

AGENDA, WEDNESDAY, SEPTEMBER 20, 2023:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the September 13, 2023 Commissioners' Meeting as presented.

Adams County Community Broadband Advisory Task Force:

Presentation by county staff and members of the Adams County Community Broadband Advisory Task Force to the Board of Commissioners and members of the public of an executive summary of the Design Nine Broadband Feasibility Study completed in the spring of 2023, including the highlights of a county-wide residential and business survey of existing broadband resources and the identification of unserved and underserved areas of the County, and recommendations for the development of a countywide Broadband Strategic Plan emphasizing affordable connectivity and equitable access within the context of the existing telecom environment and current and future demand analyses, and current market competition and technological trends.

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.*

2024-2025 Adams County Children & Youth Needs Based Budget Public Hearing:

This is the date and time advertised to present the 2024-2025 Adams County Children & Youth Needs Based Budget for public comment.

Children & Youth Services:

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

- FY 2023-2024 Agreements: Bethany Christian Services of Central PA; Central Pennsylvania Family Support; Community Specialist Corporation
- Approve for submission to the Pennsylvania Department of Human Services the 2024-2025 Adams County Children & Youth Needs Based Budget.

Sheriff:

Recommendation from Sheriff James Muller, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve Amendment #1 to the User License Agreement for Online Weapons Permit Application with Permittium, LLC, a North Carolina Company, to extend the Agreement for one (1) year. The Permittium Software provides for submission of Weapons Permit Applications online. The term of the Amended Agreement

AGENDA, WEDNESDAY, SEPTEMBER 20, 2023

Page 2 of 6

Sheriff cont'd:

commences on October 1, 2023 and terminates on September 30, 2024. There is no additional cost to the County.

Adams County Board of Elections:

Recommendation from Election Director Angie Crouse, and after review by Solicitor Molly R. Mudd, that the Board of Elections authorize and direct the posting of public notice of the following two (2) changes of polling locations within the McSherrystown Borough and Bonneauville Borough election districts to be effective for the November 2023 General Municipal Election, said notice to be made in accordance with Section 2726 of the Pennsylvania Election Code, 25 P.S. §2726:

- McSherrystown Borough – Permanent change of polling place from McSherrystown Senior Center, 201 S. 3rd St., McSherrystown to Delone Catholic High School, 140 S. Oxford Ave., McSherrystown.
- Bonneauville Borough – Permanent change of polling place from the Bonneauville Municipal Building, 69 W. Hanover St., Bonneauville to the Deacon Rich Weaver Parish Center, 12 E. Hanover St., Bonneauville.

Budget and Purchasing:

Recommendation from Melissa Devlin, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign Quote # Q-147797 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. Cognos is CentralSquare's new report writer program. This change order allows for an additional ten (10) hours to complete the services. The Quote is effective September 20, 2023. Total cost to the County is \$1,800.00.

Building and Maintenance:

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

- Ratify the Service Authorization Form from Daikin Applied Americas, Inc., a Minnesota company, for evaluation of a condenser coil leak and coil damage in one of the chiller units at the Adams County Adult Correctional Complex. The Service Authorization Form is effective September 15, 2023. Total cost to the County is \$830.00 for the first four hours of evaluation/work and \$185.00 per hour should additional time be needed.
- Memorandum of Understanding ("MOU") with CAP Glass. This MOU provides that CAP Glass will perform glass removal and recycling services on County-owned property located at 230 Greenmyer Lane, Straban Township, at no additional cost to the County. This MOU is effective September 20th, 2023, for a term of one year.

Tax Services:

- Recommendation by Director Daryl Crum, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Phiel to approve and execute the Professional Service Agreement with the Cornogg Appraisal Group. The purpose of this Agreement is to appraise the fair market value of certain property located at 825 Hanover Street, New Oxford for purposes of a tax appeal currently pending in court. Cost of the appraisal is \$7,500.00. This Agreement is effective September 20, 2023.
- Recommendation from Susan Miller, Chief Assessor, to approve the following:
 - Personal tax exemption for the following who have met the guidelines of County policy: Elizabeth Neessen and Jerry Neessen both of Oxford Township

Disabled Veterans Real Property Tax Exemption Certification:

- Parcel #06005-0053, for a home on .52 acres located in Bonneauville Borough, effective with the 2024 County/Municipal Taxes
- Parcel #11004-0010, for a home on .39 acres located in Fairfield Borough, effective with the 2024 County/Municipal Taxes. Note: .20 acres of this parcel is occupied by a third party/business and will remain taxable.
- Parcel #27007-0225, for a home on .21 acres located in Littlestown Borough, effective with the 2023-2024 School Taxes
- Parcel #38G10-0508, for a home on .25 acres located in Straban Township, effective with the 2024 County/Municipal Taxes

Human Resources:

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

- Submission of Plan Year 2024 Minimum Municipal Obligation Worksheet (MMO) – Adams County Pension Plan (01-000-1N) to the Pennsylvania Municipal Retirement System.
- Adopt the following language to replace the Weather Time Off Policy at page 60 in the Adams County Employee Handbook:

WEATHER TIME OFF POLICY

The regular Courthouse hours of operation are Monday through Friday 8 am until 4:30 pm. Employees are eligible for Weather Time Off (WTO) when the Courthouse is closed due to inclement weather. The Commissioners and the President Judge shall decide, in their discretion, if and when to close the Courthouse. Employees may be required to work remotely.

The purpose of WTO pay is to ensure that employees receive pay for their full regular workweek (37.5 or 40 hours, depending on position) in any week that they are

Human Resources cont'd:

unable to work their full regularly scheduled hours due to a weather closure. Under no circumstances will WTO cause an employee to receive more than their regularly scheduled hours (37.5 or 40 hours, depending on position) for any workweek, but they may receive less if they are using flextime in that work week. WTO does not cover any hours prior to the actual time the Courthouse officially closed.

WTO shall always be paid at an employee's straight-time rate, irrespective of the employee's hours worked for the week.

Adams County Adult Correctional Complex:

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

- Ratify the Application for Pennsylvania Commission on Crime and Delinquency ("PCCD") Grant Funding, Subgrant #40934. This Application seeks \$103,516.00 in federal grant funding for the purposes of detection and mitigation of COVID-19 within the correctional complex through COVID testing kits, UV-C lighting systems, personal protective equipment, and other mitigation supplies. The project period for this Grant is from August 1, 2022, through July 31, 2024. No County match is required. This Application is effective September 19, 2023.
- Sign the Addendum to the Memorandum of Understanding ("MOU") between the County and the LIU12 Adams County Literacy Council (ACLC) extending the term of the MOU by one (1) year. This MOU, which was originally executed on November 16, 2022, allows the ACLC to provide Adult Basic Education services to eligible individuals incarcerated at the ACACC. The amended term of the MOU is September 22, 2023 to September 22, 2024. There is no additional cost to the County.
- Addendum to the February 4, 2022 Memorandum of Understanding between the County and YWCA Hanover Safe Home. This Addendum extends the term for the provision by Safe Home of domestic violence and human trafficking victim services to the residents of the ACACC, as well as professional training for employees and staff of the ACACC. The new term commences on September 22, 2023 and will terminate on September 21, 2024. There is no additional cost to the County.

Commissioners:

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

- Adopt and approve the Adams County HIPAA Privacy and Security Policies and Procedures and the Adams County HIPAA Security Policy. These Policies reflect the County's compliance with the applicable Federal Standards for Privacy of Individually Identifiable Health Information and the Security Standards for the Protection of Electronic Protected Health Information as mandated by the Health

AGENDA, WEDNESDAY, SEPTEMBER 20, 2023

Page 5 of 6

Commissioner's cont'd:

Insurance Portability and Accountability Act (HIPAA), including applicable regulations at 45 CFR Parts 160 and 164 and the Health Information Technology for Economic and Clinical Health Act (HITECH). Further, the HIPAA Privacy and Security Policies and Procedures designate the County as a Hybrid Entity, pursuant to 45 C.F.R. §§ 164.103 and 164.105. These policies are effective September 20, 2023.

- Appoint Chairman Randy L. Phiel to execute on behalf of the Board of Commissioners an Amendment to the Articles of Incorporation of the Susquehanna Regional Transportation Authority ("SRTA"), in compliance with the requirements of the Act of June 19, 2001, P.L. 287, known as the Municipality Authorities Act, 53 Pa.C.S.A. §§5601 *et. seq.*, said Authority having been formed for the purpose of implementing a mass transportation service and other transit and transportation related services in the region, and having resolved to approve the joinder of Franklin County with and into the SRTA by Resolution No. 9 of 2023 on or about July 12, 2023.

Personnel Report:

Court Administration:

- MDJ Beauchat: Employment of Kelly Nichols, General Clerk, effective September 25, 2023

Clerk of Courts:

- Promotion of Jennifer Mouer to Court Information Specialist, effective September 4, 2023
- Employment of Caitlyn Binderup, Deputy Clerk 3-Orphans Court, effective September 25, 2023

Tax Services:

- Employment of David Forbes, Field Data Property Evaluator-Commercial, effective September 25, 2023

IT Department:

- Employment of Maxwell Hamrick, IT Tech 1/Application Specialist, effective September 25, 2023

Department of Emergency Services:

- Employment of Bryan Rausch, Emergency Services Network & System Support Specialist, effective October 2, 2023

Building & Maintenance:

- Employment of Angela Shultz, Mail Clerk/Custodian, effective September 25, 2023

AGENDA, WEDNESDAY, SEPTEMBER 20, 2023

Page 6 of 6

Personnel Report cont'd:

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Ernesto Perez, effective September 11, 2023; Gregory Bowlin, Dustin Study, Cindy Lankford, Gilbert Sackett, Sarah Verrastro, Omar Figueroa, effective October 16, 2023

Separation of Employment:

- Rescind the offer of employment to the following Corrections Officers, effective September 20, 2023: Omar Figueroa; Gilbert Sackett; Sarah Verrastro

Expenditures:

Approve the following expenditures for the period September 4, 2023 through September 15, 2023:

General Fund Total	\$ 1,692,766.52
General Fund	\$ 275,372.41
Debt Service Payments	\$ 349,628.13
Payroll – Week #35	\$ 1,067,765.98
Children & Youth Services	\$ 112,010.90
HazMat Fund	\$ 1,100.80
Commissary Fund	\$ 2,565.07
Hotel Tax	\$ 319,118.82
Human Services	\$ 1,924.37
Capital Projects	\$ 15,890.90
911 Fund	\$ 2,054.54
Internal Service Fund	\$ 455,308.46

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: