

AGENDA, WEDNESDAY, MARCH 22, 2023:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the March 8, 2023 Commissioners' Meeting as presented.

Proclamations:

- **“Optimist Presentation to Eric Beyer”** – March 22, 2023
- **“Adams County Historical Society”**

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 quotation from Thomson Reuters, a Canadian company, for renewal of the County's Westlaw subscription. Westlaw is used for legal research by the Courts, Magistrate District Judges, Solicitor's Office, District Attorney's Office, and Domestic Relations. The term of the Agreement is one (1) year, commencing on June 1, 2023 and terminating on May 31, 2024. Total cost to the County is \$23,885.04.

Office of the Coroner:

Recommendation from Coroner Patricia Felix, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to approve the invoice from Hopkins Software Solutions, of Commodore, PA, for renewal of the Coroner's H.A.N.D. Notify Access. This software provides notification of Hospice and nursing home deaths directly to the Coroner's office. It is further recommended that the Board sign the Addendum to the End User Licensing Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one (1) year, commencing on April 3, 2023 and terminating on April 2, 2024. Total cost to the County is \$350.00.
- Ratify the signature of Coroner Patricia Felix, dated September 26, 2022, on the Work Statement from the Pennsylvania Department of Health Prescription Drug Monitoring Program (“PDMP”). This Agreement provides that the Coroner's office will submit coroner reports and toxicology reports for overdose deaths, violent

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Office of the Coroner cont'd:

deaths, and maternal deaths in Adams County to the PDMP for purposes of monitoring and mitigation. In return, PDMP shall pay to Adams County \$10,000.00 for the submission of reports dating July 1, 2022 to June 30, 2023.

IT Department:

Recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the signature and approval by Chairman Randy L. Phiel of the Quote from Hull's Electric Service, of Gettysburg, to clean the servers, routers, and battery back-up units in the main server room and two network switch closets. Cleaning of these areas is necessary due to accumulation of debris from the welding which was performed on the HSB roof. It is further recommended that the Board approve the Terms and Conditions between Hull's and the County. This quote is effective March 10, 2023. The total cost for this work is \$1,420.00.

Ag Land Preservation:

Recommendation from Ellen Dayhoff, Rural Resource Manager, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the offer letter for the David and Beatrice Waybright Farm, 837 Mason Dixon Road, Gettysburg, PA located in Cumberland Township, 70.27 acres, \$3,000.00/acre. It is further recommended that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the Agreement of Sale.

Planning – Community Development Block Grant:

Recommendation from Deana Duvall, Grants Coordinator, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and authorize Chairman Randy L. Phiel to sign the Revision Request for 2019 CDBG OBO Littlestown and 2020 CDBG OBO (C-000080369) Littlestown Curb Ramp projects. This request is to change locations for Littlestown Curb Ramp Projects.

Building and Maintenance:

Recommendation from Larry Steinour, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the signature and approval by Chairman Randy L. Phiel of the Quote from PROAC Corporation, of Bethel, PA, for cleaning the internal duct work within the IT server room air handler unit, which has debris from the internal welding work that was performed on the HSB roof. It is further recommended that the Board approve the Terms and Conditions between PROAC and the County. This quote is effective March 10, 2023. Total cost to the County is \$2,145.00.

Human Resources:

Recommendation from Michelle Miller, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the signature of Solicitor Molly R. Mudd on an Engagement Letter for Professional Services with Eckert Seamans Cherin & Mellott, LLC of Pittsburgh for an operational audit of the county's HIPAA privacy Policies and Procedures. Deliverables will include review of existing HIPAA privacy and security policies, review and update cyber incident assessment, breach response, notification and mitigation procedures, preparation of an online training tool, and an on-site training session. The cost of these services is a flat fee of \$16,500, which will be paid through a PCorp Loss Control Grant.

Public Defender:

Recommendation from Chief Public Defender Scott Harper, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the License Agreement with LegalEdge Software. LegalEdge will provide case management software for the Public Defender's office and migrate the data from the Public Defender's previous case management system, which is being decommissioned. The term of the Agreement is one (1) year and shall commence upon the "go-live" date. Total cost to the County is \$23,000.00.

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 sign the quote from Governmentjobs.com, Inc., D/B/A NEOGOV, a California company, for renewal of the ACACC's PowerDMS software. PowerDMS is the ACACC's policy management software and allows the ACACC to provide documentation to the Pennsylvania Department of Corrections for Title 37 Inspections. It is further recommended that the Board sign the Addendum to the Services Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one (1) year, commencing April 24, 2023 and terminating April 23, 2024. Total cost to the County is \$10,613.96.
- Designate Chairman Randy L. Phiel to sign the Estimate from On the Fly Pest Solutions, Inc., a Maryland Company, for pest control services at the ACACC. It is further recommended that the Board sign the Terms and Conditions between On the Fly and the County. The term of the Agreement is one (1) year, commencing March 22, 2023 and terminating March 21, 2024. Total cost to the County is \$3,393.72.

Commissioners:

- Authorize the advertisement to accept sealed bids for the Maintenance Repairs of Forty County Bridges. Sealed bids must be submitted online at PennBID on or

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Commissioners cont'd:

before 8:00 a.m. prevailing time on May 3, 2023. All bids received will be publicly announced at the regularly scheduled Commissioners meeting on May 3, 2023.

- Authorize the advertisement of 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.
- Recommendation from Solicitor Molly R. Mudd, that the Board of Commissioners approve and ratify the signature of Chairman Randy L. Phiel on the IdentifyWorks Products & Services Order Form dated March 15, 2023.
- Present thirteen (13) proposed grant awards for the Board of Commissioners approval and funding through the County's American Rescue Act (ARRF) Grant Program.

Personnel Report:

Court:

- Probation Department
 - Promotion of William "Billy" Smith from Probation Officer to Director, effective March 13, 2023
 - Employment of Margaret Egan and Brittini Fogle, Probation Officers, effective March 20, 2023

Public Defender:

Recommendation from Steve Nevada, County Administrator, to approve the promotion of Scott Harper from Assistant Public Defender, to Chief Public Defender, effective March 8, 2023.

Planning:

Transfer of Deana Duvall to the Grants Coordinator position, effective March 13, 2023

Victim Witness:

Permission to post the vacant Director Services Victim Advocate position

Conservation District:

Recommendation from Adam McClain, District Manager, to approve the transfer of Tyler Echard from Chesapeake Bay Program Technician to the Ag Technician position, effective March 13, 2023.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Corrections Officers, pending successful completion of background screenings: Brandon M. Black, Markie Rogers, effective April 10, 2023

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Personnel Report cont'd:

- Transfer of Daryl Smith from the Captain of Operations to the Captain of Community and Re-Entry position, effective March 8, 2023

Separation of Employment:

- Lida Fitz, Children & Youth Caseworker 2, effective March 31, 2023
- Travis Stasa, IT Tech 1/Application Specialist, effective March 31, 2023
- Elizabeth Smith, Corrections Officer, effective March 13, 2023
- Casmer Bielby, Corrections Officer, effective March 27, 2023
- Jerrad Nutley, Corrections Officer, effective March 14, 2023
- Theresa Turney, Corrections Officer, effective March 15, 2023

Expenditures:

Approve the following expenditures for the period March 4, 2023 through March 17, 2023:

General Fund Total	\$ 1,850,796.52
General Fund	\$ 575,771.47
Debt Service Payments	\$ 219,628.13
Payroll – Week #11	\$ 1,055,396.92
Children & Youth Services	\$ 142,384.29
HazMat Fund	\$ 235.01
Law Enforcement	\$ 435.12
Commissary Fund	\$ 7,916.39
Hotel Tax Fund	\$ 106,415.12
Human Services	\$ 1,656.19
Parks, Recs & Green Space Prgm	\$ 260,000.00
American Rescue Plan Act 2021	\$ 5,000.00
Capital Projects	\$ 89,000.00
911 Fund	\$ 10,957.71
Internal Service Fund	\$ 509,359.62

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: