

## **AGENDA, WEDNESDAY, JUNE 7, 2023:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the May 17, 2023 Commissioners' Meeting as presented.

NOTE: The May 31, 2023 Commissioners' meeting was cancelled.

### **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.*

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

Recommendation from Sarah Finkey, Administrator, to approve and sign the following 2023-2024 Contracts: Bilingual Conexion, LLC; Alternative Behavior Consultants, LLC; Gettysburg Growing Place; Pennsylvania Comprehensive Behavioral Health Services; Adelphoi Village-In-Home; PA Elite All Star Gym, Inc.; PivotStone Group, LLC; Center for Youth and Community Development-Strengthening Families Program; Center for Youth and Community Development-integrated Children's Services; Pennsylvania Counseling Services, Inc.; SAM'S-Service Access & Management, Inc.; Hoffman Homes; National Mentor Healthcare LLC d/b/a Pennsylvania MENTOR; Alternative Living Solutions; White Deer Run LLC d/b/a Torrance Cove; Outside In School of Education, Inc.; Merakey Pennsylvania; Perseus House; Bethany Christian Services of Central PA (Bethany Safe Home); Abraxas Amendment to Extend Purchase of Service Agreement; Pressley Ridge.

### **Information Technology:**

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

- Appoint Chairman Randy L. Phiel to sign on behalf of the Board the following Agreements with Microsoft Corporation and CDW Government, LLC, ("CDW-G"), an authorized reseller of Microsoft products, made pursuant to a Master Pricing Agreement executed by the County Commissioners Association of Pennsylvania (CCAP) on September 23, 2020:
  - Microsoft Enterprise Update Statement verifying that there has been no increase in the number of required licenses for our Microsoft enrollment this year.
  - Microsoft Enterprise Update Statement verifying that there has been no increase in the number of required licenses for our SQL/Azure Server Enterprise enrollment this year.

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#### Information Technology cont'd:

- Appoint Chairman Randy L. Phiel to sign on behalf of the Board the following Agreements with CDW Government, LLC, (“CDW-G”), an authorized reseller of Microsoft products, made pursuant to a Master Pricing Agreement executed by the County Commissioners Association of Pennsylvania (CCAP) on September 23, 2020, for the third year of payments in a three-year term:
  - CDW-G SQL/Azure Server Enterprise Quote – Renewal of SQL Server/Azure licenses at a quoted price of \$29,586.48 per year. Effective July 1, 2021 for a three-year term.
  - CDW-G Software Enterprise Quote – Renewal of licenses for various Microsoft products (Office 365, Exchange, Windows, etc.) at a quoted price of \$182,061.45 per year. Effective July 1, 2021, for a three-year term.

#### **Tax Services:**

Recommendation from Susan Miller, Assistant Director/Chief Assessor, to approve the following:

- Personal Tax Exemption Request – Cathlene Hernandez, Biglerville Borough who has met the guidelines of county policy for personal tax exemption
- Veterans Real Property Tax Exemption, effective with the 2023-2024 School Taxes:
  - Parcel #30G16-0035D, located in Mt. Joy Township for the home on 3.16 acres
  - Parcel #12C11-0065, located in Franklin Township for the home on 1.18 acres
- Veterans Real Property Exemption Removed:
  - Remove the exemption and place back on the tax rolls Parcel #30H18-0021E, located in Mt. Joy Township, which no longer meets the requirements for exemption

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

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Proposal from GeographIT, a Lancaster, PA company, for Professional GIS Support Services. It is further recommended that the Commissioners sign the Addendum to the Proposal, which incorporates the County’s standard terms and conditions into the Agreement. The term of the Agreement began on January 1, 2023 and terminates on December 31, 2023. The County will be billed on a time and material basis, with a not-to-exceed amount of \$5,000.00.

#### **Adams County Industrial Authority:**

Recommendation from Robin Fitzpatrick, President, and on behalf of the Board of Directors, the appointment of Harry McKean to the Board of Directors, effective May 31, 2023. Mr. McKean is filling the vacancy created by the resignation of Mike Hanson.

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### **District Attorney:**

Recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Project Modification Request for the 2022-24 STOP Violence Against Women Grant #36055, Amendment #2, from the PA Commission on Crime and Delinquency (PCCD) for \$375,000.00 in federal funds. As the cost of the Consultant hired by the County was lower than budgeted, this modification allows for a reallocation of the excess funds to be used for awards for STOP officers and STOP events. This modification does not change the overall grant amount. The Modification is effective May 4, 2023.

### **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 following:

- Proposal from McClure Company, of Harrisburg, PA, for the installation of a new chiller pump and VFD/starter panel at the Adams County Adult Correctional Complex. The pump and VFD were previously purchased by the County. It is further recommended that the Board sign the Addendum to the Terms and Conditions between the County and McClure, which incorporates the County's standard terms and conditions into the Agreement. The quote is effective June 7, 2023. Total cost to the County is \$5,766.00.
- Quote from LowV Systems, Inc., of Mechanicsburg, PA, for the purchase and installation of three (3) new access control doors. This project is part of the remodel for the move of the Voter Registration Office to the Department of Emergency Services Building. This Quote is made pursuant to the terms of the Master Services Agreement between LowV and the County, signed on December 14, 2022. The Quote is effective on June 7, 2023. Total cost to the County is \$6,910.00.
- Memorandum of Understanding ("MOU") with The Theodore Burr Covered Bridge Society of Pennsylvania, Inc. ("Society"), a nonprofit organization dedicated to the preservation and restoration of covered bridges in Pennsylvania. This MOU provides for the painting of the historic Sachs Covered Bridge by the Society at no additional cost to the County. The Society will paint the outside of the bridge and apply flame retardant to the inside of the bridge. Work is anticipated to begin the first week of August 2023. The MOU is effective June 7, 2023.

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

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Business Associate and Qualified Service Organization Agreement with PrimeCare Medical, Inc. of Harrisburg, PA, with whom the County contracts for the provision of medical services at the ACACC. The County as a Business Associate is required to enter

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#### Adams County Adult Correctional Complex cont'd:

into this Agreement with PrimeCare a Covered Entity pursuant to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA “), and the Health Insurance Technology for Economic and Clinical Health Act (“HITECH Act”), as well as the regulations promulgated under the Acts (collectively, the HIPAA Rules”), the Federal Confidentiality Law, 42 USC §290dd-2, and underlying regulations at 42 CFR Part 2, and applicable state and local statutes and regulations. The Agreement is effective as of June 7, 2023.

#### **Human Resources:**

Recommendation from Michele Miller, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the following Agreements with Capital BlueCross regarding the administration of employee health benefits in 2023:

- Administrative Services Only (ASO) Group Contract and Declaration Page – An agreement for Capital BlueCross to administer certain health benefits on behalf of the County as described in the plans and benefits booklets outlined herein.
- Group Preferred Provider Benefits – General benefits, coverage, and administrative procedures under the PPO Plans for union and non-union employees. For 2023, the Benefits Booklets have been modified to include a \$500/\$1,000 base level deductible for all groups except for Teamsters Support, which will remain at a \$250/\$500 base level deductible.
- Rx Card Plan – Prescription drug benefits and coverage under the Plan. For 2023, the prescription plan has added “90DayMyWay” to allow employees to obtain maintenance drugs in 90-day supply.
- Vision Benefits – Vision plan benefits remain unchanged from 2022.

All agreements are effective January 1, 2023, for a term of one (1) year, ending December 31, 2023.

#### **Commissioners:**

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

- Engagement Letter with PFM Financial Advisors, LLC, a Financial Advisory Firm based in Harrisburg. This Engagement Letter outlines the scope of financial advisory services that PFM will offer to the County related to financial planning, budget, strategic advice, policy development, and debt issuance. The cost of any service offered under this Agreement will be negotiated by the parties at the time the service is required. This Agreement is effective May 9, 2023 and shall continue until terminated by either party.

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Commissioners cont'd:

- Designate Chairman Randy L. Phiel to sign on behalf of the Board of Commissioners, the Agreement with Contractor Jay Fulkroad & Sons, Inc. of McAlisterville for the Maintenance Repairs of Forty County Bridges, at a base bid price of \$489,628.19.

**Personnel Report:**

Court Administration:

- Separation of Employment – Olivia Allen, Conference Officer in Domestic Relations, effective June 2, 2023; Whitney Poland, General Clerk in MDJ Beauchat’s Office, effective June 12, 2023

Register & Recorder:

Note the employment of Brianna Gantz, Deputy Clerk 2, effective May 22, 2023, pending successful background screening.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the employment of Zoe Luedtke, Office Assistant-Clerical, pending successful pre-employment requirements, effective June 12, 2023.

Public Defender:

Recommendation from Chief Public Defender Scott Harper, to approve the employment of Sonia Wise, Assistant Public Defender, effective June 12, 2023.

Separation of Employment with permission to post:

- Don Boehs, Deputy Sheriff, effective June 1, 2023
- Christina Purvis, Court Clerk 1, Prothonotary’s Office, effective June 13, 2023
- Brianna Gantz, Deputy Clerk 2, Register/Recorder’s Office, effective May 31, 2023
- Ryan Holt, Staff Accountant-GL, Controller’s Office, effective July 7, 2023
- Donald Livelsberger, Part time Mail Clerk, effective May 19, 2023 – not posting at this time
- Krista Masterstefone, Telecommunicator, effective June 9, 2023
- Troy Olp, Corrections Officer, effective May 15, 2023
- Kevin Plummer, Corrections Officer, effective May 28, 2023

**Expenditures:**

Approve the following expenditures for the period May 13, 2023 through May 26, 2023:

General Fund Total	\$ 2,158,084.31
General Fund	\$ 1,061,665.77
Payroll – Week #21	\$ 1,096,418.54

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Expenditures cont'd:

Children & Youth Services	\$	226,400.52
HazMat Fund	\$	209.40
CDBG	\$	910.00
Commissary Fund	\$	6,045.67
Records Management	\$	3,155.00
Hotel Tax Fund	\$	20,000.00
American Rescue Plan Act 2021	\$	5,655.00
Capital Projects	\$	65,360.74
911 Fund	\$	46,086.46
Internal Service Fund	\$	336,870.07

**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:**