

## **AGENDA, WEDNESDAY, APRIL 5, 2023:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the March 22, 2023 Commissioners' Meeting as presented.

### **Proclamations:**

- **“CHILD ABUSE PREVENTION MONTH” – April 2023**

### **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.*

### **Courts:**

Recommendation from Don Fennimore, Court Administrator, to approve and authorize Commissioner Randy L. Phiel, to sign the Affiliation Agreement with Shippensburg University of Pennsylvania for the Courts to utilize interns from Shippensburg University. This agreement is for a five- year term.

### **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 approve Quotes #1019655, #1019809, and #1019891 from Link Computer Corporation, of Bellwood, PA, for new Cisco hardware for the VOIP telephone servers at the Courthouse and Human Services Building, and voice gateway routers at the Courthouse, Human Services Building, Ag Center, Adams County Adult Correctional Complex, and Department of Emergency Services. Link will also provide professional services to configure and install the hardware. This hardware refresh is necessary because the current equipment will reach end-of-life this year. These quotes are made pursuant to Costars Contract #'s 003-E22-583 and 006-E22-223. The quotes are effective April 5, 2023. Total cost to the County is \$133,992.72.
- In coordination with Department of Emergency Services Director Warren Bladen, and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign Quote #1019855 from Link Computer Corporation, of Bellwood, PA, for two (2) Meraki MR Enterprise Cloud Controller Licenses, which will enable DES to operate their Internal Wireless Access Points for public Wi-Fi. This quote is made pursuant to Co-stars Contract #006-E22-223 and is for a one (1) year term, commencing on May 10, 2023 and terminating on May 9, 2024. Total cost to the County is \$218.00.

## **AGENDA, WEDNESDAY, APRIL 5, 2023**

**Page 2 of 5**

### **Controller:**

Recommendation from Controller John Phillips, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the March 27, 2023 Engagement Letter with Zelenkofske Axelrod LLC, Certified Public Accountants, for the audit of the County's basic financial statements as well as major federal and Department of Human Services award programs compliance as of December 31, 2022. The cost for the audit services, including expenses, will not exceed \$76,352.00. This Agreement is effective April 5, 2023.

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

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

- J.M. & L.H. on behalf of D.W. in the amount of \$912.50/month
- J.M. & L.H. on behalf of I.W. in the amount of \$912.50/month

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

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 the quote from William Hoak, Radiation Safety Consultant, of Boalsburg, PA. Mr. Hoak will perform the annual evaluation of 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 April 5, 2023. Total cost to the County is \$950.00.

### **Planning and Development:**

Recommendation from Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Full Service Maintenance Contract with Print-o-Stat, of York, PA, for maintenance of the Planning Department's Hewlett Packard Plotter machine. It is further recommended that the Board sign the Addendum to the Full Service Maintenance Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one year, commencing on April 28, 2023 and terminating April 27, 2024. Total cost to the County is \$1,168.

### **Tax Services:**

- Recommendation from Director Daryl Crum, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Full Service Maintenance Contract with Print-o-Stat, of York, PA, for maintenance of Tax Services' Hewlett Packard Plotter machine. It is further recommended that the Board sign the Addendum to the Full Service Maintenance

## **AGENDA, WEDNESDAY, APRIL 5, 2023**

### **Page 3 of 5**

#### Tax Services cont'd:

Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one year, commencing on April 28, 2023 and terminating April 27, 2024. Total cost to the County is \$1,168.

- Recommendation from Susan Miller, Assistant Director/Chief Assessor, to approve the following:
  - Personal Tax Exemption Requests meeting the guidelines of County policy:  
Oxford Township – Ralph Beaver, Ruth Brenner, William Cover, Merle Fisher, Ruella Funner, Charles Griffin Sr., Margaret Hoffheins, Gloria Soullaird, Paul Steich, Alice Williams, Kenneth Williams Jr., Richard J. Wolfe, Jean Zumbrum, Harold Sentz, Ella Lein and Harold Baker;  
Cumberland Township – Marion Peters, Marie Medcalf, Anna Harris, Cathlene Hernandez and Myrna Sanborn; Straban Township – Emma M. Kauffman.
  - Veterans Real Property Tax Exemption Request effective beginning with the 2023-2024 School Taxes for Parcel #09F18-0178---000, home on .05 acres, located in Cumberland Township.
  - Veterans Real Property Tax Exemption Request effective beginning with the 2023 County/Municipal Taxes for Parcel #12D11-0091D---000, home on 7.72 acres, located in Franklin Township.

#### **Commissioners:**

Recommendation from Molly R. Mudd, Solicitor, to approve the following:

- Ordinance No. 2 of 2023 – An Ordinance Requiring Submission of Municipal Building and Demolition Permits and Substantial Improvement Information to the Adams County Tax Services Department, effective April 5, 2023.
- Recommendation by Solicitor Molly R. Mudd that the Board of Commissioners Ratify action taken by the County to participate in the following five (5) Wave 2 National Opioid Settlements, to receive and commit Settlement Funds in a manner consistent with the Pennsylvania Opioid Misuse and Addiction Abatement Trust Order as follows and in accordance with all other terms of the Settlements:
  - Participate as a Political Subdivision in the Settlement Agreement with Defendant Teva;
  - Participate as a Political Subdivision in the Settlement Agreement with Defendant Allergan;
  - Participate as a Political Subdivision in the Settlement Agreement with Defendant CVS;
  - Participate as a Political Subdivision in the Settlement Agreement with Defendant Walgreens; and

## **AGENDA, WEDNESDAY, APRIL 5, 2023**

**Page 4 of 5**

### Commissioner's cont'd:

- Participate as a Political Subdivision in the Settlement Agreement with Defendant Walmart.
- Participate in all (5) Wave 2 Settlements as a Litigating Subdivision.

Settlement amounts dependent upon the Political Subdivision Participation rate.

### **Personnel Report:**

#### Court:

Note employment of the following:

- Gobielle "Gaby" Francis, Law Clerk Intern for Judge Simpson, part time (up to 29.5 hours/week), effective March 31, 2023.
- Domestic Relations - Mary A. Churchey, General Clerk, effective March 27, 2023
- Probation Services
  - Tricia Mutchler, General Clerk, effective March 27, 2023
  - Joshua Paul, Probation Officer, effective April 10, 2023
- Court Administration – Separation of Employment of Paul Ketterman, Tipstaff, effective April 17, 2023
- Probation Services – Separation of Employment for Matthew Wagaman, Probation Officer, effective April 14, 2023

#### Planning:

Transfer of Cecilia Billingsley from Information Coordinator to Administrative Specialist-Planning/GIS, effective March 22, 2023.

#### Department of Emergency Services:

Status change for Brett Allison from Part time as Needed to Fulltime (40) Telecommunicator, effective March 27, 2023.

#### Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Corrections Officers, pending successful completion of background screenings: Troy Olp, Greg Pritchard, Ronald Sellman, and John Mellott, effective April 10, 2023; Emma Lady, effective May 1, 2023
- Note the leave of absence for Kahla Kittrell, Corrections Officer, effective March 7 through March 28, 2023

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

- Marcus Holder, Corrections Officer, effective March 8, 2023
- Rescind offer of employment for John Mellott, Corrections Officer, effective April 10, 2023

**AGENDA, WEDNESDAY, APRIL 5, 2023**

**Page 5 of 5**

**Expenditures:**

Approve the following expenditures for the period March 17, 2023 through March 31, 2023:

General Fund Total	\$ 1,722,771.23	
General Fund	\$ 628,130.54	
PCard Payment	\$ 8,911.98	
Payroll – Week #13	\$ 1,085,728.71	
Children & Youth Services	\$ 214,542.32	
Liquid Fuels	\$ 15,673.25	
Domestic Relations	\$ 366.20	
HazMat Fund	\$ 12.00	
CDBG	\$ 203,294.00	
Ag Land Funds	\$ 521,300.19	
Commissary Fund	\$ 571.79	
Records Management	\$ 3,155.00	
Hotel Tax Fund	\$ 72,373.36	
American Rescue Plan Act 2021	\$ 127.47	
Capital Project-Reserve	\$ 11,462.50	
Capital Projects	\$ 144,656.09	
911 Fund	\$ 354,534.23	
Internal Service Fund	\$ 225,740.98	

**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:**