

**PROPOSED                      AGENDA, WEDNESDAY, MARCH 10, 2021:**

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

**Pledge of Allegiance**

**Minutes:**

Approve the Minutes of the February 24, 2021 Commissioners' Meeting as presented.

**Presentation:**

Recognize Deputy Controller Beth Cissel for achieving and being designated a "Certified Government Financial Manager". This is a professional certification issued by the Association of Government Accountants (AGA). This sets the standard for financial expertise and ethics in government accounting by which government financial management professionals are measured. We congratulate Beth on this achievement.

**Proclamation:**

- **Land Conservancy of Adams County** – April 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.*

**Department of Probation Services:**

Recommendation from Gale Kendall, Chief and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

- Addendum to the January 1, 2021 Independent Contractor Agreement with Dewaine Finkenbinder for the administration of DUI Highway Safety classes on behalf of the Probation Department. This Addendum will increase the required class time from 12.5 hours to 13.5 hours in accordance with the PA DUI Association's new training standards. All other terms will remain unchanged, including Mr. Finkenbinder's hourly rate of \$55.00.
- Execute the Statement of Work with Corrections Development Inc. (CDI BTM) of Pennel, PA and execute the Adams County IT On-Premises Security Addendum. These documents will enable Adams County Probation to continue utilizing CDI BTM's Pro-Text, Pro-Communication, and ProTrack applications and leverage CDI BTM for support of these applications. These applications enable the Probation Department to discharge their duties in regard to Probationers by facilitating

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#### **Department of Probation Services cont'd:**

communication. The term of the contract is one (1) year through December 31, 2021 and the cost to the County is \$15,050.00 to be paid from Contracted Services. The County receives a refund or credit on the next billing statement if the mobile application becomes unavailable.

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

Recommendation from Sarah Finkey, Administrator and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

- Amended Per Diem Rate Agreement to the In-Home Services Purchase of Service Agreement with Pennsylvania Counseling Services, Inc., dated July 1, 2020. This Amended Rate Sheet corrects the rate for Standard Psychiatric Evaluation to \$265.00 and Psychiatric Medication Management to \$70.00 per visit effective immediately.
- The Residential Lease Agreement with SAG Real Estate Group for property located at 149 #B Carlisle Street, Gettysburg. The purpose of the lease is to provide housing for qualified youth participating in the CYS Independent Living Program. The lease commences March 10, 2021, and terminates February 28, 2022, at a monthly rental rate of \$1,125.00.

#### **Register and Recorder:**

Recommendation from Register & Recorder Karen Heflin, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the Resolution3 Verdict Online Index Books Software Services Renewal Agreement with Cott Systems, Inc. for case management and land records management software. This Agreement shall be effective March 1, 2021 for a thirty-six (36) month term, with a monthly licensing fee of \$3,555.00 totaling \$127,980.00 over the life of the Agreement. The Board should also approve and sign Appendix A to the Renewal Agreement governing Requirements for On-Premises Adams County Hosted Applications/Services.

#### **Treasurer:**

Recommendation from Treasurer Christine Redding, that the Board of Commissioners approve the following:

- Account Agreement and Authorization Resolution with ACNB Bank for the opening of the Tax Collecting Account #XXXX6932 for the collection of the County and Municipal taxes for Abbottstown Borough.
- Authorization Resolution to correct and identify the signatories for the following accounts: XXXX3662; XXXX8611; XXXX1360; XXXX3092; XXXX3448

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#### **Department of Emergency Services:**

Recommendation from Warren Bladen, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners approve and execute the Quote with KINT Corporation, Harrisburg, PA for fire suppression system inspection services. The quote covers the systems located at the Department of Emergency Services (DES) building in Straban Township and in the server room of the Courthouse. The term of the Agreement is one (1) year, with the cost to the County totaling \$6,339.00 broken out as follows: \$710.00 budgeted from the IT Department Fire Suppression budget and the remainder paid from the DES 911 Budget.

#### **Building & Maintenance:**

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

- Execute the "Tree & Shrub Care Proposal" and associated Addendum with Bartlett Tree Experts, Gettysburg, PA for soil care and fertilization and for Boost Liquid Nutrient Treatment for the Yellowwood Trees at the front of the Courthouse building at 117 Baltimore Street. The treatments will occur two (2) times between March 23, 2021 and July 7, 2021. The total cost of the contract is \$232.50 and is a budgeted expense.
- Execute a Lease Agreement with Pitney Bowes for a backup mail machine for the Human Services Building. The Lease terms are governed by CoStars Contract #4400015965. The term of the Lease is thirty-six (36) months and the monthly fee is \$188.77, totaling \$6,795.72 over the life of the Lease. The cost will be funded from Building and Maintenance's Contracted Services budget.

#### **Finance Department:**

- Recommendation from Phillip Swope, Staff Accountant and after review by Solicitor Molly Mudd, that the Board of Commissioners sign and execute the following documents for the lease of vehicles from Enterprise Fleet Management for a term of five (5) years. The cost will be paid from Contracted Services:

##### Sheriff's Department:

- 2021 Ford Transit-250 Cargo and Q-14910 with 911 Rapid Response for retooling of the vehicle as a prison transport vehicle. The total cost of the lease is \$65,017.28
- A second 2021 Ford Transit-250 Cargo and Q-14910 with 911 Rapid Response for retooling of the vehicle as a prison transport vehicle. The total cost of the lease is \$65,017.28
- 2021 Ford Expedition and Q-14909 with 911 Rapid Response for retooling of the vehicle as a cruiser/prison transport vehicle. The total cost of the lease is \$56,497.08

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#### Finance Department cont'd:

##### Building and Maintenance:

- 2020 Ford Escape. The total cost of the lease is \$24,589.00.
- 2021 Ford F-250 with a plow and strobe lights. The total cost of the lease is \$38,447.00.
- 2021 Ford F-450 with specialized dump body and plow. The total cost is \$79,677.00.

##### Prison:

- 2021 Ford Police Interceptor Utility with partition. The total cost is \$38,189.80.
- Recommendation from Melissa Devlin, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners approve and execute the following:
    - Business Credit Application Agreement with Agsalt Processing LLC of Guys Mills, PA 16327 for the purpose of obtaining snowmelt and commercial salt on credit. Actual contracts for purchase of commodities are required to go through legal review and public meeting approval; and
    - Credit Application with HVAC Distributors, Inc. of Mount Joy, PA 17552, for the purpose of obtaining HVAC merchandise on credit. Actual contracts for the purchase of HVAC commodities are required to go through legal review and public meeting approval.

#### **Planning and Development:**

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

- GIS Technical Support Services Proposal and the associated Addendum to EBA Engineering Quote with GeographIT, a division of EBA Engineering, Inc. of Lancaster. These documents allow the Office of Planning and Development to continue to receive support for GIS software in use by the Office. The term of the Agreement begins March 10, 2021 and ends on December 31, 2021. The price of the contract depends on the number of hours billed and is capped at \$5,000.00. The cost is budgeted from Professional Services.
- Execute Quote #25998873 with ESRI of Redlands, CA for the renewal of the County's license for GIS software leveraged by the Planning and Tax Services Departments. The term of the contract is for one (1) year, and the cost to the County is \$20,366.00 to be paid out of contracted services. The terms of the contract are governed by CoStars Contract #4400022588.

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

Recommendation from Warden Katy L. Hileman, and after review by Solicitor Molly Mudd, that the Board of Commissioners ratify the Agreement and Addendum with PowerDMS (Document Management Simplified) of Orlando, Florida that enables the prison to receive document management services from the vendor including Title 37 compliance capability. The term of the contract is for one (1) year ending on April 23, 2022. The cost of the contract is \$9,530.95, and the item is fully budgeted.

### **Information Technology:**

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

- Execute the Engagement Letter, Memorandum of Understanding for Cybersecurity Support Services, and Non-Disclosure Agreement with the Pennsylvania National Guard's Defensive Cyber Operations Element (PANG DCOE). These documents enable the County to establish a relationship with PANG DCOE to provide support in the event the County experiences a cyber emergency. This Agreement is at no cost to the County. In the event of a cyber emergency, PANG DCOE will issue a Statement of Work to the County for cybersecurity support services. The term of these documents is five (5) years but either party can terminate at any time without penalty with (30) days written notice.
- Execute Quote #AC-2-21-1 with Keyser Consulting Group, LLC of Gettysburg PA to receive support for firewall software that facilitates video conferencing. The services are being provided under the terms of Statewide Co-Stars Contract #4400020816. The term of the software support services is one (1) year ending on March 30, 2022. The cost to the County is \$250.00.
- Ratify execution of Service Attachment Agreement #145450 with Candoris Technologies, LLC of Annville, PA for remote tech support to assist the County with its infrastructure issue(s) and to augment the County's IT support capabilities. The term of the contract is for one (1) year. The rate for services under the contract shall be \$280.00 per hour, with costs to be paid from professional services.

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

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

- Ratify the Adams County Human Services Plan for Emergency Rental Assistance submitted to the Commonwealth of Pennsylvania, Department of Human Services (DHS) on or about March 5, 2021 for approval by DHS of the County's Proposed Plan to alleviate the risk of homelessness and housing instability caused by the effects of the coronavirus pandemic by partnering with the South Central

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Commissioner's Office cont'd:

Community Action Programs ("SCCAP") to administer the SIX MILLION, SEVEN HUNDRED SEVENTY-FOUR THOUSAND, NINE HUNDRED AND THIRTY-THREE DOLLARS AND TWENTY CENTS (\$6,774,933.20) in funds allocated by the State to Adams County for eligible households for rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears and other expenses related to housing incurred due directly or indirectly to the COVID-19 outbreak.

- Authorize the advertisement for bid for the Maintenance Repairs of Forty (40) County Bridges. The bid will be held through PennBid and will be opened on April 21, 2021.

**Personnel Report:**

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the following effective March 8, 2021:

- Employment of Thomas Redmond, Caseworker 1-Family Support
- Rescind the offer of employment for Stacie Wineholt, Caseworker 2

Department of Emergency Services:

Recommendation from Warren Bladen, Director, to approve the employment of Nicole Martz, Part Time as Needed Telecommunicator, effective March 8, 2021.

IT Department:

Recommendation from Phil Walter, CIO, to approve the employment of Lynda Bohager, IT Technology Trainer, Part Time Regular, effective March 8, 2021.

Separation of Employment with permission to post:

- Todd Gardner, Veteran Service Officer in the VA Department, effective March 26, 2021
- Shaunaca James, Caseworker 2-Independent Living, effective March 17, 2021
- Samuel Biesecker, 911 Telecommunicator, effective March 18, 2021
- Retirement of Marvin Hewitt, Deputy First Class, effective April 23, 2021
- Ryan Cunningham, Corrections Officer, effective March 3, 2021
- Cienna Pierre, Part Time as Needed Corrections Officer, effective February 25, 2021

**Expenditures:**

Approve the following expenditures for the period February 22, 2021 through March 5, 2021:

General Fund Total	\$ 2,086,661.89
General Fund	\$ 1,108,536.79
Pcard Payment	\$ 9,202.31

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Expenditures cont'd:

Payroll – Week #9	\$	968,922.79
Children & Youth Services	\$	175,474.94
Commissary Fund	\$	4,020.57
Records Management	\$	11,325.00
Hotel Tax Fund	\$	56,311.90
Human Services	\$	3,329.20
Capital Projects - Reserve	\$	14,945.67
911 Fund	\$	48,957.28
Internal Service Fund	\$	243,535.72

**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:**