

AGENDA, WEDNESDAY, FEBRUARY 21, 2024:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the February 7, 2024 Commissioners' Meeting as presented.

Presentation:

Presentation to Sergeant Cliff Houser, Adams County Adult Correctional Complex, in recognition of over 23 years of dedicated service to the County.

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 Hearing – 2020 Community Development Block Grant Program Budget Modification:

This is the date and time advertised to accept public comment on the proposed budget modification for the 2020 Community Development Block Grant (CDBG) Program. The request is to delete the Keystone Health Mobile Clinic for Migrant Farmworkers activity in the amount of \$228,423.00 and request addition to the Biglerville Brough & Authority Water Main Replacement activity in the amount of \$228,423.00. After the hearing, to recommend the Board of Commissioners approve the submission of the Budget Modification to the Department of Community & Economic Development.

2020 Community Development Block Grant Program Budget Modification:

Recommendation from Deana Duvall, Grants Coordinator, to approve the submission to the Department of Community & Economic Development the Budget Modification reflecting the change from Keystone Health Mobile Clinic for Migrant Farmworkers to Biglerville Borough & Authority Water Main Replacement in the amount of \$228,423.00.

Adams County Community Broadband Advisory Task Force:

Presentation by staff of the Adams County Community Broadband Advisory Task Force regarding the Multi-Purpose Community Facilities Program Grant Program (hereinafter, "the Facilities Grant"), a grant funded by the Coronavirus Capital Projects Fund established under the American Rescue Plan Act as a \$45 million competitive grant program for community projects that construct, acquire, or improve facilities which are open to the public and will directly enable work, education, and health monitoring at the facility. Following a public hearing held by the Task Force for entities interested in pursuing Facilities Grant funding, the Task Force recommends to the Board of

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Adams County Community Broadband Advisory Task Force cont'd:

Commissioners that a Letter of Support be issued in support of the application of the Center for Youth and Community Development (hereinafter, "CYCD").

Court Administration:

Recommendation from Don Fennimore, Court Administrator and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Co-terminous Addendum to Lease Agreement 500-50255170, originally approved on May 5, 2021, with Cisco Systems Capital Corporation. This Addendum provides for video conferencing equipment for the Courtroom at the Human Services Building. The Addendum is made pursuant to CoStars contract Nos. 003-E22-583 and 006-E22-223. The term of the Lease is thirty-three (33) months, commencing on acceptance of the equipment. Total cost to the County is \$24,706.19, to be paid in three installments of \$8,235.40.

District Attorney:

Recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Equitable Sharing Agreement and Certification with the Federal Departments of Treasury and Justice. This Agreement certifies that the District Attorney's Office received no federal forfeiture funds for fiscal year 2023 and provides terms and conditions relating to receipt and use of any such funds in fiscal year 2024. This Agreement and Certification is effective February 21, 2024.

Coroner:

Recommendation from Coroner Francis Dutrow, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the following:

- General Service Proposal #151885 from Overhead Doors, of Lewisberry, PA. Overhead Doors will perform annual general service and preventative maintenance on the rolling door located at the Coroner's Office. The term of the Agreement is two (2) years, commencing on February 21, 2024 and ending on February 20, 2026. The yearly cost to the County is \$325.00, for a total of \$650.00 over the term of the Agreement.
- 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 Addendum No. 2 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 March 1, 2024 and terminating on February 28, 2025. Total cost to the County is \$350.00.

Treasurer:

Recommendation from Treasurer Crissy Redding to approve and sign the following:

- ACNB Bank Corporate Authorization Resolutions to confirm Controller Tammy Myers as an authorized signatory for Adams County Accounts: XXX6665, XXX3239, XXX5485, XXX8991, XXX3993, XXX3611, XXX3638, XXX3689, XXX3022, XXX2536, XXX3638 and XXX9901. To initiate and/or confirming wire transfers and/or ACH's accounts XXXX6932, XXXX3611 and XXXX5485.
- Agreements with Adams County National Bank ("ACNB"):
 - Master Agreement for Treasury Management Services – This Agreement provides the general terms and conditions related to the use of banking services by the County, including online banking, ACH services, wire transfers, and check positive pay. This Agreement is effective February 21, 2024.
 - Addendum to Master Agreement for Treasury Management Services – This Addendum modifies the Master Agreement to include standard County terms and conditions. This Addendum is effective February 21, 2024.
 - Appendix V and Remote Deposit Application – This Appendix adds an expedited check deposit service which enables the County to make deposits from its business offices. This Appendix is subject to the terms and conditions of the Master Agreement. This Appendix is effective February 21, 2024. It is further recommended that the Board approve the Remote Deposit Application required to effectuate the service outlined in Appendix V.
- Agreements and Resolutions related to the collection of municipal and county taxes in the boroughs of Abbottstown, Arendtsville, and Bendersville:
 - Abbottstown Borough – Approval of the Agreement for Collection of Municipal and County Taxes with Abbottstown Borough, which provides that the County Treasurer will be responsible for the collection of 2024 and 2025 municipal and county taxes on behalf of Abbottstown Borough due to a continued vacancy in the borough tax collector office. This Agreement is effective February 21, 2024 through December 31, 2025. It is further suggested that the Board approve Resolution No. 1 of 2024, reflecting the same.
 - Arendtsville Borough – Approval of the Agreement for Collection of Municipal and County Taxes with Arendtsville Borough, which provides that the County Treasurer will be responsible for the collection of 2024 and 2025 municipal and county taxes on behalf of Arendtsville Borough due to a continued vacancy in the borough tax collector office. This Agreement is effective February 21, 2024 through December 31, 2025. It is further suggested that the Board approve Resolution No. 2 of 2024, reflecting the same.
 - Bendersville Borough – Approval of the Agreement for Collection of Municipal and County Taxes with Bendersville Borough, which provides that the County Treasurer will be responsible for the collection of 2024 and 2025 municipal and county taxes on behalf of Bendersville Borough due to a

Treasurer cont'd:

continued vacancy in the borough tax collector office. This Agreement is effective February 21, 2024 through December 31, 2025. It is further suggested that the Board approve Resolution No. 3 of 2024, reflecting the same.

Children & Youth Services:

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

- Amendment to Purchase of Service Agreement with Pressley Ridge, a Pennsylvania non-profit. This Amendment modifies the Purchase of Service Agreement of June 6, 2023, to include therapeutic supervised visitation services at a rate of \$87.89 per hour. This Amendment is effective February 21, 2024, and terminates upon expiration of the Purchase of Service Agreement on June 30, 2024.
- Agreements with Avanco International, Inc.:
 - AFCARS Upgrade and Maintenance Agreement – This Agreement provides that Avanco will provide regular upgrades and maintenance to the federal Adoption and Foster Care Analysis and Reporting System (“AFCARS”), which provides data on children in foster care who have been adopted with title IV-E agency involvement through the Child Accounting and Profile System (“CAPS”) used by the County. The cost of the upgrades is \$220,000.00, distributed among the 56 counties using CAPS. Total cost to the County is \$2,481.61. This Agreement is effective January 1, 2024, through June 30, 2024.
 - HIPAA Business Associate Agreement – This Agreement outlines the relative responsibilities under HIPAA between the County and Avanco regarding the handling of protected health information. This Agreement is effective February 21, 2024.
 - Consulting Services Addendum To CAPS Service Provider Agreement - This Addendum amends the Master CAPS Service Provider Agreement for Fiscal Year 2023-2024 to include consulting services as needed, not to exceed \$30,000.00 annually. This Agreement is effective February 21, 2024.
 - CWIS Maintenance Agreement FY23-24 – This Agreement provides that Avanco will conduct regular maintenance and upgrades to the PA Child Welfare Information System (“CWIS”) for fiscal year 2023-2024. The cost of the maintenance and upgrades is \$350,000.00, distributed among the 56 counties using CAPS. Total cost to the County is \$3,948.01. This Agreement is effective February 21, 2024.
 - CAPS Service Provider Agreement – This Agreement provides access to the Child Accounting and Profile System (“CAPS”) to 65 County users at a rate of \$36,196.28 per year (\$9,049.07 quarterly). This Agreement is effective July 1, 2023 through June 30, 2024.

Planning Department:

Recommendation from Sherri Clayton-Williams, Director, to approve the following for the Adams County Act 137 Housing Committee:

- Resignation of Alan Fleckner, effective February 21, 2024
- Appointment of Stacey Rice, @Home in Adams County Coordinator, to fill the remainder of the term of Alan Fleckner that will expire on December 31, 2025
- After review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the proposal from GeographIT, a Lancaster, PA company, for Professional GIS Support Services. The term of the Agreement is one (1) year, commencing on January 1, 2024 and terminating on December 31, 2024. The County will be billed on a time and material basis, with a not-to-exceed amount of \$5,000.00.

Agricultural Land Preservation Board:

Recommendation by Ellen Dayhoff, Rural Resource Manager, to approve and re-appoint the following Adams County Agricultural & Land Preservation Board Members and Reorganization:

- Ben Mearns, George Taughinbaugh and George Weikert – Citizen Board Members for another 3-year term
- Re-appoint Craig Yingling as Chairman, appoint Dave Wenk as Vice-Chairman and to appoint Staff in the following capacities: Ellen Dayhoff, Treasurer, LeighAnn Abraham, Secretary, Mark Clowney, Assistant Secretary

Public Defender:

Recommendation from Public Defender Scott Harper, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Professional Services Agreement with Kristin L. Rice, Esquire. This Agreement provides that Ms. Rice will serve as co-defense counsel with Mr. Harper in the criminal case of *Commonwealth v. Bartram* (Docket No. CP-01-CR-1472-2023) at a rate of \$100.00/hour. This Agreement is effective February 21, 2024, and shall continue for the duration of the criminal matter.

Information Technology:

Recommendation by CIO Phil Walter, and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the invoice from SR Business Systems, Inc., a Connecticut company, for the County's Annual DocStar Software Maintenance and DocStar Advanced Support. It is further recommended that the Commissioners sign the Terms and Conditions with SR Business Systems. The term of this Agreement is one (1) year, commencing January 1, 2024 and terminating December 31, 2024. Total cost to the County is \$39,435.20.

Human Resources:

Recommendation from Michele Miller, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Adams County Compensation Plan for Children & Youth Services employees effective January 1, 2024, for submission to the Pennsylvania Department of Human Services (DHS), in conformance with the equitable compensation principles of the Federal Merit Hire System codified at 5 C.F.R. Section 900.601-900.605 and Title II of the Federal Office of Personnel Management regulations and Title II of the Intergovernmental Personnel Act of 1970, as amended, relating to federally required merit personnel systems in State and Local Agencies. The County Compensation Plan is submitted yearly pursuant to DHS' Policy and Fiscal Regulations for Merit Systems in County Children & Youth Agencies.

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 following:

- Ratify receipt and approval of the Pennsylvania Commission on Crime & Delinquency ("PCCD") ACACC COVID-19 Mitigation Project Subgrant Award Notification Number 2022-DM-01-40934 totaling \$103,516.00 received in grant funding, including federal funds.
- Residential Substance Abuse Treatment ("RSAT") Subgrant Award between the Pennsylvania Commission on Crime and Delinquency ("PCCD") and Adams County. This Agreement provides for a grant award of \$165,745.00, to be used to expand the ACACC's Transition to Recovery Program, which provides Medically-Assisted Treatment ("MAT") to residents of the ACACC. The project period for the Agreement is January 1, 2024 to December 31, 2025. The total award amount is \$187,112.00, with the County contributing \$21,367.00 as a match, which will be provided from the ACACC's Commissary fund.
- Quotes from PROAC Corporation, a Pennsylvania company:
 - Quote 220013334NSP for once yearly proactive HVAC maintenance of the dryer ductwork, including cleaning of approximately 375 feet of the duct system by a certified technician.
 - Quote 230013335NSP for once yearly maintenance of the kitchen exhaust system, including cleaning of exhaust hoods, fans, and ductwork.

It is further recommended that the Board sign the Terms and Conditions. The period of performance for this Agreement is February 21, 2024 through December 1, 2025. Total cost to the County is \$19,495.00, with \$9,454.00 to be paid in 2024 and \$10,041.00 to be paid in 2025.

- PREA Auditing Services Agreement with Corrections Consulting Services, LLC ("CCS"). Under this Agreement, CCS will provide an audit of the Adult Correctional Complex as required by the Prison Rape Elimination Act of 2003 ("PREA") and

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Adams County Adult Correctional Complex (ACACC) cont'd:

pursuant to the guidelines established by the US Department of Justice. The audit will cost \$6,495.00. This Agreement is effective February 21, 2024.

Department of Emergency Services:

Recommendation by Director Warren Bladen, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign Quotation #1023946 from Link Computer Corporation, a Pennsylvania company, for renewal of the software maintenance and hardware support for the Nimble Storage Appliance, which is used to run the Computer Aided Dispatch system. This quote is made pursuant to CoStars Contract No. 003-E22-583. The term of the Agreement is one (1) year, commencing on January 19, 2024 and terminating January 18, 2025. Total cost to the County is \$2,518.00.

Commissioners:

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

- Amended and Restated Easement between the County and Columbia Gas of Pennsylvania, Inc. of Canonsburg as follows:
 - Amended and Restated Easement Agreement pertaining to the pipeline and appurtenances located in Straban Township, Granite Station Road for a Pipeline Easement and Access Easement to construct, operate, maintain and repair pipeline(s) and service line(s) and connections for transporting natural gas and associated products;
 - Supplemental Agreement, Job Order No. 23-0249096-00—Adams County (“Straban Township Project”).
- Memorandum of Understanding with the American Federation of State, County, and Municipal Employees, AFL-CIO, District Council 89 (hereinafter, “AFSCME”) placing the Correctional Program Specialist position in the Transition to Success Program within the bargaining unit currently represented by AFSCME, effective February 21, 2024.
- Recommendation by Solicitor Molly R. Mudd, that the Board of Commissioners grant permission to advertise the following two proposed Ordinances in accordance with County Code Section 509:
 - Ordinance No. 2 of 2024 – An Ordinance providing tax exemption relief for the assessed valuation of improvements to certain deteriorated properties totaling approximately 221 acres of vacant land along Oxford Avenue in Conewago Township, Adams County, as authorized by the Local Economic Revitalization Tax Act (“LERTA”). The local taxing authorities previously determined these properties to qualify under LERTA after public comment and hearing, and have adopted Resolutions authorizing tax exemption; and

Commissioners cont'd:

- Ordinance No. 3 of 2024 - An Ordinance providing tax exemption relief for the assessed valuation of improvements to certain deteriorated properties totaling approximately 30 acres of vacant land along Carlisle Pike in Berwick Township, Adams County, as authorized by the Local Economic Revitalization Tax Act ("LERTA"). The local taxing authorities have previously determined these properties to qualify under LERTA after public comment and hearing and have adopted Resolutions authorizing tax exemption.

Personnel Report:

Courts:

- Probation Services: Promotion of Marissa Plummer from Probation Officer to Director, effective February 12, 2024; Employment of Probation Officers Marco Carbajal and Paige Mumma, effective February 20, 2024
- Employment of Melanie Laughman, Part time Regular MDJ General Clerk, Tuesday thru Thursday, effective February 13, 2024
- MDJ Snyder's Office: Note the Separation of Employment for Kimberly Jacoby, General Clerk, effective February 27, 2024

Children & Youth Services:

Employment of the following pending successful completion of all pre-employment requirements, effective February 20, 2024: Mikaela Shelton, Program Specialist-Mentoring and Kirsten Lambert, Caseworker 1-Family Support.

Planning Department:

Employment of Madyson Rosenberry, Community Planner, effective February 20, 2024.

Veterans Affairs:

Employment of Jessica Allmon, Veteran Service Officer, pending successful completion of all pre-employment requirements, effective February 20, 2024.

Security:

Employment of John Gajda, Part Time Regular Security Officer, pending successful completion of all pre-employment requirements, effective February 26, 2024.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Imoro Abdul Latif, Sharon Gladfelter, Tiffany French, effective March 4, 2024

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Personnel Report cont'd:

Separation of Employment with permission to post:

- Retirement of Keith Weaver, Maintenance Tech 2, effective January 26,2024
- Retirement of Cliff Houser, Sergeant, Adams County Adult Correctional Complex, effective February 23, 2024
- Retirement of Darlene Resh, 4-H Youth Development Coordinator, effective March 4, 2024
- Retirement of B. Sordon, First Deputy, Prothonotary Office, effective March 29, 2024
- Alexander Hackney, Children & Youth Emergency Caseworker 3, effective February 29, 2024
- Christian DeFilippo, Assistant Public Defender, effective March 22, 2024
- Amend the separation date for Lizset Diaz-Reyes, Caseworker 2, Children & Youth, from February 16 to February 23, 2024
- Rescind offer of employment for Mikaela Shelton, Program Specialist-Mentoring, Children & Youth Services, effective February 20, 2024
- Rescind offer of employment for Kristen Lambert, Caseworker 1-Family Support, Children & Youth Services, effective February 20, 2024
- Rescind offer of employment for John Gajda, Part Time as Needed Security Officer, effective February 26, 2024
- Rescind offer of employment for Aaron Wright, Corrections Officer, effective March 4, 2024

Expenditures:

Approve the following expenditures for the period February 5, 2023 through February 16, 2024:

General Fund Total	\$ 1,585,433.74
General Fund	\$ 508,283.63
Payroll – Week #7	\$ 1,077,150.11
Children & Youth Services	\$ 121,596.18
Liquid Fuels	\$ 17,741.58
HazMat Fund	\$ 8,122.44
CDBG	\$ 4,914.90
Commissary Fund	\$ 3,052.70
Hotel Tax Fund	\$ 171,197.86
Coroner VISA	\$ 50.00
Human Services	\$ 1,644.50
911 Fund	\$ 31,990.67
Internal Service Fund	\$ 424,750.16

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: