

AGENDA, WEDNESDAY, SEPTEMBER 22, 2021:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the September 8, 2021 Commissioners' Meeting as presented.

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.*

Controller's Department:

Adams County Adult Correctional Complex – Food Service Bid Opening

This is the date and time advertised to announce the bids received for the Adams County Adult Correctional Complex Food Service.

Register of Wills & Recorder of Deeds:

Recommendation from Register and Recorder Karen Heflin, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve to designate Chairman Randy L. Phiel to sign the following:

- September 9, 2021 Quote from Global Industries, Inc., of Marlton, New Jersey, for a four-station workstation unit and two-single workstation units for the Register and Recorder's office. The Quote is effective September 22, 2021. Total cost to the County is \$18,874.10 inclusive of delivery and installation.
- September 14, 2021 Quote from Quality Solutions, a Pennsylvania Company, for seven (7) office chairs for the Register & Recorder's office. The Quote is effective September 22, 2021. Total cost to the County is \$2,142.79.

Sheriff:

Recommendation from Sheriff James Muller, and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote from MidPoint Technology Group, a Maryland Company, for a Card Reader Interface Board. The Board will be installed by Low V Systems, Inc., as part of the implementation of swipe card access for certain doors in the Sheriff's office. The Quote is effective on September 22, 2021. Total cost to the County is \$2,509.65.

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Building & Maintenance Department:

Recommendation from Larry Steinour, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the following:

- September 7, 2021 Quote from John M. Ellsworth Company, Inc. (JME), a Wisconsin company, for the purchase of a 300-gallon UL Horizontal Tank. The Tank situs will be at the County's Straban Township complex and will hold gasoline for mowers and equipment used by the County in the area surrounding the Adult Correctional Complex and the Emergency Services Center. It is further recommended that the Board appoint Chairman Phiel to sign the Addendum, which incorporates the County's standard Terms and Conditions into the Quote and is effective August 30, 2021. Total cost to the County is \$4,747.15.
- Quotation Form from Donald B. Smith, Inc., a Pennsylvania company, for the repair to the roof of the County property located at 45 West High Street ("Mercy House"). The scope of the repairs will include installation of wood blocking, insulation, EPDM rubber roofing, and metal fascia and edging in required areas. Total anticipated cost to County is \$5,400.00, subject to fluctuations in material costs. This quote is effective August 23, 2021 and expires upon completion of the project.

Department of Emergency Services:

Recommendation from Warren Bladen, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the following:

- Quote from Triangle Fire Protection, Inc., a Pennsylvania corporation, for the inspection of the County's fire protection systems. It is additionally recommended that the Board approve Addendum #1 to the Triangle Fire Protection Quote, which incorporates the County's standard terms and conditions into the Quote. Both the Quote and Addendum are effective September 22, 2021 and expire upon completion of services. Total cost of the inspection services is \$1,980.00.
- Full Service Maintenance Agreement with Gruber Power Services, an Arizona company. This Agreement provides for maintenance of the Uninterruptible Power Supply equipment at DES. It is also recommended that the Board approve the Addendum to Gruber's 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 December 1, 2021 and terminating on November 30, 2022. Total cost to the County is \$6,419.20.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, and after review by Solicitor Molly Mudd that the Board of Commissioners approve the following

- 2021-2022 Purchase of Service Agreements: The IMPACT Project, Inc.
- Work Statement-AFCARS Final Rule 2020 with Avanco International, Inc., a Virginia corporation. In an effort to comply with new data reporting requirements to the federal Adoption and Foster Care Analysis and Reporting Systems (AFCARS) as set forth in AFCARS Final Rule 2020 and made effective October 1, 2022, this Work Statement authorizes Avanco to develop and support ongoing, automated weekly file processing of Child Accounting and Profile System (CAPS) data to interface with AFCARS and the Office of Children Youth and Families in accordance with the Final Rule. This Work Statement was reviewed and approved by the County Commissioners Association of Pennsylvania (CCAP). This Work Statement is subject to the terms and conditions of the Child Accounting and Profile System Application Service Provider Agreement, effective July 1, 2021. The allocated development costs to Adams County is \$1,635.61, which has been budgeted by the County since 2018 and carried forward each year in anticipation of final development. The cost to process, maintain, and support the AFCARS interface will be 7% of the annual CAPS Provider Agreement cost. In 2022, the total Provider Agreement cost is anticipated to be \$32,843.04, and so \$2,299.01 (7%) will be charged to the County for the extra maintenance cost. This maintenance cost will likely take effect as part of the CAPS Provider Agreement beginning fiscal year 2022-2023. Therefore, total cost to the County next year is anticipated to be \$3,934.62 for the AFCARS interfacing upgrade and maintenance, and 7% of the total Provider Agreement cost for the ongoing maintenance fee thereafter. The Work Statement is effective August 1, 2021.

Emergency Solutions Grant-CV Extension Request:

Recommendation by Harlan Lawson, Economic Development Specialist and after review by Solicitor Molly Mudd, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the extension request for submission to the Department of Community & Economic Development for ESG-CV Contract #C000074136.

Planning Department:

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Notice to Proceed dated September 16, 2021 with Pictometry International Corp., a New York-based corporation. This Notice affirms that the County would like to proceed with the "Second Project" beginning in the winter of 2023, the scope of which is identified in the Agreement previously executed with Pictometry on June 25, 2019. The Second Project will continue the work of Pictometry to collect high quality satellite imagery of the County for use by the Planning and Tax Services

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Planning Department cont'd:

departments. Total cost of the Second Project is \$213,868.00 to be paid in three installments over the course of the project. The Notice is effective September 22, 2021.

Elections & Voter Registration:

Recommendation from Angela Crouse, Director and after review by Solicitor Molly Mudd, that the Adams County Board of Commissioners, sitting and voting in their capacity as the Board of Elections, to approve the following changes to polling sites effective with the November General Election:

- Oxford #1 Polling Site to the Irishtown Fire Hall
- Straban #1 Polling Site to the Adams County Department of Emergency Services Building
- Straban #2 Polling Site to the Adams County Department of Emergency Services Building

IT Department:

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

- Designate Chairman Randy L. Phiel to approve the One-Time Equipment Offer with Cellco Partnership d/b/a Verizon Wireless. This Offer allows the County to upgrade existing county cell phones to iPhone 11 on eligible lines at no additional cost, so long as a minimum of 200 lines have been upgraded to the \$39.99/month Public Safety Plan. Each upgraded iPhone will require a 2-year Public Safety Plan. The County has a total of 207 existing Public Safety Plan lines, and Verizon has confirmed that no additional line upgrade is required to accept the Offer. This Offer is made pursuant to a federal cooperative purchasing agreement through the National Association of State Procurement Officials ("NASPO"), initiated by the State of Utah and signed onto by Pennsylvania (Contract # MA-152-1), and is made available to the County through COSTARS contract #400023686. This Offer is effective September 22, 2021 and expires October 22, 2021. There is no additional cost to the County.

Security Department:

Recommendation from Mark Masemer, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the Annual Maintenance Agreement with Autoclear, LLC, a New Jersey company. This Agreement provides for Platinum-level maintenance and emergency technical support of the two x-ray scanners in the Courthouse. The annual cost of service is \$5,200.00 for scanner model AC6040 and \$5,600.00 for model AC7555, for a total annual cost of \$10,800.00. This Agreement is effective August 15, 2021 and expires August 15, 2022.

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Human Resources:

Recommendation from Michele Miller, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners approve Chairman Randy L. Phiel to sign the Broadcast Agreement Standard Conditions with Forever Media, Inc. This Agreement provides for twenty-four (24) County-approved radio commercials to be broadcast on Froggy 107.7 from September 27 – October 3, 2021, advertising various hiring opportunities at the Adams County Adult Correctional Complex. Agreement is effective September 22, 2021 and terminates October 3, 2021. Total cost to the County is \$1,200.00. It is additionally recommended that the Board approve the Credit Application with Forever Media for the aforementioned radio services, providing that full payment will be made by the 30th day of the month following the radio broadcast.

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:

- Project Modification Request for Grant Number 2017/2018-SA-01-30688 ACACC Transition to Recovery Program, to extend the approved project ending date from September 30, 2021 to September 30, 2022. This request is a no-cost extension to the Residential Substance Abuse Treatment (RSAT) Grant.
- Contract for Professional Services with Gregory King, doing business as Scissors Palace, of Gettysburg, PA. This Agreement is for the provision of barber services for the inmates at the ACACC. The term of the Agreement is for two (2) years, commencing on September 22, 2021 and terminating on September 21, 2023. Inmates who have financial resources are responsible for all costs associated with these services. Indigent inmates will receive services paid out of their respective welfare commissary allotment at the rate of \$10.00 for each haircut and \$5.00 for each beard trim performed.
- Designate Chairman Randy L. Phiel to sign the Full Service Maintenance Agreement with Gruber Power Services, an Arizona company. This Agreement provides for maintenance of the ACACC's Uninterruptible Power Supply equipment. It is also recommended that the Board approve the Addendum to Gruber's 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 December 1, 2021 and terminating on November 30, 2022. Total cost to the County is \$3,225.05.

Commissioner's Office:

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

Commissioner's Office cont'd:

- Change Order #3 with The Energy Network (TEN), Pittsburgh, Pennsylvania to deduct \$6,250.00 from the original Contract Amount, to reflect a reduction in Commissioning Fees.
- Designate Chairman Randy L. Phiel to sign on behalf of the Board Change Order #1 submitted by Pennoni Associates on behalf of contractor Lobar Site Development Corporation of Dillsburg, requesting time for completion extension for Bridge No. 5 Shorb Mill Road from the original completion date of August 24, 2021 to December 31, 2021. There is no requested adjustment to the contract price of \$671,234.11.
- Designate Chairman Randy L. Phiel to sign on behalf of the Board a Letter of Intent by County to grant to The Energy Network (TEN) certain federal income tax deductions as described in Section 179D of the Internal Revenue Code (IRC), which deductions are of no benefit to the County but that the County may allocate to TEN as the Designer of the County's energy-saving building improvements.
- **Note for the public record:** Receipt from the Commonwealth of the Emergency Rental Assistance Program (ERAP) 2 funding allocation for FY 2021-2022 in the amount of \$2,147,169.60 for assistance to families and individuals in need of financial assistance for rent including rent payments, rental arrears, utilities and home energy costs, utility and home energy costs arrears, and other expenses related to housing incurred during or due, directly or indirectly, to COVID-19, and housing stability services to eligible households. Of the total allocation, \$206,050.51 is additional funding to address the populations of high needs households as defined in accordance with federal law, and to include very low-income renter households paying more than 50% of income on rent or living in substandard or overcrowded conditions. These ERAP 2 funds shall be administered by the County's community partner SCCAP in accordance with the American Rescue Plan Act of 2021 and U.S. Treasury Rules and Regulations related thereto.

Personnel Report:

Courts:

- Domestic Relations – Separation of employment for Cathy Lehmer, Case Management Officer, effective September 24, 2021
- Probation Services – Separation of employment for Brady Rodgers, Probation Officer, effective October 4, 2021

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the employment of Brandy Linster, Caseworker 1, effective September 20, 2021.

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Personnel Report cont'd:

Security Department:

Recommendation from Mark Masemer, Director, to approve the employment of Richard Meler, Security Officer, effective September 13, 2021.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman, pending successful completion of background screenings, the employment of the following Corrections Officers: Dylon Stoner and Joshua Hall, effective September 13, 2021.

Separation of Employment with permission to post:

- Retirement of Sharon Hull, Administrative Assistant with the Conservation District, effective October 15, 2021
- Shamar Ealey, Part time Custodian, effective September 17, 2021 (will not post at this time)
- Elease Elliott, Corrections Officer, effective September 12, 2021
- Rescind the employment offer for Dylon Stoner, Corrections Officer, effective September 13, 2021
- Andrew Hyle, Corrections Officer, September 14, 2021
- Corey Donatto, Corrections Officer, effective September 20, 2021

Expenditures:

Approve the following expenditures for the period September 6, 2021 through September 17, 2021:

General Fund Total	\$ 1,822,496.86
General Fund	\$ 464,795.49
Debt Service Payments	\$ 349,628.13
Payroll – Week #37	\$ 1,008,073.24
Children & Youth Services	\$ 156,837.64
Liquid Fuels	\$ 3,727.49
HazMat Fund	\$ 365.58
CDBG	\$ 707.32
Commissary Fund	\$ 625.01
Act 137 (Affordable Housing)	\$ 218,520.00
Hotel Tax Fund	\$ 300,829.93
Act 13 Bridge Improvements	\$ 1,671.56
911 Fund	\$ 16,895.35
Internal Service Fund	\$ 928,389.71

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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: