 2021
- Roman Musilli, Legal Intern, effective May 24, 2021 through August 13, 2021

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the employment of the following:

- Margaret Cramer, Caseworker 2-Independent Living, effective May 24, 2021
- Destiny Riley, Caseworker 2-Family Engagement, effective June 21, 2021

Department of Emergency Services:

Recommendation from Warren Bladen, Director, to approve the employment of the following 911 Telecommunicator Trainees, effective April 19, 2021:

- Caitlin Francis
- Brett Allison

Conservation District:

Recommendation from Adam McClain, District Manager, to approve the employment of Maya Callenbach, to the Temporary Mosquito Borne Disease position, effective May 17, 2021 through August 20, 2021.

Office of Budget & Purchasing:

Recommendation from Melissa Devlin, Director, to approve the employment of Rebecca Rockwell, Paid Intern, effective May 10, 2021 through July 2, 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: Christopher Lupo, John Mohan, Jake Meli and Kellum Deitz.

Separation of Employment with permission to post:

- Kenneth Meyers, Night Custodian, effective April 30, 2021

- Kodie Willard, Caseworker 1-Family Support, effective April 29, 2021
- Arianne Warren, Children & Youth Caseworker 2, effective May 3, 2021
- Krista Masterstefone, 911 Telecommunicator, effective May 9, 2021
- Wesley Davis, Corrections Office, effective April 22, 2021
- Clynton Vaughan, Lieutenant at the ACACC, effective April 29, 2021

**AGENDA, WEDNESDAY, MAY 5, 2021**

**Page 6**

*Personnel Report cont'd:*

- Rescind the offer of employment to Kellum Dietz, Tony Knolle and Nicole Orem, Corrections Officers, effective May 3, 2021.
- Rescind the offer of employment to Ashley Miller, Corrections Officer, effective May 9, 2021

**Expenditures:**

Approve the following expenditures for the period April 19, 2021 through April 30, 2021:

General Fund Total	\$ 1,487,806.09	
General Fund	\$ 474,906.19	
PCard Payment	\$ 20,978.36	
Payroll – Week #17	\$ 991,921.54	
Children & Youth Services	\$ 271,074.17	
Commissary Fund	\$ 2,965.43	
Records Management	\$ 10,650.00	
Hotel Tax Fund	\$ 81.70	
Parks, Recs & Green Space Program	\$ 22,500.00	
911 Fund	\$ 50,292.03	
Internal Service Fund	\$ 307,346.97	

**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:**