

AGENDA, WEDNESDAY, MARCH 8, 2023:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the February 22, 2023 Commissioners' Meeting as presented.

Proclamations:

- **“Optimist Presentation to Eric Beyer”** – March 8, 2023
- **“Land Conservancy of Adams County Month”** – March 9, 2023-April 21, 2023
- **“Pennsylvania 4-H Week”** – March 12 – 18, 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.*

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 Quotation No. MLS-220826A from Sage Technology Solutions, of Mount Joy, PA. This quote provides for an upgrade to the audio system for the Courtroom in the Human Services Building and is being made pursuant to Co-Stars Contract #034-E22-130. It is further recommended that the Board sign the Addendum to the Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. This quote is effective March 8, 2023. Total cost to the County is \$85,755.16.

Controller:

Recommendation from Controller John Phillips, on behalf of the Finance Governance Committee, to approve the Adams County Procurement Card Policy, Policy #1 of 2023, which incorporates the updated P-Card platform that will be utilized to automate the use and reconciliation of the P-Card, effective March 8, 2023.

Ag Land Preservation:

As publicly advertised and as requested by Ellen Dayhoff, AG Land Conservation Board Program Administrator, that the Adams County Board of Commissioners shall take evidence at this duly advertised public meeting from the general public, including adjoining landowners to five (5) proposed agricultural conservation easements, of any challenges to the recommended purchase of conservation easements at 564 Race Horse Road and 965 Hostetter Road in Conewago Township; and 199 Schibert Road, 1760 Hanover Pike and in the 1600 block of Hanover Pike in Union Township.

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Planning:

Recommendation from Sherri Clayton Williams, Director, in coordination with Tax Services Director Daryl Crum and Department of Emergency Services Director Warren Bladen, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote from Environmental Systems Research Institute, Inc., a California Company, for the license renewals of the County's ArcGIS Mapping software. The term of the licenses begins on April 2, 2023 and terminate on April 1, 2024, except for the ArcGIS Enterprise Creator license, which commences on January 27, 2023 and terminates on April 1, 2024, and maintenance for the ArcGIS Enterprise GIS Professional Standard User Type, which commences on September 22, 2023 and terminates on April 1, 2024. Total cost to the County is \$23,811.66.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve a Subsidized Permanent Legal Custodianship Agreement with D. & H.S. on behalf of E.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 designate Chairman Randy L. Phiel to sign the following:

- Agreement with B.E.S.T. Service, Inc., a Dallas, PA company, for renewal of the Formax Hard Drive Shredder Service Agreement. The Formax hard drive shredder provides a safe and efficient way to securely destroy various types of hard drives. It is further recommended that the Commissioners sign the Addendum to the Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is April 19, 2023 to April 18, 2024. Total cost to the County is \$1,096.00.
- Quote No. 008306 with Kyocera Document Solutions America, Inc., a New Jersey Company, for Annual Advanced Support Professional Services for the County's DocStar platform. It is further recommended that Commissioner Phiel sign the Master Services Agreement with Kyocera. Additionally, it is recommended that the Commissioners sign the Terms and Conditions with SR Business Systems, Inc., with whom Kyocera is subcontracting to provide the advanced support services. The term of this Agreement is one (1) year, commencing March 8, 2023 and terminating March 7, 2024. Total cost to the County is \$25,000.
- Recommendation by Phil Walter, CIO, in coordination with Court Administrator Don Fennimore, Security Director Mark Masemer, Planning Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the following Quotes from Link Computer Corporation, of Bellwood, PA:

IT Department cont'd:

- Quote #1019569 for 600 Meraki Systems Manager Enterprise Device Licenses;
- Quote #1019604 for one (1) Meraki MR Enterprise Cloud Controller License, which will enable the Court to operate their Internal Wireless Access Point in the Jury Assembly Room;
- Quote #1019576 for two (2) Meraki Enterprise Licenses and Support, which enables monitoring of Sach's Covered Bridge with security cameras; and
- Quote #1019672 for one (1) Meraki MR Enterprise Cloud Controller License, which will enable the Planning Department to operate their Internal Wireless Access Point.

All four (4) Quotes are made pursuant to Co-stars Contract #006-E22-223 and are for one-year terms, commencing on May 10, 2023 and terminating on May 9, 2024. Total cost to the County is \$15,376.00.

Tax Services:

- Recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Professional Services Agreement with All Around Abstract, LLC. This Agreement provides for real estate title searches required by law prior to judicial tax sales and distribution of excess funds after an upset sale. All Around Abstract will provide full 60-year title searches at a rate of \$105.00 for each property requested by Tax Services. This Agreement is effective March 15, 2023 and shall expire March 14, 2024.
- Recommendation from Susan Miller, Assistant Director/Chief Assessor, to approve the following:
 - Personal Tax Exemption Requests meeting the guidelines of County policy: Clarence E. Stonesifer, Abbottstown Borough; Harvey Zook, Oxford Township; Byrl Gates and Dolly Cruz, Straban Township
 - Veterans Real Property Tax Exemption Requests, effective beginning with the 2023-2024 School Taxes: Parcel #03004-0011, located in Bendersville Borough, home on .51 acres; Parcel #04L12-0226, located in Berwick Township, home on .69 acres; Parcel #18B16-0059A, located in Hamiltonban Township, home on 1.09 acres

Victim Witness:

Recommendation from Samantha Hoffman, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the amended Subgrant Application (No. 40277) with the Pennsylvania Commission on Crime and Delinquency for Victims of Crime Act ("VOCA") funds. The Application is being amended to reflect a personnel change within the department. The amount of federal grant funding requested remains \$107,503.00, which will be used to support victim advocacy in the County

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Victim Witness cont'd:

during the performance period of October 1, 2023 through September 30, 2024. No County match is required. This application is effective March 8, 2023.

Department of Emergency Services:

Recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel and Solicitor Mudd to sign the Memorandum of Understanding (MOU) between the Maryland Department of Information Technology and Adams County. This MOU would allow the County to have subscriber radios on the Maryland FiRST Radio System, which could be used in the event of a significant disaster involving Adams County and Counties in Maryland. The term of the MOU shall commence on March 8, 2023 and terminate on June 30, 2037. There is no additional cost to the County.
- Re-sign the US Department of Homeland Security Federal Fiscal Year 2022 Emergency Management Performance Grant Agreement C950003861 between the Pennsylvania Emergency Management Agency (PEMA) and Adams County. This Agreement continues to provide for a grant award of \$88,159.00, to be used for personnel salary and benefits for an Emergency Management Coordinator and Administrative Assistant 1. The term of the Agreement is amended to begin on October 1, 2021 and terminate on September 30, 2024. The period of performance remains October 1, 2021 through September 30, 2022. The total project cost is \$176,318.00, with the County contributing \$88,159.00 as a non-Federal match.

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:

- Proposal from Waste Management of Pennsylvania, Inc. (WM), of Moon Township, PA, for weekly solid waste removal at the Human Services Building. It is further recommended that the Board sign the Addendum to Terms and Conditions of WM Agreement #S0016581137, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is three (3) years, commencing on March 30, 2023 and terminating March 29, 2026. For the first year of the Agreement, the estimated monthly cost will be \$222.12, for an estimated yearly cost to the County of \$2,665.44. The prices for the second and third years of the Agreement may increase, pursuant to Sections 4(b) and 4(c) of the Terms and Conditions.

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:

- Memorandum of Understanding (MOU) with the Pennsylvania Coalition Against Rape/Adams County (PCAR/Adams County) for provision of confidential crisis intervention, a 24-hour hotline service for emergency referrals, medical and legal services when appropriate, and advocacy services on-site and via teleconference, which will include assessment and evaluation of services, to the inmate population of the ACACC. PCAR/Adams County will also offer sexual harassment, abuse, and assault trainings to employees and ACACC staff. The term of the MOU commences on February 22, 2023 and terminates on February 22, 2024. There is no additional cost to the County.

Commissioners:

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

- Assistant Solicitor Lindsey Ringquist and Assistant Director of Human Resources Danette Laughman to act as Interim Privacy Officers under the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), 45 C.F.R. § 164.530. The Interim Privacy Officers shall be responsible for developing, implementing, and managing the County’s policies and procedures regarding Protected Health Information (“PHI”) required to comply with HIPAA.
- Chief Information Officer Phillip Walter and Network & Systems Administrator Charles (Chip) Guise as Interim Security Officers under the Privacy Rule of HIPAA, 45 C.F.R. § 164.308(a)(2). The Interim Security Officers shall be responsible for developing, implementing, and managing the County’s policies and procedures regarding electronic PHI required to comply with HIPAA.

Personnel Report:

Court:

- Employment of Brenda Myers, General Clerk in the Department of Operational Services, effective February 28, 2023
- Separation of employment for Bradley Meyer, Law Clerk for Judge Simpson, effective March 10, 2023 with the intent to post and fill the position

Clerk of Courts:

- Employment of Jennifer Mouer, Deputy Clerk 2-New Case Clerk, effective March 13, 2023

Children & Youth Services:

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

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Personnel Report cont'd:

- Employment of Casey Raimondi, Office Assistant, effective March 6, 2023
- Merit hire promotion for Montana Sigel, from Caseworker 1 to Caseworker 2, effective February 27, 2023

Adams County Conservation District:

Recommendation from Adam McClain, District Manager, to approve the following:

- Transfer of Vy Trinh from Nutrient Management Technician to the open Watershed Specialist Position, effective March 6, 2023
- Employment of Mary Smith, Staff Accountant, effective March 6, 2023

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Corrections Officers, pending successful completion of background screenings: Casey Murray, effective March 6, 2023
- Status change for Corrections Officer Kahla Kittrell from part-time regular to part-time as needed, not to exceed 29 hours/week, effective February 27, 2023
- Permission to post the temporary, non-benefit eligible, not to exceed 40 hours/week, Intern-Records Department position, effective May 22, 2023 through August 18, 2023

Separation of Employment:

- Harlan Lawson, Economic Development Specialist, Planning Department, effective March 22, 2023
- Beth Coutts, Direct Service Advocate, Victim Witness Department, effective February 24, 2023
- Donnell Reed, Corrections Officer, effective February 22, 2023

Expenditures:

Approve the following expenditures for the period February 18, 2023 through March 3, 2023:

General Fund Total	\$ 2,130,173.10	
General Fund	\$ 1,048,804.72	
PCard Payment	\$ 11,302.69	
Payroll – Week #9	\$ 1,070,065.69	
Children & Youth Services	\$ 235,368.61	
Liquid Fuels	\$ 10,641.36	
HazMat Fund	\$ 67.00	
Commissary Fund	\$ 10,959.97	
Records Management	\$ 3,335.00	
Coroner VISA	\$ 3,000.00	
Human Services	\$ 1,661.31	

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Expenditures cont'd:

American Rescue Plan Act 2021	\$	5,000.00
Capital Projects – Reserve	\$	50,670.36
Capital Projects	\$	89,369.55
911 Fund	\$	71,407.79
Internal Service Fund	\$	364,510.98

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: