

## **AGENDA, WEDNESDAY, FEBRUARY 22, 2023:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the February 8, 2023 Commissioners' Meeting as presented.

### **Proclamations:**

- **“Black Balloon Day”** – March 6, 2023

### **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.*

### **Sheriff:**

Recommendation from Sheriff James Muller, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote from Dataworks Plus, a South Carolina company, for a laptop computer and 10-print livescan deck for capturing fingerprints and printing out fingerprint cards on the Sheriff's Office printer. The quote includes a one-year warranty and maintenance period. It is further recommended that the Board sign the Terms and Conditions between the County and Dataworks. This quote is effective February 22, 2023. Total cost to the County is \$6,840.00.

### **District Attorney:**

Recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Addendum to the SAVIN Maintenance and Service Agreement with the Pennsylvania District Attorneys Institute (PDAI), which incorporates the County's standard terms and conditions into the Agreement. The underlying Agreement was approved by the Board on January 25, 2023.

### **Treasurer:**

Recommendation from Treasurer Christine Redding and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and sign the following:

- Authorize two (2) new checking accounts with ACNB Bank for use with Children & Youth Services (CYS). These accounts will be used for CYS Advisory Board and Independent Living funds. It is additionally recommended that the Board approve two (2) Corporate Authorization Resolution forms related to each new checking account, which adds Treasurer Christine Redding, Chief Deputy Treasurer

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### Treasurer cont'd:

Kierstyn Green, Controller John Phillips, and Deputy Controller Elizabeth Cissel as agents and signatories to the ACNB accounts on behalf of the County.

Agreements and Resolutions for the collection of local taxes in Bendersville Borough, Upper Adams School District, and Hamiltonban Township by the County Treasurer:

- **Bendersville Borough** – Approve Agreement for Collection of Municipal and County Taxes with Bendersville Borough and adopt Resolution No. 1 of 2023. This Agreement provides for County collection of municipal and county taxes in Bendersville Borough through December 31<sup>st</sup>, 2023 due to a continued vacancy in the position. Resolution No. 1 of 2023 authorizes the Treasurer to effectuate the terms of the Agreement. Both the Agreement and Resolution are effective February 22, 2023.
- **Upper Adams School District** – Approve Agreement for Collection of School Taxes for Upper Adams School District and adopt Resolution No. 2 of 2023. This Agreement provides for County collection of school taxes in Upper Adams School District from July 1, 2023 through June 30, 2024 due to a continued vacancy in the position. Resolution No. 2 of 2023 authorizes the Treasurer to effectuate the terms of the Agreement. Both the Agreement and Resolution are effective February 22, 2023.
- **Hamiltonban Township** - Approve Agreement for Collection of Municipal and County Taxes with Hamiltonban Township and adopt Resolution No. 3 of 2023. This Agreement provides for County collection of municipal and county taxes in Hamiltonban Township through December 31, 2023 due to a continued vacancy in the position. Resolution No. 3 of 2023 authorizes the Treasurer to effectuate the terms of the Agreement. Both the Agreement and Resolution are effective February 22, 2023.

### Planning:

Recommendation from Deana Duvall, Project Coordinator, to approve the following:

- 2020 Community Development Block Grant, Contract #C000080369, Subrecipient Agreements between Adams County and Keystone Health for the Keystone Mobile Clinic in the allocation amount of \$228,423.00 and one for the Keystone Telehealth Project in the allocation amount of \$40,312.00.
- Extension request to PA Department of Community & Economic Development to extend the completion date to May 21, 2024, for completion of activities under Fiscal year 2019 Community Development Block Grant #C000073933 on behalf of Littlestown ADA Compliant Curb Ramps and Pennsylvania Interfaith Community Programs, Inc. Security Deposit Activity.

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### Planning cont'd:

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and sign a Grant Agreement with the Land Conservancy of Adams County in the amount of \$260,000.00 for the Hanover Shoe Farms project known as the Hartlaub Farm Grassland Project located in Mt. Pleasant Township. These funds will come from the County's parks, Recreation and Green Space Grant Program.

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

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

- Subsidized Permanent Legal Custodianship Agreement with K. & M.L. on behalf of S.Y. in the amount of \$1,216.60/month
- Adoption Assistance Agreement with D. & J.A. on behalf of M.R. in the amount of \$912.50/month

### **IT Department:**

Recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Quote from Keyser Consulting Group, a Gettysburg, PA company, for renewal of the firewall for the County's Polycom system, which is used by the Courts and Prison to video conference internally and with state correctional facilities. This Quote is made pursuant to eMarketplace Cooperative Purchasing Agreement #4400020816. The term of the Agreement commences on March 21, 2023 and terminates on March 20, 2024. Total cost to the County is \$250.00.

### **Tax Services:**

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

- Personal Tax Exemption for Phyllis Coffee, Oxford Township, who meets the guidelines of County Policy
- Disabled Veterans Real Property Tax Exemption Certification – Exemption removed and placed back on the tax rolls for Parcel #41J17-0029, Union Township, effective for the 2023 County/Municipal Taxes

### **Victim Witness:**

Recommendation from Samantha Hoffman, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Subgrant Application (No. 40277) with the Pennsylvania Commission on Crime and Delinquency for Victims of Crime Act ("VOCA") funds. This Application seeks federal grant funding in the amount of \$107,503.00 to support victim advocacy in the County during the performance period of October 1, 2023 through September 30, 2024. No County match required. This application is effective February 22, 2023.

**Building and Maintenance:**

Recommendation by Director Larry Steinour, 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 Numbers 30427YSPS and 30428YSPS from BFPE International, of York, PA. These quotes cover Fire Department Connection Hydrostatic Testing and Internal Obstruction Investigations of the fire sprinkler systems at the Adams County Courthouse and Human Services Building, which must be conducted every five (5) years pursuant to National Fire Protection Association Code Number 25, Chapters 6 and 14. These quotes are made pursuant to the Terms and Conditions of the current Test and Inspection Agreement with BFPE, which was signed by Chairman Phiel on November 30, 2022 and is effective until November 29, 2023. The quotes are effective February 22, 2023. Total cost to the County is \$3,825.00.
- Proposal from McClure Company, of Harrisburg, PA, for the replacement of one (1) roof-top HVAC unit and to install a 1-ton ductless split system at the Department of Emergency Services. It is further recommended that the Board approve the Addendum to the Terms and Conditions, which incorporates that County's standard terms and conditions into the Agreement. This quotation is made pursuant to Costars contract number 008-376. The quote will become effective on February 22, 2023. Total cost to the County is \$81,154.00.
- Proposal from NRG Building Services, of Harrisburg, PA, for Building Automation Controls for the new roof-top HVAC unit and the split system at DES. It is further recommended that the Board sign the Additional Terms and Conditions with NRG, which incorporate the County's standard terms and conditions into the Agreement. This quote will become effective on February 22, 2023. The period of performance for the Agreement shall be no longer than one (1) week after installation by McClure Company or, if materials are not then ready and available, within one (1) week of receipt of necessary materials. Total cost to the County is \$18,170.00.
- Terms and Conditions of Johnson Controls, which have been amended to incorporate the County's standard terms and conditions. These terms and conditions apply to the ongoing project of upgrading the Courthouse fire pump and alarm systems, which was originally approved on January 12, 2022.

**Adams County General Authority Board:**

Recommendation from Robin Fitzpatrick, President, on behalf of the Adams County General Authority Board of Directors, to approve the appointment of Susan Grimes to this Board for a five-year term, effective January 2023 to conclude January 2028. Ms. Grimes is replacing John Lott whose term expired in January 2023.

**Adams County Adult Correctional Complex:**

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign the Quote from Sage Technology Solutions, of Mount Joy, PA, for software renewals for the four (4) camera servers at the jail. This will allow for essential upgrades and security patches for the system. This quote is made pursuant to CoStars Contract Number 040-E22-170. It is further recommended that the Board sign the Terms and Conditions between the County and Sage. The term of this Agreement is February 22, 2023 to September 22, 2023, which term shall true-up the renewal dates for all Security and Surveillance Systems & Fire Alarm Systems Equipment at the jail. Total cost to the County is \$4,052.00.
- Amendment #1 to the Master Food Service Agreement with Summit Food Services, LLC, that was effective December 1, 2021. This Amendment increases meal prices by 7.5% for 2023 to reflect changes to the Consumer Price Index, as provided under the Master Agreement. This Amendment is effective December 1, 2022 for the remaining term of the Master Agreement.

**Personnel Report:**

Court:

- Note the employment of the following Tipstaves, effective February 13, 2023: Carol Landi; David Neff and Karla Swinn
- Probation: 1) Note the employment of Arianna Floyd, Probation Officer, effective February 21, 2023; 2) Separation of employment for Abby Riley, Probation Officer, effective February 24, 2023
- Domestic Relations: Note the employment of Sabrina Charles and Kimberly Paxton, Conference Officers, effective February 27, 2023

Sheriff:

Note the employment of Colby Tracy, Deputy Sheriff, effective February 21, 2023.

Clerk of Courts:

Note the employment of Megan Shull, Court Information Specialist, effective February 21, 2023.

District Attorney:

Note the revised date of hire for Gerry Scott, Assistant District Attorney, from February 13 to February 21, 2023.

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Personnel Report cont'd:

Department of Emergency Services:

Recommendation from Warren Bladen, Director to approve the employment of Austin Kauffman, 911 Telecommunicator, effective February 13, 2023.

Public Defender:

Approve the unpaid internship for Cristian Mejia, effective February 27, 2023 through May 19, 2023, pending successful completion of all screenings.

Adams County Conservation District:

Recommendation from Adam McClain, District Manager and Sherri Clayton-Williams, Planning Director, to approve the employment of Susan Landauer, Administrative Specialist, effective February 20, 2023. Note that Ms. Landauer is transferring from Probation Services.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following Corrections Officers, pending successful completion of background screenings: Wendy Getz, effective February 6, 2023; Tina Antkowiak, Joseph French, Adam Sachse and Andrew Sanford, effective March 6, 2023.

Separation of Employment:

- Justin Alexander, Telecommunicator, effective February 9, 2023
- Jerrold Olson, Financial System Support Analyst, effective February 24, 2023

**Expenditures:**

Approve the following expenditures for the period February 4, 2023 through February 17, 2023:

General Fund Total	\$ 1,621,025.22	
General Fund	\$ 584,609.84	
Payroll – Week #7	\$ 1,036,415.38	
Children & Youth Services	\$ 180,685.43	
HazMat Fund	\$ 63.11	
Commissary Fund	\$ 2,391.62	
Hotel Tax Fund	\$ 116,149.91	
Coroner VISA	\$ 50.00	
Capital Projects	\$ 76,987.82	
911 Fund	\$ 9,146.55	
Internal Service Fund	\$ 398,151.20	

**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:**