

AGENDA, WEDNESDAY, MAY 15, 2024:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the May 1, 2024 Commissioners' Meeting as presented.

Presentation:

Retirement of Denise Smith, Domestic Relations General Clerk who has over 24 years of combined service that includes 19 years at "Green Acres" Adams County Nursing Home.

Proclamations:

- **"Emergency Medical Services Week"** – May 19 – 25, 2024
- **"National Travel and Tourism Week"** – May 19 – 25, 2024

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 Don Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- West Order Form with Thompson Reuters. This Agreement provides twenty-nine (29) Westlaw ProFlex licenses for the Solicitor's Office, the Public Defender's Office, and the Courts for a total monthly cost of \$3,790.09 (\$45,481.08 per year). This Agreement is effective May 1, 2024, for a term of three (3) years.
- In concurrence with the Courts to approve the following 2025 Holidays:
 - New Year's Day Wednesday, January 1
 - Martin Luther King, Jr. Day Monday, January 20
 - Presidents' Day Monday, February 17
 - Good Friday Friday, April 18
 - Memorial Day Monday, May 26
 - Independence Day Friday, July 4
 - Labor Day Monday, September 1
 - Columbus Day Monday, October 13
 - Veterans' Day Tuesday, November 11
 - Thanksgiving Day Thursday, November 27
 - Thanksgiving Holiday Friday, November 28
 - Christmas Day Thursday, December 25
 - Christmas Holiday Friday, December 26

AGENDA, WEDNESDAY, MAY 15, 2024

Page 2 of 6

Controller:

Recommendation from Controller Tammy Myers, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Legal Services Agreement with Glenn J. Smith, Esquire, an attorney with the law firm of Marc Roberts Law. This Agreement is made pursuant to the Controller's statutory authority under the County Code (16 P.S. 416) to appoint a Solicitor for the Controller's Office. Mr. Smith will serve as Solicitor to the Controller at a rate of \$2,000.00 per year. This Agreement is effective May 15, 2024, and will terminate upon expiration of the Controller's current term in office.

IT Department:

Recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Designate Chairmen Randy L. Phiel to approve the Renewal Order Form from Lumen Technologies, a Louisiana Company, for the County's Lumen building-to-building connections over fiber, which creates the County's secure wide area network. Also included is the County's Dedicated Internet Access (DIA) internet line. It is further recommended that the Commissioners sign the Addendum to the Terms and Conditions of the Renewal Order Form, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is three (3) years, commencing on May 15, 2024 and terminating May 14, 2027. Total cost to the County is \$296,280.00, which shall be paid in monthly installments of \$8,230.00.
- Designate Chairman Randy L. Phiel to sign Quote #1020271 from ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Cisco products, 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. The term of the License is one (1) year, commencing on June 21, 2024 and terminating June 20, 2025. Total cost to the County is \$184.39.
- Quote from Sectri, LLC, of Allentown, PA. Sectri will provide a proprietary platform to track the County's National Institute of Standards and Technology ("NIST") alignment progress. It is further recommended that the Commissioners sign the Addendum to Sectri's Main Subscription Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one (1) year, commencing on May 15, 2024 and terminating May 14, 2025. Total cost to the County is \$9,995.00.

Tax Services:

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

AGENDA, WEDNESDAY, MAY 15, 2024

Page 3 of 6

Tax Services cont'd:

- Professional Service Agreements with Richard G. Cornogg, ASA, IFAS of Conestoga, Pennsylvania for professional appraisal services rendered for *ad valorem* property tax assessment appeals currently pending in the Adams County Court of Common Pleas as follows:
 - 1863 Gettysburg Village Drive, “The Outlets”, Mount Joy Township, tax parcel No. 30G15-0005---000, professional fees totaling \$5,000.00, excluding expert witness fees, which will be billed at \$150.00/hour;
 - 1863 Gettysburg Village Drive, “Mela’s Kitchen and Jack’s Cidery”, Mount Joy Township, tax parcel No. 30G15-0005--005, professional fees totaling \$2,500.00, excluding expert witness fees, which will be billed at \$150.00/hour.
- Professional Services Agreement with Tammie Knight, CPTC, to provide training, education, and support to Adams County Tax Collectors. The term of the Agreement commences on August 1, 2024 and terminates on July 31, 2025. The cost to the County shall be \$20.00 per hour, not to exceed \$2,000.00 per year, or \$3,000.00 in a year in which tax collectors are elected.

Planning & Development:

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve Work Order No. 2 made pursuant to the Unified Planning Work Program (UPWP) with the Commonwealth of Pennsylvania, through the PA Department of Transportation (PennDOT). This agreement provides the County with \$249,000.00 in state and federal grant funds for the purpose of collecting transportation data and conducting activities related to transportation system planning. County match is \$33,500.00. This Agreement is effective July 1, 2024 through June 30, 2025.

Budget and Purchasing:

Recommendation from Melissa Devlin, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve six (6) Quotes from Enterprise Fleet Management for the lease of six (6) 2024 Chevrolet Equinoxes. The capitalized price of each vehicle is \$26,386.30, with a monthly lease fee of \$551.47 (\$6617.64/year, including maintenance). Total annual cost of leasing the six (6) vehicles is \$39,705.84. Four (4) of the vehicles will be used by Children & Youth Services and two (2) of the vehicles will be used by Tax Services. These quotes are made pursuant to the April 17, 2019 Master Equity Lease Agreement. The Quotes are effective May 15, 2024 for a term of sixty (60) months. It is further recommended that the Board approve the Power of Attorney Agreement with Enterprise, which permits Enterprise to title and register each leased vehicle on behalf of the County.

Building and Maintenance:

Recommendation from Larry Steinour, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the General Service Proposal for the ramp sectional door and operator located at the Human Services Building. This Agreement covers general service and preventative maintenance. It is further recommended that the Board approve the Addendum to the Terms and Conditions, which incorporates the County's standard terms into the Agreement. The term of the Agreement is three (3) years, commencing on May 15, 2024 and ending on May 14, 2027. The yearly cost to the County is \$325.00, for a total of \$975.00 over the term of the Agreement.

Public Defender:

Recommendation from Chief Public Defender Scott Harper, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Professional Services Agreement with Dr. Frank Datillio, a forensic psychologist. This Agreement provides that Dr. Datillio will assist the Public Defender's Office with the preparation of criminal cases as an expert in the field of forensic psychology on an as-needed basis. Services include psychological evaluations, review of records, and expert testimony, with prices ranging from \$400.00/hour for general records review to \$7,200.00 (flat fee) for assistance in homicide cases. This Agreement is effective May 15, 2024 and expires May 15, 2026.

Adams County Adult Correctional Complex (ACACC):

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Professional Services Agreement with Orr Training Services, LLC. This Agreement provides that Barbara Orr will provide professional training services for employees and staff of the ACACC, including trainings related to interactions with pregnant, laboring, or postpartum incarcerated individuals or detainees, as required by Act 47 of 2023 (61 P.S. 5704). Total cost of two (2) trainings totaling five (5) days is \$10,164.80. This Agreement is effective May 13, 2024.

Personnel Report:

Court:

- Domestic Relations – Retirement of Denise Smith, General Clerk, effective May 16, 2025
- Probation Services – Separation of employment for Tricia Mutchler, General Clerk, effective May 15, 2024

District Attorney:

- Employment of the following: Deanna Pasciak, Legal Assistant, effective May 28, 2024 and Grace Koppenheffer, Assistant District Attorney, effective May 20, 2024. Ms. Koppenheffer is transferring from Court Administration.

AGENDA, WEDNESDAY, MAY 15, 2024

Personnel Report cont'd:

Sheriff:

Note the promotion of Bryan Stehle, from Deputy Sheriff to Corporal, effective May 20, 2024.

Children & Youth Services:

- Employment of the following pending successful completion of all pre-employment requirements: Sydney Frey, Caseworker 1-Family Support, effective May 13, 2024 and Abbaccus Dokie, Caseworker 1-Intake, effective May 20, 2024

Conservation District:

- Employment of Zachary Green, Resource Conservation Technician, effective May 20, 2024

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Morgan Sparks, John Carns, effective June 10, 2024
- Promotions of Anna Zamot-Holland and James McClanahan, from Corrections Officers to Lieutenants, effective May 6, 2024.
- Bryanna Hernandez, Part time Intern – Records Department, up to 29 hours/week, effective May 28, 2024

Separation of Employment with permission to post:

- Beth Holden, Part Time as Needed Coroner, effective May 15, 2024
- Eric Fisak, IT Tech 1/Application Specialist, effective May 9, 2024
- Tiffany Clark, Caseworker 1, Children & Youth Services, effective May 13, 2024
- Rescind the employment offer to Bryanna Hernandez, Paid Intern in the Records Department at the Adult Correctional Complex, effective May 1, 2025
- Rescind the employment offer to Catarina Keifman, Paid Intern in the District Attorney's Office, effective May 15, 2024

Expenditures:

Approve the following expenditures for the period April 29, 2024 through May 10, 2024:

General Fund – Operational	\$ 347,305.06
Payroll – Week #19	\$ 1,105,900.32
Total General Fund	\$ 1,453,205.38
Children & Youth Services	\$ 42,476.95
HazMat Fund	\$ 3,473.12
Ag Land Funds	\$ 40,644.00
Commissary Fund	\$ 18,370.85
Hotel Tax Fund	\$ 86.35
Coroner VISA	\$ 294.68

AGENDA, WEDNESDAY, MAY 15, 2024

Page 6 of 6

Expenditures cont'd:

Capital Projects - Reserve	\$ 33,307.92
Capital Projects	\$ 6,558.90
911 Fund	\$ 27,056.72
Internal Service Fund	\$ 430,418.42
Total Special Funds	\$ 602,687.91
Total Expenditures	\$ 2,055,893.29

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: