

## **AGENDA, WEDNESDAY, APRIL 3, 2024:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the March 20, 2024 Commissioners' Meeting as presented.

### **Proclamations:**

- **“Child Abuse and Neglect Prevention Month”** – April 2024
- **“National Library Week”** – April 7-13, 2024
- **“National Prescription Drug Take Back Day”** – April 27, 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 Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the quote from Thomson Reuters, a Canadian company, for renewal of a Westlaw Proflex license. This license will be used to provide online patron access to Westlaw at the Law Library. The term of the Agreement is three (3) years, commencing on April 27, 2024 and terminating April 26, 2027. Total cost to the County is \$93,037.08, with \$30,100.32 to be paid in year 1 of the contract, \$31,003.32 to be paid in year 2, and \$31,933.44 to be paid in year 3.

### **Register and Recorder:**

Recommendation from Register and Recorder Karen Heflin, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the quote from Easi File, a California company. This quote is for three (3) new filing cabinets for subdivision document storage. It is further recommended that Chairman Phiel sign the Adams County Credit Application Agreement with Easi File. This quote is effective April 3, 2023. Total cost to the County is \$14,520.08, which shall be paid for out of the Register and Recorder's Record Improvement Fund.

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

Recommendation from Sarah Finkey, Administrator, to approve an Adoption Assistance Agreement with B.V. & T.M. on behalf of L.M. with a subsidy amount of \$912.50/month.

**IT Department:**

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

- Local Government Entities Consent Agreement for the Pennsylvania Emergency Management Agency (PEMA) Fiscal Year (FY) 2023 State and Local Cybersecurity Grant Program (SLCGP). By signing the Agreement, the County consents to the utilization of 80% of the FY 2023 SLCGP, or \$8,371,039, for Local Government Entities to use Intrusion and Detection Services MS-ISAC Albert Sensors, Cofense Security Awareness Services, Security Incident and Event Management (SIEM), and Vulnerability Management Solutions. The services for which the County is eligible will be provided at no additional cost to the County and the Commonwealth will provide the required 20% match.
- Designate Chairman Randy L. Phiel to approve Quote No. 23101396 with ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Cisco products. This quote is for a Cisco Catalyst 9300L network switch that will be used in upcoming Courthouse renovations. This quote is made pursuant to Costars Contract #003-E22-579. The quote is effective April 3, 2024. Total cost to the County is \$7,227.29.

**Planning & Development:**

- Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Transportation Planning and Programming Agreement (C920001260) with the Pennsylvania Department of Transportation (PennDOT). At the County's request, this Agreement decreases the amount of state and federal funding allocated for certain transportation projects by \$108,233.66 for FY 2022-2024, as PennDOT has provided those services directly to the County. Total amount of the grant for eligible transportation projects after the decrease is \$405,453.34. This Agreement is effective as of the date approved by the Commonwealth and expires June 30, 2024.
- Recommendation Ellen Dayhoff, Rural Resource Manager and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following two (2) Agreements of Sale of a Conservation Easement for the purpose of preserving certain agricultural land in Adams County:
  - Agreement of Sale for Hollabaugh Farm – This Agreement provides for the purchase of a conservation easement for the purpose of preserving 15 acres of agricultural land owned by Rodney and Kelly Hollabaugh and located in Reading Township, Adams County. The total purchase price of the easement is \$27,675.00, which shall be borne solely by the County. This Agreement is effective April 3, 2024.

Planning & Development cont'd:

- Agreement of Sale for Arentz Family Farm – This Agreement provides for the purchase of a conservation easement for the purpose of preserving 71.9 acres of agricultural land owned by Arentz Family L.P. and located in Union Township, Adams County. The total purchase price of the easement is \$269,625.00, of which \$13,481.25 will be paid for by the County, and the remainder will be paid for by the Commonwealth and Township. This Agreement is effective as of the date last signed by the Commonwealth.

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

Recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve 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 April 3, 2024 and terminating on April 2, 2025. Total cost to the County is \$467.00.

**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 sign the Proposal from LowV Systems, Inc., of Mechanicsburg, PA, for installation of a new burglar alarm system at 34 E. Middle Street. This Proposal is made pursuant to Costars Contract #040-E22-164. It is further recommended that the Commissioners sign the Master Services Agreement with LowV. The proposal is effective April 3, 2024. Total cost to the County is \$3,514.00.

**Solicitor's Office:**

Recommendation from Solicitor Molly R. Mudd, that the Board ratify the Academic Internship Agreement with Gettysburg College. This Agreement provides that the County will host Carlie Goldstein, a student at Gettysburg College, as an intern for academic credit relating to the study of elections and public policy. Ms. Goldstein will be supervised by the Solicitor's Office with Election Director Angie Crouse serving as a subject matter expert. This Agreement is effective March 19, 2024.

**Commissioners:**

Recommendation from Solicitor Molly R. Mudd that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board the System Impact and Facility Study Agreement with Adams Electric Cooperative, Inc. (hereinafter, "the Cooperative") for the interconnection study of the County's proposed roof-top solar generation project (hereinafter, "Project") located at the Human Services Building, 525 Boyds School Road in Cumberland Township, to assess the system impacts of

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### Commissioners cont'd:

interconnecting the proposed Project with the Cooperative's electric system. Estimated cost to the County of study fees is \$5,000.00.

### **Personnel Report:**

#### Court:

Recommendation from Don Fennimore, Court Administrator, to approve the Unpaid Summer Internship for Cameron Bishop, effective May 13, 2024 through August 10, 2024. Mr. Bishop will be working under Judge Wagner.

#### Coroner:

Employment of Eric Hubbard, Part Time as Needed Coroner, effective April 1, 2024, pending successful completion of all preemployment requirements.

#### Children & Youth Services:

Employment of David Cortes, Caseworker 1-Family Support, effective April 2, 2024, pending successful completion of all pre-employment requirements.

#### Adams County Conservation District:

Promotion of Deb Musselman, from Resource Conservation Technician to Resource Conservation Supervisor, effective May 20, 2024.

#### Department of Emergency Services:

Rescind the change of status for Ashley Williams, Telecommunicator, from Part time as Needed to fulltime (40), effective April 1, 2024. Ms. Williams is remaining Part Time as Needed.

#### Security:

Employment of Gerard Lombardi, Security Officer, Part Time Regular, effective April 15, 2024.

#### Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: James McClanahan, effective March 18, 2024; Alexis Gibson, Brayden Miller, effective April 1, 2024
- Promotion of Sarah Smith, from Corrections Officer to Sergeant, effective March 25, 2024

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

- Don Giannini, Telecommunicator, effective March 26, 2024
- Monica Castro Martinez, Corrections Officer, effective March 20, 2024

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**Expenditures:**

Approve the following expenditures for the period March 18, 2024 through March 29, 2024:

General Fund – Operational	\$ 967,026.98
Payroll – Week #13	<u>\$ 1,116,662.79</u>
<b>Total General Fund</b>	<b>\$ 2,083,689.77</b>
Children & Youth Services	\$ 253,832.60
Liquid Fuels	\$ 15,587.99
HazMat Fund	\$ 52.01
CDBG	\$ 908.72
Commissary Fund	\$ 2,501.89
911 Fund	\$ 373,372.35
Internal Service Fund	<u>\$ 314,973.90</u>
<b>Total Special Funds</b>	<b>\$ 961,229.46</b>
<b>Total Expenditures</b>	<b>\$ 3,044,919.23</b>

**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:**