

AGENDA, WEDNESDAY, MAY 3, 2023:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the April 19, 2023 Commissioners' Meeting as presented.

Proclamations:

- **“CORRECTIONS OFFICER WEEK”** – May 7 – 13, 2023
- **“MOTORCYCLE AWARENESS MONTH** – May 2023
- **“NATIONAL PREVENTION WEEK”** – May 7 – 13, 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.*

Maintenance Repairs of Forty (40) County Bridges – Bid Announcement:

Sealed Bids were received today, online through PennBid, for the Maintenance Repairs of Forty County Bridges. At this time Controller John Phillips will announce the Bids that were received.

Controller:

Recommendation from Controller John Phillips, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Letter Proposal dated April 20, 2023, with Susquehanna Accounting & Consulting Solutions, Inc., a Pennsylvania company. The purpose of this Agreement is to prepare an Indirect Cost Allocation Plan (the “Plan”) for the County in an effort to recoup costs from both federal and state grant programs. The fee for review of fiscal year 2022 is \$11,650.00, review of fiscal year 2023 is \$12,230.00, and review of fiscal year 2024 is \$12,840.00, payable upon completion of each review for a total cost to the County of \$36,720.00. This Agreement is effective May 3, 2023 and shall expire upon completion of the Plan.

Information Technology Department:

- Recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd that the Board of Commissioners designate Chairman Randy L. Phiel to sign Quote #1020271 from Link Computer Corporation, of Bellwood, PA, for renewal of the Commissioners' Cisco Webex License. This License provides the Commissioners with a conference phone number with which they can telephonically host Public Meetings. This Quote is made pursuant to COSTARS Contract #006-E22-223. The term of the License is one (1) year, commencing on June 21, 2023 and terminating June 20, 2024. Total cost to the County is \$308.00.

Information Technology Department cont'd:

- Recommendation from CIO Phil Walter, in coordination with Emergency Services Director Warren Bladen, and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve Quote #1020511 with Link Computer Corporation, an authorized reseller of VMware, Inc. products, of Bellwood, PA, for the County's VMware Licenses and support. VMware allows IT and DES to provision and manage servers within the County's virtual server environment. This Quote is made pursuant to Costars contact #006-E22-223. The term for the Quote is one (1) year, commencing on May 28, 2023 and terminating May 27, 2024. Total cost to the County is \$3,622.00.

Probation Services:

Recommendation from Chief Gale Kendall, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Pennsylvania Commission on Crime and Delinquency Grant Application (Subgrant No. 40684). The Grant Application, which is supported by the County's Criminal Justice Advisory Board, seeks \$89,999.00 from the State for the purpose of funding County Intermediate Punishment Program services, specifically a DUI Assessor who will conduct level of care assessments and case referral coordination. It is further recommended that the Board designate Chairman Randy L. Phiel to approve the Program Authorization Form, which certifies that certain Intermediate Punishment programs will be implemented during fiscal years 2023-2024, in accordance with Act 2000-41. Both the Grant Application and Program Authorization Form are effective May 3, 2023.

Planning Department – 2021 Community Development Block Grant (CDBG):

Recommendation from Deana Duvall, Grants Coordinator, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and sign Agreements between the County of Adams and the following:

2021 Cooperation Agreements:

- Borough of Gettysburg – in the amount of \$132,490.00 for streetscape improvements and ADA compliant sidewalks on North Washington Street
- Borough of Littlestown – in the amount of \$98,000.00 for ADA compliant curb ramps throughout the Borough

2021 Subrecipient Agreements, Contract No. C000082904:

- YWCA of Gettysburg and Adams County – in the amount of \$26,590.00 for their fitness scholarship public service program
- Hoffman Homes, Inc. – in the amount of \$84,940.00 for their water/sewer improvement program
- Adams County Arts Council – in the amount of \$16,249.00 for their Healing Arts Program which is a new public service program

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve and sign an Amendment to Adoption Assistance Agreement between the County of Adams and M.C. on behalf of M.L. in the subsidy amount of \$1,216.00/month.

Tax Collector:

Accept the resignation of Kathleen Ferguson, Germany Township Tax Collector, effective April 30, 2023.

Commissioners:

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

- Ratify the Proposal submitted by Matt D. Young's Masonry, Gettysburg, PA for work to be performed at the Department of Emergency Services Building in the amount of \$3,200.00 and to ratify the Terms and Conditions between the County of Adams and Matt D. Young's Masonry. It is further recommended that the Board approve Chairman Randy L. Phiel to sign the Adams County Credit Application Agreement between the County of Adams and Matt D. Young's Masonry.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board of Commissioners the following Change Orders in relation to the St. Francis Xavier (SFX) Roofing Project:
 - Change Order #1, dated April 12, 2023 to Contractor Donald B. Smith, Inc., that incorporates the PA wage scale increases for roofing from \$33.00/hour and \$24.00/hour fringe in 2022 to \$41.37/hour and \$33.87/hour fringe in 2023 and for sheet metal from \$40.00/hour and \$40.00/hour fringe in 2022 to \$40.22/hour and \$41.01/hour fringe in 2023, with a net change to the contract price of \$27,200.00.
 - Change Order #2, dated April 12, 2023 to Contractor Donald B. Smith, Inc., for installation of Dark Bronze Kynar painted .032 Aluminum break metal over the face board/soffit areas of the gutter eaves and rakes (approximately 300 linear feet) of the SFX roof, with a net change to the contract price of \$11,600.00.
- Ratify five (5) Professional Service Fee Agreements with the following defense attorneys: Kristin Rice, Susan Pickford, Paul Royer, Roberto Ugarte, and Thomas Gregory. The purpose of these Agreements is to provide individual counsel to staff members of CYS who received subpoenas to testify in grand jury proceedings. Each attorney has agreed to a rate of \$175.00 per hour. These Agreements are effective April 19, 2023 and shall terminate upon conclusion of the grand jury proceedings.

Commissioners cont'd:

- Designate Chairman Randy L. Phiel to sign the Fair Market Value Option Lease Agreement with Pitney Bowes, a Connecticut company, for two (2) SendPro C Series mail machines, one (1) MailCenter Machine, and SendPro Analytics software. The SendPro C Series machines will be utilized in the offices of Magistrate District Judges Snyder and Little. The MailCenter Machine and software will be utilized in the Courthouse Mailroom. It is further recommended that the Commissioners sign the Pitney Bowes Fair Market Value Option Lease Agreement Addendum, which incorporates the County's standard terms and conditions into the Lease Agreement. This lease is made pursuant to Pennsylvania eMarketplace Contract #4400015965. The term of the Agreement is three (3) years and will commence upon receipt and installation of the machines. Total cost to the County is \$42,486.92, to be billed in yearly quarterly installments of 3,548.91.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board of Commissioners the Real Property Agreement Estoppel Certificate, Consent and Agreement (hereinafter, "Estoppel and Agreement") attesting that Adams County is the Owner in fee simple of the Straban Township acreage known as Tax Parcel Number 38H11-0040---000 with frontage on Granite Station Road, across which County granted a Cable and Powerline Nonexclusive Easement approximately 50 feet in width to Grantee Adams Solar LLC, for the maintenance and/or operation of one or more underground power lines and communication lines and related equipment, structures and appurtenances, collectively known as the "Underground Facilities", and further attesting that County has all the requisite power and authority to conduct, execute, deliver and perform its obligations under that certain Amended and Restated Transmission Access Easement Agreement between County and Adams Solar LLC dated May 20, 2020.
- Resolve to adopt Resolution No. 4 of 2023 authorizing and accepting the transfer of supervision of the Adams County Community Re-Entry Facility to the County.

Personnel Report:

Court Administration:

- End of Internship for Grace Koppenheffer, Law Clerk for Judge Campbell, effective May 19, 2023
- Grace Koppenheffer, Law Clerk for Judge Campbell, Part Time Regular, not to exceed 29.5 hours/week, effective May 22, 2023
- Change of status for Gobielle "Gaby" Francis, Law Clerk Intern for Judge Simpson from Part Time as Needed to Part Time Regular, effective on her date of hire of March 31, 2023
- Note the Unpaid Internship of Kellen Vaughn, effective May 15 through June 23, 2023
- Separation of Court employment for Eric Fisak, Court Technical & Operations Analyst, effective May 19, 2023, with the intent to post. Mr. Fisak has accepted a position with the County.
- MDJ Harvey's Office – Separation of employment of Daphne Nicole Reid, General Clerk, effective April 20, 2023, with the intent to post

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Personnel Report cont'd:

- Domestic Relations:
 - Separation of employment of Kimberly Paxton, Conference Officer, effective April 26, 2023, with the intent to post
 - Note the Unpaid Summer Internship of Griffin Kibler, effective May 15 through August 10, 2023

District Attorney:

Note the end of an Unpaid Internship for Collin Fulton, effective April 19, 2023.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the employment of Madison Kohler, Caseworker 2, Pay Grade S-12, effective May 8, 2023 and to note the end of her Unpaid Internship, effective May 5, 2023.

Department of Emergency Services:

Recommendation from Warren Bladen, Director, to approve the promotion of Brett Allison from fulltime Telecommunicator to fulltime Assistant Telecommunicator Supervisor, Pay Grade S-14, effective April 24, 2023.

Tax Services:

Recommendation from Daryl Crum, Director, to approve the promotion of Laura Hawkins from Customer Service Assessor to General Clerk/Special Programs Assistant, effective April 24, 2023.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Corrections Officers, pending successful completion of background screenings: Joe Rumph, Maxx Miller, Kristen Wilson, Skyler Roth, Brett Abel, effective May 1, 2023
- The appointment of Larry Snyder as Assistant Warden, effective April 24, 2023

Separation of Employment with permission to post:

- Retirement of Loretta Weaver, IT Webmaster/Support Specialist, effective June 30, 2023
- Justin Hoyer, Emergency Services IT Coordinator, effective May 2, 2023
- Scott O'Brien, Field Data Property Evaluator for Tax Services, effective May 4, 2023
- Shannon Bruno, Telecommunicator, effective May 13, 2023
- Tyler Echard, Ag Conservation Tech, effective May 19, 2023
- Mason Van Gilder, Corrections Officer, effective April 19, 2023
- Kayla Kittrell, PTAN Corrections Officer, effective April 28, 2023
- Denise Duarte, PTAN Corrections Officer, effective May 1, 2023
- Rescind offer of employment for Skyler Roth, Corrections Officer, effective May 1, 2023

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Expenditures:

Approve the following expenditures for the period April 15, 2023 through April 28, 2023:

General Fund Total	\$ 1,867,354.00	
General Fund	\$ 765,726.78	
PCard Payment	\$ 8,566.88	
Payroll – Week #17	\$ 1,093,060.34	
Children & Youth Services	\$ 268,332.55	
Liquid Fuels	\$ 5,093.73	
HazMat Fund	\$ 52.01	
Commissary Fund	\$ 14,738.76	
Records Management	\$ 3,155.00	
Coroner VISA	\$ 41,135.96	
Human Services	\$ 1,666.44	
American Rescue Plan Act 2021	\$ 5,000.00	
Capital Project-Reserve	\$ 116,628.75	
Capital Projects	\$ 33,364.64	
911 Fund	\$ 48,624.18	
Internal Service Fund	\$ 441,891.82	

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: