

## **AGENDA, WEDNESDAY, FEBRUARY 9, 2022:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the January 26, 2022 Commissioners' Meeting as presented.

### **Proclamation:**

- **“Court Reporting and Captioning Week 2022”** – February 5-12, 2022

### **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.*

### **Domestic Relations:**

Recommendation from Kelly Carothers, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners sign the Contract with Contact Wireless, a New Mexico Company, for text messaging services for Adams County Domestic Relations Child Support Services. 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 February 1, 2022 through January 31, 2026. The County will pay a monthly fee of \$118.91 over the (48) months of the contract.

### **Controller:**

Recommendation from Controller John Phillips, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Engagement Letter with Municipal Finance Partners, Inc. (“MFP”), a Pennsylvania company. MFP will assist the County in preparing an Other Post-Employment Benefits (“OPEB”) Plan by providing certain actuarial services pursuant to the Governmental Accounting Standards Board guidelines (Statement Nos. 25, 27 and 45). The total cost to the County for fiscal year 2021 valuations will be \$5,000.00. Any additional services required will be billed at rates ranging from \$100.00-\$300.00/hour. This Agreement is effective February 9, 2022.

### **Victim Witness:**

Recommendation from Cindy Keeney, Director, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and sign a Project Modification Request for PCCD Grant #2020-EA-04-32765 – Enhanced Services-Child Victims of

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#### *Victim Witness cont'd:*

Sexual Abuse to only extend the Project Period from June 30, 2022 to July 30, 2023. The Grant amount is \$69,552.00.

#### **Children & Youth Services:**

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

- Adoption Assistance Agreements with the following:
  - T. & L. B. on behalf of L.W. in the subsidy amount of \$901.85/month
  - T. & L. B. on behalf of K.W. in the subsidy amount of \$780.19/month
  - B.K. & T.T. on behalf of L.S. in the subsidy amount of \$912.50/month
- Drug and Alcohol Testing Agreement with Redwood Toxicology Laboratory, a California company. The Agreement is made pursuant to COSTARS Contracts # 4400018475 and 4400018477 and provides various drug and alcohol testing services at rates ranging from \$1 to \$75 per sample, depending on the nature of the test. The Agreement is effective January 1, 2022 and terminates December 31, 2022.
- Letter Agreement between Children & Youth Services and York/Adams Early Intervention Services. This Agreement outlines the protocol for referrals and provision of services for children 6 years old and younger who have been the subject of a substantiated report of child abuse or neglect, accepted GPS assessment, and/or a plan of safe care. This Agreement is effective February 9, 2022 and expires June 30, 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:

- First Amendment To Amended And Restated Support and Maintenance Agreement with Intellitech Corporation, an Ohio company. This Amendment renews the Master Agreement dated January 6, 2021 and modifies the term to be coterminous with the payment period of November 1<sup>st</sup> through October 31<sup>st</sup>. The services provided by Intellitech under this agreement include emergency dispatch and mapping services with ongoing maintenance and support. The Amendment is effective November 1, 2021 through October 31, 2022. The total cost to the County is \$73,429.97, which expense was fully budgeted and paid in FY 2021.

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#### *Department of Emergency Services cont'd:*

- Amendment to 9-1-1 Inter-County Call Handling Agreement with Franklin County, PA. This Agreement amends a prior Cost-Sharing Agreement executed on February 21, 2019, so as to permit the collection of payment by Adams County from Franklin County for 911-related services rendered prior to the date of the original Agreement. The Amendment is effective February 9, 2022.
- Designate Chairman Randy L. Phiel to sign the Quote from Candoris Technologies, LLC of Annville, for Cisco Catalyst 8200 Series Systems 1 and 2. These systems will be used for router upgrades for the Adams County Department of Emergency Services building. This Quote is made pursuant to Costars Contract #003-299. The Quote is effective February 9, 2022. Total cost to the County is \$11,036.63.
- US Department of Homeland Security Federal Fiscal Year 2021 Emergency Management Performance Grant Agreement C950003026 between the Pennsylvania Emergency Management Agency (PEMA) and Adams County. This Agreement provides for a grant award of \$85,163.00, to be used for personnel salary and benefits for an Emergency Management Coordinator and Administrative Assistant 1. The term of the Agreement is October 1, 2020 to December 29, 2023 and the period of performance is October 1, 2020 through March 30, 2022. The total project cost is \$170,326.00, with the County contributing \$85,163.00 as a non-Federal match.
- Adams County Emergency Operations Plan (December 2021), as mandated by Section 7503 of the Pennsylvania Emergency Management Services Code. This Plan provides guidance for prompt and effective emergency response procedures to be followed in the event of a major emergency or disaster in order to protect the health, safety and welfare of County residents. It is additionally recommended that the Board pass Resolution No. 1 of 2022, which formally adopts and promulgates the Emergency Operations Plan.

#### **Building and Maintenance:**

Recommendation from Larry Steinour, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign on behalf of the Board the Quote from BrandSafway Services, a Georgia company, for scaffolding installation and deconstruction in the Adams County Historic Courtroom foyer. The scaffolding will be used by Building and Maintenance to repair the damaged ceiling in the foyer of the Historic Courtroom. 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, and the Adams County Credit Application Agreement. The Quote is effective February 9, 2022 and the term of the rental agreement is 28 days. Total cost to the County is \$14,988.40.

**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 Memorandum Of Understanding (“MOU”) with the YWCA Hanover Safe Home (“Safe Home”), a Pennsylvania non-profit organization. This MOU provides services by Safe Home directed towards Adams County Adult Correctional Complex inmates who are identified as potential victims of domestic violence or human trafficking. Safe Home’s services are funded through federal grants, and at no additional cost to the County. This MOU is effective September 22, 2021 and expires September 21, 2022.

**Commissioner’s Office:**

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

- Authorize the advertisement of Ordinance No. 1 of 2022 (amending prior Ordinance No. 2 of 2018) concerning the imposition of hotel room rental taxes in accordance with the updates to the Tax Reform Code of 1971 (P.L. 6, No. 2) as outlined in Act 109 of 2018 (P.L. 707, No. 109). This Ordinance will be adopted at the Adams County Commissioners’ public meeting to be held on Wednesday, February 23, 2022.
- Appoint Chairman Randy L. Phiel to execute on behalf of the Board of Commissioners Change Order #1 relative to the Human Services Re-Roofing Project for Contractor D.A. Nolt, Inc. extending the Contract Time for the work associated with reinforcing the existing roof framing 120 calendar days to June 3, 2022, four (4) months beyond the original substantial completion date. This Change Order acknowledges DA Nolt’s continued efforts to improve quality and production and to work beyond normal business hours so as not to impact the facility’s operations with no change to the Contract Price. The County and D.A. Nolt agree to continue to work together through completion to achieve Substantial Completion on June 3, 2022 for the reinforcing work. Pandemic-related delays of roofing materials and completion of the re-roofing phase will be evaluated at a later date when material availability and pricing is confirmed.
- Recommendation from Robin Fitzpatrick, President, Adams Economic Alliance, to approve the appointment of the following: Justin Hockley to the Adams County Industrial Development Authority Board for a five-year term effective through December 31, 2026 and the re-appointment of Dominic Picarelli to the Adams County General Authority Board for a five-year term effective through December 31, 2026.

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#### **Personnel Report:**

##### Court:

Recommendation from Don Fennimore, Court Administrator to note the following separation of employment:

- Domestic Relations Section – Crystal Smith, Director, effective February 25, 2022 and Monica Forsyth, Case Management Officer, effective February 17, 2022

##### Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve employment of the following effective February 7, 2022: Montana Sigel, Caseworker 1; Aparna Bhanu, Program Specialist 1-QA.

##### Human Resources:

Recommendation from Michele Miller, HR Director, to approve the employment of Jannie Abando, HR Generalist/Payroll Assistant, effective February 22, 2022.

##### Building & Maintenance:

Recommendation from Larry Steinour, Director, to approve the employment of John Smith, Custodian, 2<sup>nd</sup> Shift for HSB, effective February 14, 2022.

##### Adams County Adult Correctional Complex:

- Recommendation from Warden Katy Hileman, pending successful completion of background screenings, the employment of the following Corrections Officers: Austin Allen; Connor Wenger; Joel Masterstefone, effective January 31, 2022

##### Separation of Employment with permission to post:

- Sandra Pruchnik, Legal Assistant in the District Attorney's Office, effective February 4, 2022
- Rescind the separation of employment for Britney LeCrone, Legal Assistant in the District Attorney's Office, effective January 14, 2022
- Retirement of Jamie Phillips, Office Manager in the Cooperative Extension Office, effective February 4, 2022
- Kaitilyn Phillips, Corrections Officer, effective January 30, 2022
- Rescind the offer of employment to Austin Allen, Corrections Officer, effective January 31, 2022

#### **Expenditures:**

Approve the following expenditures for the period January 24, 2022 through February 4, 2022:

General Fund Total

\$ 1,615,833.82

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#### Expenditures cont'd:

|                                |                 |
|--------------------------------|-----------------|
| General Fund                   | \$ 580,949.31   |
| PCard Payment                  | \$ 4,404.63     |
| Payroll – Week #5              | \$ 1,030,479.88 |
| Children & Youth Services      | \$ 234,145.99   |
| HazMat Fund                    | \$ 70.00        |
| CDBG                           | \$ 18,735.21    |
| Commissary Fund                | \$ 2,220.16     |
| Records Management             | \$ 3,194.32     |
| Act 113 Bridge Improvements    | \$ 5,900.87     |
| Parks, Recs & Green Space Prgm | \$ 25,000.00    |
| Capital Project-Reserve        | \$ 71,469.32    |
| Capital Projects               | \$ 8,645.26     |
| 911 Fund                       | \$ 15,914.30    |
| Internal Service Fund          | \$ 198,672.60   |

#### **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:**