

AGENDA, WEDNESDAY, JULY 12, 2023:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the June 28, 2023 Commissioners' Meeting as presented.

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.

Proclamation:

- **“PRETRIAL, PROBATION AND PAROLE SUPERVISION WEEK”
July 16 - 22, 2023**

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 License Agreement with Syntrio, Inc., an Illinois company, for thirty (30) single course user licenses for online Workplace Harassment General Manager training. The county-funded Court Managers will utilize this program to obtain non-discrimination training, as required by the County's Risk Pool Coverage Document. This training will comply with the requirements of the Pennsylvania Supreme Court (UJS). The term of the Agreement is September 1, 2023 to August 31, 2024. Total cost is \$1,000.00, which will be paid out of Court funds.

IT Department:

Recommendation from Phil Walter, CIO, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the following:

- Quote from TeamViewer, a German Company, for a corporate subscription with TeamViewer, as well as four add-on licenses. The TeamViewer application allows IT staff to remotely view and manage technology issues on County and Court desktops, laptops, and tablets. The term of the Agreement is July 17, 2023 through July 16, 2024. Total cost to the County is \$6,355.00.
- Quote #010171 with Kyocera Document Solutions America, Inc., a New Jersey Company, for renewal of the County's DocStar Annual Maintenance Agreement. DocStar is a document management system utilized extensively by many County departments. The term of the Agreement commences September 1, 2023 and terminates August 31, 2024. Total cost to the County is \$13,360.00.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the following:

- 2023-2024 Contracts: Drug & Alcohol Rehab.; PA Child; Justice Works; Justiceworks-Field Coach; Catholic Charities of the Diocese of Harrisburg; Common Sense Adoption Services; Hempfield Behavioral Health; Hempfield Behavior Health-Incredible Years; TrueNorth Wellness; Community Services Group, Inc.; The Children's Aid Society of Franklin County; The Board of Child Care; City Mission-Living Stones, Inc.; Business Associate Agreement for Concern; Concern Contract; Pinkney's Vineyard of Faith Ministries; Diakon Child & Community Ministries
- Adoption Assistance Agreement with D. & J.U. on behalf of B.G.J.in the amount of \$790.83/month

Planning – Community Development Block Grant:

Recommendation from Deana Duvall, Grants Coordinator, to approve and sign the following:

- FY 2021 Community Development Block Grant Subrecipient Agreements between Adams County and East Berlin Borough in the allocated amount of \$36,192.00 for their Municipal Building ADA Improvement Project.
- To comply with the National Fair Housing Law, approve Fair Housing Resolution No. 7 of 2023
- To comply with Section 504 of the Rehabilitation Act of 1973, approve Resolution No. 8 of 2023 Authorizing a Resolution by the Adams County Commissioners, Adams County, PA, re-adopting a Policy of Non-Discrimination on the basis of disability.

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 purchase of the conservation easement for the Apple Valley/Donaldson Farm, 223 Fairfield Station Road, Fairfield, PA, located in Hamiltonban Township, 99.7 acres at \$1,827.00/acre and to designate Chairman Randy L. Phiel to sign the Agreement of Sale.

Treasurer:

Recommendation from Treasurer Christine Redding, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the following Quotes from Quality, a Pennsylvania Company, for the remodel of the Treasurer's Office:

Treasurer cont'd:

- Furniture Proposal for new office furniture manufactured by Global and Evolve. This quote is made pursuant to PA Contract #'s 4400025848 and 4400025661. Total cost to the County is \$7,839.85.
- Furniture Proposal for new office furniture manufactured by COE. This quote is made pursuant to PA Contract #4400025746. Total cost to the County is \$18,918.35.
- Furniture Proposal for acoustic panels manufactured by EZO. Total cost to the County is \$3,987.21.
- Proposal for Delivery and Installation of the above items by Quality. Total cost to the County is \$2,800.00.

It is further recommended that Commissioner Phiel sign the Purchase Order for the Global and Evolve products. These Quotes are all effective July 12, 2023.

Department of Emergency Services:

Recommendation from Warren Bladen, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the Commonwealth of Pennsylvania State Fiscal Year 2023-2024 Radiation Emergency Response Fund Grant Agreement C950004025 between the Pennsylvania Emergency Management Agency (PEMA) and Adams County. This Agreement provides for a grant award of \$16,948.00, to be used for equipment and supplies, planning, and miscellaneous items necessary for the development of improved emergency response capabilities in the event of radiological accidents or incidents at Pennsylvania's nuclear power plants. The term and period of performance of this Agreement are July 1, 2023 through June 30, 2024. No County match is required.

Voter Registration & Elections:

Recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Equipment Lease Agreement with Kyocera Document Solutions Mid Atlantic Inc., of York, PA, for a copier for Voter Registration's new location at DES. It is further recommended that Commissioner Phiel sign the Amendment to Equipment Lease Agreement, which incorporates the County's standard terms and conditions into the Agreement. Finally, it is recommended that Commissioner Phiel sign the Maintenance Agreement with Quality: a Kyocera Group Company, also of York, PA, for maintenance of the copier. The term of the Agreements is sixty (60) months and shall commence upon delivery of the copier. Total cost to the County is \$8,259.60 plus printing fees as outlined in the Maintenance Agreement.

Adams County Adult Correctional Complex:

Recommendation by Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the proposal from Chesapeak Shredding, LLC, a Maryland Company, for document shredding and disposal services. Chesapeak will perform a bulk shred of ACACC documents from the past twenty years which have surpassed their retention requirements. The Agreement is effective July 12, 2023, and the date of shredding is anticipated to be July 17, 2023. Total cost to the County is \$603.00.

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 on behalf of the Board the proposal from Cross & Crown, of Chambersburg, PA, to undertake a Digital Marketing Recruitment Campaign on behalf of the County. This project will be comprised of campaign creation and messaging; a microsite for the HR Department; a video package; and digital marketing. Implementing this campaign will allow the County to brand itself in this extremely competitive recruiting environment and help the County reach markets that no longer use the recruiting mediums currently employed. It is further recommended that the Commissioners sign the Terms and Conditions between Cross & Crown and the County. The term of this Agreement is twelve (12) months, commencing on June 12, 2023. Total cost to the County is \$42,300.00, to be paid as an initial project deposit of \$10,500.00 and twelve (12) monthly installments of \$2,650.00.

Commissioners:

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

- Adopt Resolution No. 9 of 2023 approving the joinder of Franklin County as a voting member into the Susquehanna Regional Transportation Authority (“SRTA”), of which Adams County is a member. The Resolution includes approval of proposed amendments to the articles of incorporation and bylaws to reflect the joinder of Franklin. This Resolution is effective July 12, 2023.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board The Purchase Agreement with WellSpan Properties Inc. for the purchase of real property located in Cumberland Township, identified as Lot 2 on the Final Subdivision Plan for Oak Lawn Memorial Gardens, at a cost of Seventy Thousand Dollars (\$70,000) per acre for the approximate (5) acres fronting Chambersburg Road (“hereinafter The Future Lot”), or if Purchaser so elects to purchase all of Lot 2, for a sum of Five Hundred Thousand Dollars (\$500,000). The Due Diligence Period shall commence the effective date of this Agreement and continue for a six (6) month period, with an option for Purchaser to extend the Period by an additional ninety (90) days with written notice to Seller.

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Personnel Report:

Court Administration:

- Employment of Colleen McGrath, Law Clerk, effective August 21, 2023
- Employment of Omar Rayo-Vazquez, Court Technical & Operations Analyst, effective July 3, 2023

Domestic Relations:

- Employment of Airica Evangelista-Simmers, Conference Officer, effective August 28, 2023

Probation Services:

- Separation of employment for Probation Officers Arianna Floyd and Brittini Fogle, effective June 27, 2023

District Attorney:

- Employment of Christian Sweger, Assistant District Attorney, effective July 31, 2023
- Transfer of Skylar Wheeler, Part time Office Legal Assistant, to the Victim Witness Department, effective July 31, 2023

Sheriff Department:

- Employment of James Zettlemyer, First Class Deputy Sheriff, effective July 5, 2023
- Transfer of David White from Part-time as needed Deputy Sheriff to Deputy First Class, effective July 5, 2023

Register & Recorder:

- Employment of Jaime McGreevy, Deputy Clerk 2, effective July 5, 2023

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the Merit Hire Promotion for Trystan Griffith, Caseworker 1 to Caseworker 2, effective July 17, 2023.

Conservation District:

Recommendation from Adam McClain, District Manager, to approve the employment of Thomas Vanghag, Agricultural Conservation Technician, effective July 10, 2023.

Department of Emergency Services:

Recommendation from Warren Bladen, Director, to approve the employment of James Barnhart, Telecommunicator, effective July 11, 2023.

Security:

Request permission to post an open Part time as Needed Security Officer.

Adams County Adult Correctional Complex:

- Recommendation from Warden Katy Hileman to approve employment of the following Corrections Officers pending successful completion of background screenings: LaMaur Stephens, Lauren Haller, Marsheera Love, effective July 10, 2023; James Martin, effective August 7, 2023

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Personnel Report cont'd:

- Rescind the resignation of Christy Andrew, Corrections Officer, effective June 29, 2023
- Revised date of hire for LaMaur Stephens, Corrections Officer, from July 10 to August 7, 2023

Separation of Employment with permission to post:

- Noah Privett, Deputy Sheriff, effective July 7, 2023
- Wendy Franco, Deputy Clerk 3, Clerk of Courts, effective July 11, 2023
- Deanna Alpaugh, Program Specialist-Mentoring, Children & Youth Services, effective July 7, 2023
- Steven Murphy, Caseworker 2, Children & Youth Services, effective July 14, 2023
- Thomas Kirkpatrick, Caseworker 2, Children & Youth Services, effective June 30, 2023
- Brett Allison, Assistant Supervisor, Department of Emergency Services, effective July 11, 2023. Note: Mr. Allison is transferring to a Part Time as Needed Telecommunicator position.
- Tina Antkowiak, Corrections Officer, effective July 17, 2023. Note: Ms. Antkowiak is transferring to the Sheriff's Department
- Seth Fisher, Corrections Officer, effective July 18, 2023

Expenditures:

Approve the following expenditures for the period June 26, 2023 through July 7, 2023:

General Fund Total	\$ 1,610,808.44
General Fund	\$ 541,158.82
PCard Payment	\$ 15,632.26
Payroll – Week #27	\$ 1,054,017.36
Children & Youth Services	\$ 165,557.26
HazMat Fund	\$ 12.00
Commissary Fund	\$ 351.57
Records Management	\$ 2,624.92
Human Services	\$ 3,322.67
Pass Through Grant-Interest	\$ 4,121.00
911 Fund	\$ 19,808.13
Internal Service Fund	\$ 368,123.34

Other Business:

Solicitor Mudd
Commissioner Qually
Commissioner Martin
Commissioner Phiel

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Salary Board Meeting:

The Salary Board Meeting will be held following the Commissioners Meeting.

Adjournment: