

## **AGENDA, WEDNESDAY, FEBRUARY 7, 2024:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the January 24, 2024 Commissioners' Meeting as presented.

### **Proclamation:**

- **“Court Reporting and Captioning Week 2024”** – February 3-10-, 2024

### **Commendation:**

Presentation by Warren Bladen, Director, of a Prehospital Delivery Commendation from the Emergency Health Services Federation for Dusty Lumpkin, Telecommunicator, for providing instructions over the phone for the delivery of a child.

### **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.*

### **Public Meeting - Harry & MaryJane Hilbert Farm:**

Date and Time advertised to accept public comments on the purchase of the Conservation Easement for the Harry & MaryJane Hilbert Farm, 350 Hickory Road, Mt. Joy Township consisting of 45.54 acres.

### **Planning Department:**

Recommendation by Director Sherri Clayton-Williams, on behalf of the County Agricultural Land Preservation Board, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Agreement of Sale with Harry and MaryJane Hilbert for the purchase of an agricultural conservation easement for a 45.54 acre farm owned by Harry and MaryJane Hilbert in Mt. Joy Township. The purchase price of this easement is \$127,876.32 (\$2,808/acre), with \$3,620.73 in incidental costs, for a total cost of \$131,497.05. No state or federal funds will be used towards the purchase of the easement and all costs will be borne by the County. The Agreement is effective February 7, 2024.

### **Adams County Planning Commission:**

Recommendation that the Board of Commissioners review the record created at the January 24<sup>th</sup> Public Hearings regarding a proposed map amendment and a proposed text amendment to the Adams County Zoning Ordinance, and render a decision on both the map amendment and the text amendment as follows:

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### Adams County Planning Commission cont'd:

- A proposed map amendment to the Adams County Zoning Ordinance as it is applied in Germany Township to change the property at 6295 Baltimore Pike from Residential to Highway Commercial; and
- A proposed text amendment addressing non-conforming uses to the Adams County Zoning Ordinance, proposed by staff and the Adams County Planning Commission.

### **Adams County Parks, Recreation and Green Space Grant Program Funding (2023):**

Recommendation from Sherri Clayton-Williams, Director, on behalf of the Parks, Recreation and Green space Committee, to approve the following for funding and to authorize the Planning Staff to coordinate with the Solicitors Office to prepare Grant Agreements for approval by the Commissioners at a future meeting:

- Freedom Township - \$25,000.00 for ADA Accessible Walking Trail
- Abbottstown Borough - \$19,047.33 for continuation of Phase 1 of the Recreation Park Master Plan (ADA steel benches, improvements to the pavilion, lighting and a volleyball court with net)
- GARA - \$18,746.60 for new swing set
- Adams County Library - \$7,616.00 to install Story Walk system at East Berlin & Carroll Valley Parks
- Conewago Township - \$18,145.00 for Cheetah Park Tennis Court Rehabilitation

### **Court Administration:**

Recommendation from Court Administrator Donald Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Technical Support and Software Maintenance Agreement with Judicial Systems, Inc., a Texas company, for software support and maintenance for the Court's Jury Administration System, JURY2023PLUS, and annual Jury Wheel database updates. The term of the Agreement is one (1) year, commencing on January 1, 2024 and terminating December 31, 2024. Total cost to the County is \$10,231.00.

### **Probation Services:**

Recommendation from Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Supervision Funds Agreement with Commonwealth of Pennsylvania, through the PA Department of Corrections. This Agreement affirms that the County has established policies and procedures for the administration of a County Offender Supervision Fee Program, as provided under 37 Pa. Code 68.71-68.73. This Agreement will permit the County to receive supervision fund grants from the Department of Corrections for the purpose of enhancing probation operations. This Agreement is effective February 7, 2024, for a five-year term, with an applicable coverage period of July 1, 2022 through June 30, 2027.

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### Probation Services cont'd:

- Sign the Statement of Work from Corrections Development, Inc., of Penndel, PA, for modifications to the Adult Probation Case Management System and on-going maintenance and support for the system. The term of this Agreement is January 1, 2024 to December 31, 2024. Total cost to the County is \$17,100.00
- Juvenile Probation Grant Agreement with the Commonwealth of Pennsylvania, acting through the Juvenile Court Judges' Commission. This Agreement provides the County with grant funding in the amount of \$71,777.00 for the purpose of enhancing juvenile probation operations and providing juvenile probation personnel pursuant to the County's Juvenile Justice System Enhancement Strategy. This Agreement is effective February 7, 2024 for the coverage period of July 1, 2023 through June 30, 2024.

### **Information Technology:**

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

- Ratify the renewal of the Agreement with GoDaddy, an Arizona company, for SSL Licensing. This Licensing allows the County to utilize https:// and secure its public facing websites. The term of the Agreement is two (2) years, commencing on March 28, 2024 and terminating on March 27, 2026. Total cost to the County is \$599.98.
- Designate Chairman Randy L. Phiel to sign the Quote and Service Request from Presidio, of King of Prussia, PA, for deployment of County-owned Cisco ISE Software. It is further recommended that Chairman Phiel sign the Master Services Agreement with Presidio. The quote is effective February 7, 2024. The County will be charged at a rate of \$260.00 per hour. The estimated time for completion of the project is 80 hours, with an estimated total cost of \$20,800.00.

### **Tax Services:**

Recommendation from Susan Miller, Chief Assessor, to approve the Disabled Veterans Real Property Tax Exemption Certifications for the following effective with the 2024 County/Municipal Taxes:

- Parcel #30110-0036-000 for a home on .41 acres located in Mt. Joy Township
- Parcel #32H13-0029---040 for the home on .00 acres located in Mt. Pleasant Township

### **Elections & Voter Registration:**

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

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### Elections & Voter Registration cont'd:

- Ratify the Election Integrity Grant Program Post-Election Report. This Report is required by Act 88 of 2022 (25 P.S. 3260.2-A(h)) to be submitted to the Pennsylvania Department of State for the purpose of documenting the use of Grant Program funds used in the last municipal election. Total expenditure of the State Grant funds by the County in the last municipal election was \$152,887.65.
- Two (2) quotes to be paid for through Act 88 Election Integrity Grant funds:
  - Rifkin Co. (Quote 2220818) – This quote with A. Rifkin Co. provides 55 security bags (\$201.20/bag) and 55 long zipper bags (\$8.63/bag) for the purpose of securing election materials used on Election Day. Total cost of all bags with shipping included is \$11,961.80. This quote is effective February 7, 2024.
  - ES&S Purchase Proposal Quote – This quote, made pursuant to the COSTARS-39 State Contract, provides three (3) ExpressVote Universal Voting Systems (\$3,760/unit), three (3) soft-sided cases for the machines (\$250/case), and annual support and maintenance services (\$180/year). Total cost of all equipment, delivery/installation, and support fees is \$12,085.00. This quote is effective February 7, 2024.

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

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

- Attachment 3A to the Hazardous Materials Incident Response Agreement between Adams County and York County, whereby the parties agree that the York County State-Certified Hazardous Materials Response Team will continue to provide primary hazardous material response coverage within Adams County, that complies with Act 165 and current Pennsylvania Emergency Management Agency (PEMA) Directives for Certified Hazardous Material Response Teams in Pennsylvania.
- Memorandum of Understanding (“MOU”) with the American National Red Cross. This MOU permits the Red Cross to continue to use certain office space within the County’s Department of Emergency Services Building for their operations, but the Agreement has been modified to remove access of the Red Cross to the office space now occupied by the County Elections & Voter Registration Office. This MOU is effective August 1, 2023 and expires July 31, 2028.

### **Security:**

Recommendation from Mark Masemer, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Monitoring Services Agreement with LowV Systems, Inc., of Mechanicsburg, PA, for monitoring of the security systems at the Courthouse, the St. Francis Xavier Building, and the Human Services Building. The

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### Security cont'd:

term of the Agreement is one (1) year, commencing on February 7, 2024 and terminating February 6, 2025. Total cost to the County is \$840.00.

### **Adams County Adult Correctional Complex (ACACC):**

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Addendum to the Memorandum of Understanding dated December 14, 2022 with Arbor E&T, LLC (d/b/a Equus Workforce Solutions). This Addendum extends the term of the original MOU with Equus to December 31, 2024, for the purpose of providing employment readiness skills, education, and mentoring services for the inmate population at ACACC. There is no cost to the County. This Addendum is effective February 7, 2024.

### **Adams County Library:**

On behalf of the Adams County Library Board of Trustees, to appoint Jessica Boyer to the Adams County Library Board of Trustees to complete the term of Sheila Fleischer through 2026.

### **Human Resources:**

Recommendation from Assistant Director Danette Laughman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Statement of Work ("SOW") from WellSpan Medical Group. This SOW provides for Biometric and TSH (Thyroid-Stimulating Hormone) screenings for County employees. It is further recommended that Chairman Phiel sign the Master Services Agreement with WellSpan. The term of the SOW is one (1) year, commencing on February 1, 2024 and terminating January 31, 2025. Cost to the County is \$30.00 per Biometric screening and \$10.00 per TSH screening.

### **Commissioners:**

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

- Professional Services Agreement with Adams Regional Emergency Medical Services ("AREMS") for provision of trainers to instruct first aid and CPR classes for any departments in need of these trainings. The term of the Agreement is two (2) years, commencing on February 7, 2024 and terminating February 6, 2026. The County shall pay AREMS \$25.00 per individual who undergoes the training.

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**Personnel Report:**

Courts:

- Domestic Relations –Promotion of Ernesto Fierro from Conference Officer to Director, effective March 11, 2024.
- MDJ Beauchat – Transfer of Kelly Nichols from General Clerk to Administrative Assistant, effective January 29, 2024.

Election/Voter Registration:

Recommendation from Angie Crouse, Director, to approve the employment of John Turner and Joan McNeal, Part Time as Needed General Clerk, Pay Grade S-3, effective January 31, 2024.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Tyler Kunkel, effective February 5, 2024
- Revised date of hire for Connor Ludwig, Correctional Officer, effective March 4, 2024
- Promotion from Corrections Officer to Sergeant for Benjamin Whitmore, effective January 29, 2024
- Promotion from Corrections Officer to Sergeant for Timothy Weible, effective January 29, 2024
- Permission to post one (1) Paid Internship position in the Records Department

Separation of Employment with permission to post:

- Catalina Wilson, Caseworker 2, Children & Youth Services, effective February 9, 2024
- Lizset Diaz-Reyes, Caseworker 2, Children & Youth Services, effective February 16, 2024
- Retirement of Rusty Ryan, Resource Conservation Supervisor, effective June 28, 2024
- Gerry Scott, Assistant District Attorney, effective February 16, 2024
- Corrections Officers: Kara Smith, effective January 4, 2024; Rebecca Jordan, effective January 23, 2024; Dylan Fissel, effective January 31, 2024; Cristian (Courtney) Bonebrake, effective February 2, 2024

**Expenditures:**

Approve the following expenditures for the period January 22, 2023 through February 2, 2024:

General Fund Total	\$ 1,836,822.89
General Fund	\$ 713,640.32
Payroll – Week #5	\$ 1,123,182.57
Children & Youth Services	\$ 231,416.27
HazMat Fund	\$ 12.00
Commissary Fund	\$ 1,019.22
Records Management	\$ 3,155.00
Hotel Tax Fund	\$ 6,000.00

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Expenditures cont'd:

911 Fund	\$	56,180.72
Internal Service Fund	\$	955,409.68

**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:**