

## **AGENDA, WEDNESDAY, JANUARY 24, 2024:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the January 9, 2024 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.*

### **Public Hearing – Map Amendment for a Property in Germany Township:**

This is the date and time advertised to accept public comment on the requested 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.

### **Public Hearing – Text Amendment to Address Changes to Non-conforming Uses:**

This is the date and time advertised to accept public comment on a proposed text amendment to the Adams County Zoning Ordinance (Ordinance No. 2 of 1990, as reenacted and amended) to address changes from Nonconforming Use to Another Nonconforming Use.

### **Department of Probation Services, Domestic Relations & Children & Youth Services:**

Joint recommendation by Chief Kristi Fields, Executive Director Kelly Carothers and Administrator Sarah Finkey, and after review by Solicitor Molly R. Mudd, that the parties enter into a Memorandum of Understanding (“MOU”) authorizing Adams County Children & Youth Services to file and litigate child support collection matters on behalf of children in the care, custody, and control of Adams County Department of Probation Services in accordance with the Title IV-D Cooperative Agreement.

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

Recommendation by Administrator Sarah Finkey, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Change in Lease Terms Addendum to Residential Lease with SAG Real Estate. This Agreement extends the term of the lease for certain property on Carlisle Street used for purposes of housing individuals participating in the Independent Living Program through CYS. The new term of the lease is from March 1, 2024 through February 28, 2025 at a rate of \$1,260.00/month (\$15,120.00/year). All other conditions remain the same. This Agreement is effective January 24, 2024.

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### **Treasurer:**

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

- A Furniture Proposal for new office furniture manufactured by Evolve. This quote is made pursuant to PA Contract #4400025848. Total cost to the County is \$486.15.
- A Proposal for Delivery and Installation of the above items by Quality. Total cost to the County is \$495.00.

These Quotes are effective January 24, 2024.

### **Tax Services:**

- Recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the signing by Chairman Randy L. Phiel the Maintenance Agreement with B.E.S.T. Service, Inc., a Dallas, PA company, for Tax Services' Formax document folder/sealer. It is further recommended that the Commissioners sign the Addendum to the Terms and Conditions, which incorporates the County's standard terms into the Agreement. The term of the Agreement is one (1) year, commencing on February 9, 2024 and terminating February 10, 2025. Total cost to the County is \$1,100.00.
- Recommendation from Susan Miller, Chief Assessor, to approve a personal tax exemption request for Norma J. Plank-Blevins, Union Township, who has met the County guidelines.
- Disabled Veterans Real Property Tax Exemption beginning with the 2024 County/Municipal Taxes for: Parcel #35K12-0193 for home on .46 acres located in Oxford Township; Parcel #12C10-0207 for home on 5.77 acres located in Franklin Township

### **Planning Department:**

Recommendation from Sherri Clayton-Williams, Director to approve the re-appointments of the following:

- Adams County Planning Commission – re-appointment to a 4-year term effective January 1, 2024 through December 31, 2027 for John Lerew, David Arndt, Jr. and William Smith, Jr.
- Adams County Housing Committee – re-appointment to a 2-year term effective January 1, 2024 through December 31, 2025 for Yeimi Bautista, Lucy Lott, Vicki Huffaker and Dennis Murphy

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**Ag Land Preservation:**

Recommendation from Ellen Dayhoff, Rural Resource Manager, to approve the Certification of County Funds for the Ag Land Preservation 2024 Program Year for a total of \$836,254.00 as follows:

Allocation of 2024 County Match Funds from County Revenues	\$ 655,914.00
Total Interest collected from 2023 County Clean & Green	\$ 180,340.00
Accumulated Total Certified County Match funds for 2024	\$ 836,254.00

**Department of Emergency Services:**

Recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the signing by Chairman Randy L. Phiel the Maintenance Support Purchase Agreement with Motorola Solutions, Inc., an Illinois company, for maintenance and support of the County’s Vesta Communications System. This Agreement is made pursuant to Pennsylvania State Contract #4400027237. The term of the Agreement is one (1) year, commencing on October 18, 2023 and terminating October 17, 2024. The County will be billed monthly in the amount of \$8,046.95, for a total cost to the County of \$96,563.34.

**Budget and Purchasing:**

Recommendation from Melissa Devlin, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the signing by Chairman Randy L. Phiel Quote # Q-158527 from CentralSquare, a Florida Company. This is a Change Order to a previously approved quote for consultant services to convert Budget and Purchasing’s current CDD reports to Cognos Analytics reports, CentralSquare’s new report writer program. This Change Order is for costs as incurred to reprogram several reports so they would run correctly. The Quote is effective January 24, 2024. Total cost to the County is \$4,500.00.

**Liquid Fuels Reports:**

Recommendation from Lisa Moreno-Woodward, Deputy Chief Clerk, to approve the submission to the Pennsylvania Department of Transportation of the MS-991 Report of County Liquid Fuels Tax Fund; Report of the Act 89 Funds and the Report of the Act 44 Tax Funds for 2023.

**Commissioners:**

Recommendation from Solicitor Molly R. Mudd that the Board of Commissioners approve and ratify Chairman Randy L. Phiel to sign on behalf of the Board, the Memorandum of Understanding between the American Federation of State, County, and Municipal Employees, AFL-CIO, District Council 89 (hereinafter “AFSCME”) and the County, whereby Correctional Officer Tim Weible shall receive the hourly wage of \$26.72 upon his promotion to Sergeant at the Adams County Adult Correctional Complex.

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**Personnel Report:**

Courts:

- Transfer of Julie Markle to General Clerk in the Court Administration, effective January 22, 2024. Ms. Markle transferred from MDJ Beauchat's Office.
- Probation: Employment of Jacob Boswell, Probation Officer, effective January 29, 2024; Separation of employment for Gregory Dornbush, Probation Officer, effective January 26, 2024 and Aurora Bayles, Probation Officer, effective January 17, 2024

District Attorney:

- Transfer Tammy Keller from Legal Secretary to Legal Assistant, effective January 15, 2024

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Kane McCarter, effective January 8, 2024; Michelle Brecht, Connor Ludwig, Risso Tervilus, effective February 5, 2024

Separation of Employment with permission to post:

- Terry Bridges, Caseworker 2, Children & Youth Services, effective January 19, 2024
- Caley Plank, Telecommunicator, effective January 8, 2024
- Christopher Lupo, Lieutenant, Adams County Adult Correctional Complex, effective January 10, 2024
- Levi Houser, Corrections Officer, effective January 13, 2024

**Expenditures:**

Approve the following expenditures for the period January 8, 2023 through January 19, 2024:

General Fund Total	\$ 2,073,848.51
General Fund	\$ 957,417.37
Payroll – Week #3	\$ 1,116,431.14
Children & Youth Services	\$ 209,145.97
HazMat Fund	\$ 116.21
Ag Land Funds	\$ 24,418.80
Commissary Fund	\$ 4,849.77
Hotel Tax Fund	\$ 281,255.06
Capital Projects	\$ 73,253.82
911 Fund	\$ 98,700.49
Internal Service Fund	\$ 71,098.91

**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:**