

AGENDA, WEDNESDAY, SEPTEMBER 13, 2023:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the August 23, 2023 Commissioners' Meeting as presented.

Proclamations:

- **“Library Card Sign-Up Month”** – September 2023
- **“Hispanic Heritage Month”** – September
- **“Adams County Heritage Festival Day”** – September 17, 2023
- **“Suicide Prevention Awareness Month”** – September 2023 – this proclamation will be presented at 12:00 Noon on the steps of the Historic Courthouse
- **“Hunger Action Month”** – September 2023 – this proclamation will be presented at the Adams County Technical Institute Forum

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 Court Administrator Donald Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the Service Agreement Proposal with SBM Electronics, Inc. of Pittsburgh, for maintenance of the five (5) courtrooms' For the Record (FTR) Software Assurance Program with Remote Support. This Software is used for the Court's digital recordings. It is further recommended that the Board sign the Terms and Conditions of SBM Electronics, Inc., Maintenance Agreement. The term of this Agreement is August 31, 2023 to August 30, 2024. Total cost to the County is \$4,175.00.

Prothonotary:

Recommendation from Prothonotary Beverly Boyd, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote from Quality, a Pennsylvania Company, for provision of acoustic panels, to be installed in the Prothonotary's Office by the County's Building and Maintenance Department. The Quote is effective September 13, 2023. Total cost to the County is \$10,781.53.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the following FY 2023-2024 Agreements: the Bair Foundation; Children Choice, Inc.; The IMPACT Project, Inc.; McGregor Behavioral Health Services, LLC; Kids Peace.

IT Department:

Recommendation from Phil Walter, CIO, that the Board of Commissioners ratify and approve the September 5, 2023 Quote from Dell Technologies, a Texas company, for Quest Kace System Management Appliance and Kace System Deployment Appliance Products and Software. The Kace product offers the ability to automate tasks, inventory all hardware and software, and manage security patches for all County devices. The Kace software system also manages tickets and projects from all departments. This Agreement is made pursuant to National Cooperative Purchasing Alliance (NCPA) contract #01-42, and is effective September 16, 2023 for a one-year term. Total cost to the County is \$17,874.82.

Department of Emergency Services:

Recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the Quotation from Comsearch, a Virginia Company, to renew the County's annual Frequency Protection Services. Comsearch monitors the County's microwave hops (paths) for interference or overlap by other entities. The term of this Agreement is September 1, 2023 through August 31, 2024. Total cost to the County is \$575.00.

Elections & Voter Registration:

Recommendation from Angela Crouse, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following two quotes:

- Inclusion Solutions, Inc. (Quote # SQ-011526) – This quote provides for 20 Franklin 4-Station Voting Booths for the upcoming election. Each booth is \$969.00 for a total cost of \$20,068.00 (including shipping). It is anticipated that this cost will be reimbursed to the County through the Act 88 Election Integrity Grant. This quote is effective September 13, 2023.
- Amazon, Inc. – This quote, obtained by County IT staff, provides for four (4) cameras and accessories that will help to monitor election activities in the new tabulation room during pre-canvass and canvass. Total cost of all cameras and accessories is \$1,104.00. It is anticipated that this cost will be reimbursed to the County through the Act 88 Election Integrity Grant. This quote is effective September 13, 2023.

Human Resources:

Recommendation from Assistant Director Danette Laughman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign Amendment No. 1 to the WellSpan Agreement for Employer Wellness

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Human Resources cont'd:

Services, which was originally executed on December 14, 2022. This Amendment adds TSH (Thyroid-Stimulating Hormone) testing to the Services Agreement and incorporates additional standard County terms and conditions into the Agreement. This Amendment is effective September 13, 2023. Additional cost to the County will be \$10.00 per TSH test.

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:

- Designate Chairman Randy L. Phiel to sign the Quote from Encartele, a Nevada Company, for their Cidnet Content Broadcasting System. This System is comprised of twelve (12) 50" monitors which will be located throughout the jail to relay essential information to the inmate population. This will allow for more streamlined communications, consistent messaging, and a reduction in time and costs associated with preparing individual documents or other paperwork, laminating documents for display, hanging displays, etc. It is further recommended that the Commissioners sign the Addendum to the Terms of Service, which incorporates the County's standard terms and conditions into the Agreement. The quote is effective September 13, 2023 and the initial term is one (1) year. Total cost to the County is \$8,900.00, which will be paid for utilizing the ACACC's Commissary Fund.
- Project Modification Request (PMR) for the Transition to Recovery Program Grant (#30688) from the PA Commission on Crime and Delinquency (PCCD) for \$87,463.00 in federal funds, with a \$29,155.00 in-kind match. This no-cost modification allows for a one-year extension for the ACACC to continue the Transition to Recovery: Jail-based MAT Program, including the continued use of Buprenorphine as part of the MAT Program. The Modification is effective August 18, 2023.
- In coordination with CIO Phil Walter, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Business Service Order Agreement with Comcast, a Pennsylvania company, for internet service for the ACACC. This will provide backup connectivity for the ACACC in the event that the primary internet connection fails. The term of the Agreement will be two (2) years, commencing upon the Service Commencement date. Total cost to the County is \$4,237.31.

Commissioners:

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

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Commissioners cont'd:

- Subrecipient Agreements For the Adams Response & Recovery Fund (“ARRF”), which was established by the Board to allocate grant funds provided by the US Department of Treasury for eligible activities pursuant to the American Rescue Plan Act of 2021 (“ARPA”) and as authorized by the Coronavirus State and Local Fiscal Recovery Funds program (“SLFRF”). The awarded amounts were previously approved by the Board at the March 22nd, 2023 public meeting following a public application process:
 - South Central Community Action Programs (SCCAP): This Agreement allocates \$465,000.00 in ARRF grant funding for the purpose of responding to the economic harm the COVID-19 pandemic caused to vulnerable populations by adding four (4) units of affordable housing to the second floor of the building housing SCCAP’s homeless shelter. This Agreement is effective September 13, 2023 through December 31, 2026.
 - Heidlersburg Area Civic Association Fire Company and York Springs Fire Company: This Agreement allocates a total of \$250,000.00 in ARRF grant funding between Heidlersburg Area Civic Association Fire Company and York Springs Fire Company for the purpose of supporting emergency operations and traditional government services through necessary upgrades to their respective self-contained breathing apparatus systems. This Agreement is effective September 13, 2023, through December 31, 2026.

- Appoint Chairman Randy L. Phiel to execute on behalf of the Board of Commissioners the Adams County/Litigating Subdivision Opioid Settlement Funds Certification reflecting a 3rd distribution of funds on or about December 15, 2023 estimated to total **\$231,382.32**, broken out as follows and to be used in a manner consistent with the abatement uses described in Exhibit E of the Settlement document and all other terms of the settlements:
 - Base County Abatement Payment: \$143,075.18
 - Mallinckrodt Bankruptcy: \$16,798.97
 - Litigating Subdivision Accounts:
 - Distributors: \$44,066.92
 - J&J: \$15,721.81
 - Mallinckrodt: \$11,719.44

Personnel Report:

Court Administration:

- Separation of employment for Robert Powell, Tipstaff, who sadly passed away on August 19, 2023
- MDJ Snyder’s Office: Title Change for Ashley Strausbaugh, from General Clerk to Administrative Assistant, effective August 21, 2023
- Domestic Relations: Arianna Floyd, Conference Officer, effective August 28, 2023; Separation of employment for Kirsten Conklin, Director, effective September 22, 2023 Separation of employment for Samantha Stambultsyan, Conference Officer, effective September 22, 2023
- Probation Services: Separation of employment for Veronica Witt, Probation Officer, effective September 19, 2023

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Personnel Report cont'd:

District Attorney:

Note the extension of paid Internships for Ethan Bulger and Makayla Ryland through December 1, 2023.

Children & Youth Services:

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

- Amend the start date for Maxim Erwin, Caseworker 2, from August 21, 2023 to September 9, 2023
- Tammy Springer, Caseworker 1 – Family Support, effective September 5, 2023, pending successful completion of all pre-employment requirements

Department of Emergency Services:

Recommendation from Warren Bladen, Director to approve the following:

- Cameron Fisher, Telecommunicator, effective September 5, 2023
- Jennifer Claybaugh, Telecommunicator, effective September 13, 2023
- Promotion of Noah Green, from Telecommunicator to Telecommunicator Assistant Supervisor, effective August 28, 2023
- Ashley Williams, Telecommunicator Part time as Needed, effective September 7, 2023. Ms. Williams is transferring from the position of Telecommunicator Supervisor.

Security:

Recommendation from Mark Masemer, Director, to approve the following:

- Transfer Barry Black, Security Officer, from part-time regular to part-time as needed, effective August 23, 2023
- Carlton Schmoyer, Security Officer, Part time as Needed, effective September 11, 2023
- Permission to post the vacant Security Officer, Part time as Needed position

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: Ana Zamot-Holland, Frederick Grapes, Joshua Cota, effective September 11, 2023; Dylan Fissel, Levi Houser, effective October 16, 2023
- Amend the date of hire for Tyler Darragh from September 11 to November 27, 2023
- Note the leave of absence for Marsheera Love, Corrections Officer, effective August 31, 2023 through October 24, 2023

Separation of Employment with permission to post:

- Amy Duffey, Court Information Specialist, Clerk of Courts, effective September 1, 2023
- Brandon M. Black, Corrections Officer, effective August 25, 2023
- Bradford Shughart, Telecommunicator, Part time as Needed, effective February 25, 2022
- Rescind offer of employment for Maxim Erwin, Caseworker 2, Children & Youth Services, effective September 9, 2023

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Personnel Report cont'd:

- Caleb Bowders and LaMaur Stephens, Corrections Officers, effective September 11, 2023
- Rescind offer of employment for Cameron Fisher, Telecommunicator, effective September 5, 2023
- Rescind offers of employment for the following Corrections Officers: Rebecca Jordan and Jason Medrano, effective August 25, 2023; Joshua Cota, effective August 30, 2023; Justin Winfield, effective September 5, 2023

Expenditures:

Approve the following expenditures for the period August 21, 2023 through September 1, 2023:

General Fund Total	\$ 1,953,423.85
General Fund	\$ 905,568.85
Payroll – Week #35	\$ 1,047,855.00
Children & Youth Services	\$ 191,512.07
Liquid Fuels	\$ 36,364.09
HazMat Fund	\$ 31.07
Law Enforcement	\$ 2,000.00
Commissary Fund	\$ 2,196.06
Capital Project-Reserve	\$ 51,453.00
Capital Projects	\$ 40,577.00
911 Fund	\$ 54,206.09
Internal Service Fund	\$ 432,759.83

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: