

AGENDA, WEDNESDAY, DECEMBER 13, 2023:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the November 29, 2023 Commissioners' Meeting as presented.

Presentation:

- McSherrystown Borough Police Chief Michael Woods
Recognition of his 21 Years of Service

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 Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Enrollment Agreement with Professional Development Academy. This Agreement will permit ten (10) staff members from Probation Services to enroll in a 12-week leadership training course offered by the Professional Development Academy in partnership with the National Association of Counties (NACO). Total enrollment price is \$15,000.00 (after NACO and volume discounts), to be paid from the Court Offender Supervision Funds. This Agreement is effective December 13, 2023, and the program will begin on January 8, 2024.

Probation Services:

Recommendation from Acting Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the proposal from Dewaine Finkenbinder to renew his position as the DUI Facilitator for Adams County, wherein he coordinates and provides Pennsylvania Alcohol Highway Safety Classes and Victim Impact Panel groups and classes, in conjunction with the Departments of Probation Services and Victim Witness. It is further recommended that the Commissioners sign the Independent Contractor Agreement with Mr. Finkenbinder. The term of the Agreement is two (2) years, commencing on January 1, 2024 and terminating on December 31, 2025. Total cost to the County is \$10,530.00, with additional classes and/or services upon request of the County to be billed at an hourly rate of \$65.00.

Register and Recorder:

Recommendation from Register and Recorder Karen Heflin, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and ratify the Contract for Auto Redaction System Upgrade with Cott Systems, Inc., of Columbus, OH. Cott will upgrade the current Auto Redaction software to interface with Resolution3 and Verdict, moving away from the USB key licensing setup to the SQL database licensing version. The Quote is effective December 13, 2023. There is no additional cost to the County.

Office of the Coroner:

Recommendation from Coroner Patricia Felix, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Forensic Pathology Associates/HNL Lab Medicine Service Agreement for forensic autopsy services, including anatomic and clinical pathology services. The Term of the Agreement is one (1) year, commencing on January 1, 2024 and terminating December 31, 2024. Routine forensic autopsy services are \$2,400.00, excluding specialized studies and ancillary services, which are further identified in the Agreements fee schedule.

Treasurer:

Recommendation from Treasurer Christine Redding, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Proposal and Maintenance and Support Agreement with iGovServices, a Kentucky Company. iGovServices will be providing a new hotel tax collection solution for the Treasurer's office. It is further recommended that the Commissioners sign the Addendums to the Terms of Service and Maintenance and Support Agreement, which incorporate the County's standard terms and conditions into the Agreements. The term of the Agreement is one (1) year, commencing on December 13, 2023 and terminating December 12, 2024. Total cost to the County is \$14,400.00.

District Attorney:

Recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the License and Maintenance Agreement with Corrections Development, Inc. (CDI). This Agreement provides twelve (12) user licenses for a criminal justice records management system for the District Attorney's Office. License fees have been paid for through a grant from the Pennsylvania District Attorneys Institute. Maintenance and support fees total \$5,348.00 to the County. This Agreement is effective January 1, 2024 through December 31, 2024.

Planning & Development:

Recommendation from Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and ratify the following two (2) Agreements for the sale and purchase of Agricultural Conservation Easements:

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Planning & Development cont'd:

- Agreement of Sale with Bruce Pohlman & Son Hog Farm – This Agreement provides for the purchase of an Agricultural Conservation Easement consisting of 43.23 acres in Germany and Union Townships and owned by Bruce Pohlman and Son Hog Farm, as evidenced by deed recorded in Book 7149, Page 123. The Easement is granted to the County and Commonwealth as joint owners for the price of \$129,690.00, with the County share being \$12,969.00. This Agreement is effective November 29, 2023.
- Agreement of Sale with Arentz Family L.P. – This Agreement provides for the purchase of an Agricultural Conservation Easement consisting of 60.10 acres in Union Township and owned by Arentz Family, L.P, as evidenced by deed recorded in Book 6100, Page 677. The Easement is granted to the County, the Commonwealth, and Union Township as joint owners for the total price of \$240,000.00, with the County share being \$12,020.00. This Agreement is effective November 29, 2023.
- Recommendation from Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve two (2) quotes with Quality, a Kyocera Group Company, for the purchase and installation of 30 office chairs from Global Industrial. Total cost of the 30 chairs with delivery is \$11,280.00, with payment to be made to Global Industrial, pursuant to COSTARS Contract No. 4400025661. The quote for installation is \$900.00, with payment to be made to Quality. These quotes are effective December 13, 2023.

Children & Services:

Recommendation from Sarah Finkey, Administrator, to approve the following Adoption Assistance Agreements:

- A.T. & D.R. on behalf of H.T. with a subsidy of \$912.50/month
- A.T. & D.R. on behalf of J.H. with a subsidy of \$912.50/month
- A.T. & D.R. on behalf of H.H. with a subsidy of \$912.50/month

IT Department:

- Recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign Quote #1023287 from Link Computer Corporation, a Pennsylvania Company, for the renewal of the license for the GFI Archiver software. The GFI Archiver system provides the County the ability to easily search, manage, and store email communications from employees. The GFI Archiver securely archives all the email communications sent and received for six (6) months to meet the County's email retention policy requirements. This Quote is made pursuant to Co-stars Contract #006-E22-223. The term of the Agreement is one (1) year, commencing on January 4, 2024 and terminating on January 3, 2025. Total cost to the County is \$4,562.80.

Tax Services:

- Recommendation from Susan Miller, Chief Assessor, to approve the following Disabled Veterans Real Property Tax Exemption Certifications effective beginning with the 2024 County/Municipal taxes:
 - Parcel #08004-0054 for a home on .24 acres located in Conewago Township
 - Parcel #08024-0012 for a home on .16 acres located in Conewago Township
- In coordination with Tax Services Director Daryl Crum, Register and Recorder Karen Heflin, and Prothonotary Beverly Boyd, that the Commissioners sign the Addendum to the Agreement between High Tech Accessory Items, Inc. and the County, which updates the terms of the Agreement to include the County's standard terms and conditions. High Tech, a North Carolina company, provides hardware and software which enables Tax Services, the Register and Recorder, and the Prothonotary to charge for public copying services. The term of the Agreement commences on January 1, 2024 and terminates December 31, 2024. Total cost to the County is \$2,280.00.

Budget and Purchasing:

Recommendation from Melissa Devlin, Director 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 twenty-four (24) new copiers and/or printers for various County Departments to replace those which are being decommissioned. 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. Finally, it is recommended that Commissioner Phiel sign the Maintenance Agreement with Quality: a Kyocera Group Company, also of York, PA, for maintenance of the copiers. The term of these Agreements is sixty (60) months and shall commence upon delivery of the equipment. Total cost to the County is \$101,707.20 over the sixty (60) month term of the lease, to be paid in monthly installments of \$1,695.12, plus printing fees as outlined in the Maintenance Agreement.

Department of Emergency Services:

Recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve to designate Chairman Randy L. Phiel to sign the following:

- Full-Service Maintenance Agreement with Gruber Power Services, an Arizona Company. This Agreement provides for maintenance of DES's Uninterruptible Power Supply equipment. The term of the Agreement is one (1) year, commencing on December 1, 2023 and terminating on November 30, 2024. Total cost to the County is \$6,876.24.

Department of Emergency Services cont'd:

- Quote from Priority Dispatch Corp., a Utah Company. This quote is for the annual quality assurance review of calls coming through the County's Fire and Police Priority Dispatch System. The quote is effective December 13, 2023. Total cost to the County is \$46,400.00.
- Approve the 911 Statewide Interconnectivity Funding Grant Agreement with the Commonwealth of Pennsylvania through the PA Emergency Management Agency ("PEMA"). This Agreement provides that PEMA will award \$98,715.50 in state grant funding for costs associated with developing GIS data necessary to support geospatial call routing for the County's migration to Next Generation 911 and to offset tariff network and service costs associated with the legacy 911 system. This Agreement is effective December 13, 2023 for the performance period of January 1, 2024 through December 31, 2024.

Human Resources:

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

- Ratify the approval of the Stop Loss Insurance Schedule issued by the County's Stop Loss Carrier BCS Insurance Company of Oakbrook Terrace, Illinois. The Policy Period is January 1, 2024 through December 31, 2024, Policy Number ESL-30360. Eligible expenses under the Aggregate Stop Loss include medical and prescription drugs for Covered Persons under said Policy including eligible employees, dependents, and COBRA beneficiaries, excluding retirees.
- Engagement Letter with Susquehanna Accounting & Consulting Solutions, Inc. ("SACS"). This Agreement provides that SACS will perform healthcare/benefits insurance advisory services for the County during 2024 and 2025. For annual analysis of the sufficiency of County contributions to the health insurance internal service fund, the cost shall not exceed \$25,000.00. For all other consulting and advisory services (strategic planning, plan management, vendor procurement, rate settings, etc.), the cost shall not exceed \$55,250.00. This Agreement is effective December 13, 2023, for a two-year term.

Commissioners:

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

- Memorandum of Understanding ("MOU") by and between the County of Adams and the American Federation of State, County, and Municipal Employees, AFL-CIO, District Council 89 (hereinafter "AFSCME") extending the agreed upon 12-hour work schedules through December 31, 2024, according to the prescribed terms and conditions contained in the MOU.

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Commissioners cont'd:

- Subrecipient Agreement for the Adams Response & Recovery Fund (“ARRF”), which was established by the Board to allocate grant funds provided by the US Department of Treasury for eligible activities pursuant to the American Rescue Plan Act of 2021 (“ARPA”) and as authorized by the Coronavirus State and Local Fiscal Recovery Funds program (“SLFRF”). The awarded amount was previously approved by the Board at the March 22, 2023 public meeting following a public application process:
 - Lake Meade Property Owners Association: This Agreement allocates \$250,000.00 in ARRF grant funding for the purpose of investing in water and sewer infrastructure, namely, measures to manage and treat stormwater or subsurface drainage water on existing and proposed roadways in Lake Meade. This Agreement is effective December 13, 2023, and expires December 31, 2026.
- Recommendation from Michele Miller, Human Resources Director, to approve an increase in the PTO accrual for non-union employees for the first year of employment (0-12 months) to 0.058 PTO accrued per pay period.

Personnel Report:

Court:

- Probation Services – Note the employment of the following Probation Officers, effective December 18, 2023: Walter Julian Jackson, Austin Staub, Isabella Nace, Emily Kreiser and Heath Manalli
- Rescind the offer of employment for Emily Kreiser, effective December 18, 2023
- Domestic Relations – Separation of employment for Sabrina Charles, Conference Officer, effective December 22, 2023

Children & Youth Services:

- Employment of Cayden Beard, Caseworker 1, effective January 22, 2024, pending completion of all pre-employment requirements.

Security:

- Note the change of status for Carlton Schmoyer, Security Officer, from Part time as Needed to Fulltime (37.5), effective December 4, 2023.

Separation of Employment with permission to post:

- Laura Neiderer, Comprehensive Planner-Transportation, effective December 1, 2023
- Retirement of Christopher Brumgard, Sergeant, Adams County Adult Correction Complex, effective December 31, 2023
- Deanna Painter, IT Technology Trainer, effective December 28, 2023 – not posting this position
- Ronald Eversole, Custodian, effective December 4, 2023

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Expenditures:

Approve the following expenditures for the period November 27, 2023 through December 8, 2023:

General Fund Total	\$ 1,629,458.47	
General Fund	\$ 529,013.69	
Payroll – Week #49	\$ 1,100,444.78	
Children & Youth Services	\$ 235,786.74	
Liquid Fuels	\$ 88,901.90	
Ag Land Funds	\$ 119,994.48	
Commissary Fund	\$ 6,460.38	
Hotel Tax Fund	\$ 302,608.86	
911 Fund	\$ 19,589.29	
Internal Service Fund	\$ 495,533.95	

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: