

AGENDA, WEDNESDAY, JUNE 1, 2022:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the May 19, 2022 Commissioners' Meeting as presented.

Proclamation:

- **Adams County Library System 2022 Funfest and SummerQuest** – June through August 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.*

Clerk of Courts:

Recommendation from Kelly Lawver, Clerk of Courts, and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote from e-ImageData, a Wisconsin Company, for a ScanPro 3500 All-in-One High Speed microfilm scanner and a ScanPro Advantage Membership. This will allow the Clerk of Courts' office to digitize the remainder of their microfilm and reel film records, in addition to allowing all other County departments to make use of the scanner when the need arises. This Quote is made pursuant to PA State Contract #4400016132 and will become effective on June 1, 2022. The term of the ScanPro Advantage Membership will begin on December 1, 2022 (as the first six months are included in the purchase price of the scanner) and terminate on December 1, 2023. Total cost is \$12,678.00. Criminal Court automation funds are slated to be used for the purchase of the equipment, the \$249.00 subscription fee beginning in 2023 will be funded through the general fund.

Controller:

Recommendation from Controller John Phillips, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve and sign the May 18, 2022 Letter Agreement with Zelenkofske Axelrod LLC ("the firm") to extend the audit services provided by the firm for the years ending December 31, 2022, 2023 and 2024. The annual fees for these audit services will be \$74,128.00 for 2022. The 2023 and 2024 fees will be adjusted with a 2% increase in each of these subsequent years.

Tax Services

Recommendation from Susan Miller, Chief Assessor, that the Board of Commissioners approve the following:

Disabled Veterans Real Property Tax Exemption Certifications:

- Carson L. Kelly, 22 Centennial Street, Fairfield, PA, Parcel #11006-0065, located in Fairfield Borough, for his home on .30 acres, beginning with the 2022-2023 School Taxes
- Barry Duke, 2089 Shippensburg Road, Biglerville, PA, Parcel #29B05-0015, located in Menallen Township, for his home on 2.18 acres, beginning with the 2022-2023 School Taxes
- Delmis L. Sykes, 306 Abbottstown Street, East Berlin, PA, Parcel #10006-0043, located in East Berlin Borough, for his home on .24 acres, beginning with the 2022-2023 School Taxes
- John W. Bennett, 14 Locust Trail, Fairfield, PA, Parcel #43043-0023, located in Carroll Valley Borough, for an additional 2.03 acres to be combined on the existing exempt parcel, beginning with the 2022-2023 School Taxes

Personal Tax Exemption – Meets the guidelines of County Policy

- Evelyn Hammer, Cumberland Township

Planning Department:

Recommendation from Sherri Clayton-Williams, Director, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners do hereby approve Resolution #8 of 2022 appointing Chairman Randy L. Phiel to sign on behalf of the Board the Electronic Access Agreement for Pennsylvania Crash Information Tool, with the Department of Transportation, Commonwealth of Pennsylvania.

Adams County Housing Authority:

Recommendation from Stephanie McIlwee, Executive Director, to approve the appointment of Terra Little-Taylor to the Adams County Housing Authority Board for a 4-year term, effective August 1, 2022.

Commissioners:

Recommendation from Solicitor Molly R. Mudd that the Board reject the following proposals that were submitted through a public bid process in response to a Request For Proposal for a Multi-County Broadband Feasibility Study for the counties of Cumberland, Franklin, and Adams:

Commissioners cont'd:

- Michael Baker International, Inc. - \$119,986
- Design Nine, Inc. - \$145,997
- ECC Technologies - \$199,599
- Lit Communities - \$215,807
- Kittelson & Associates - \$216,699.69

These five (5) proposals were announced by the Controller at the May 18, 2022 public meeting. The reason for the rejection of the proposals is that Cumberland County no longer wishes to participate in the broadband feasibility study and therefore the scope of the project has materially changed. Adams and Franklin Counties still wish to partner for the purpose of studying their underserved internet areas, and as such, it is further recommended that the Board authorize the Solicitor's Office and the Planning Department to engage qualified vendors to submit proposals for that purpose.

Personnel Report:

Court:

- Separation of Employment with intent to post – Lynn Vokes, General Clerk in MDJ Beauchat's Office, effective June 3, 2022 and Shanin Caplener, General Clerk in MDJ Snyder's Office, effective June 6, 2022

District Attorney:

Recommendation from District Attorney Brian Sinnett to amend the start date for Israel Rojas from May 16 to May 23, 2022.

Clerk of Courts:

Recommendation from Clerk of Courts Kelly Lawver to approve the employment of Wendy Franco, Deputy Clerk 3-New Case Clerk, effective June 6, 2022.

Children & Youth Services:

Promotion of Molly Ryan from Caseworker 2-Independent Living to Program Specialist, effective June 6, 2022.

Department of Emergency Services:

Promotion of Krista Masterstefone, from Telecommunicator to Assistant Telecommunicator Supervisor, effective May 23, 2022.

Public Defender:

Recommendation from Public Defender Kristin Rice to approve the employment of Michael Mull, Part time Public Defender Investigator, effective June 6, 2022.

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Personnel Report cont'd:

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Corrections Officers, fulltime, benefit eligible, pending successful completion of background screenings: Amanda Toner; Jessica Day; Scott Lee; Ashley Hockman; Hailey Clark; Christy Andrew; Roberto San Juan; Jeffrey Roberts and Dominic Brown, effective May 31, 2022
- Promotion of Christopher Raylock from Corrections Officer to Lieutenant, effective May 31, 2022
- Employment of John Caron, Lead Security Lieutenant, effective June 6, 2022
- Employment of Jose Abarca, Paid Intern in the Records Department, three (3) days/week, effective May 31, 2022

Separation of Employment with permission to post:

- Michael Hill, Corrections Officer, effective May 19, 2022
- Brice Shoff, Sergeant, Adams County Adult Correctional Complex, effective June 4, 2022
- Rescind offer of employment to Annabella Beacham, Telecommunicator, effective May 23, 2022
- Rescind offer of employment to Roberto San Juan and Amanda Toner, Corrections Officers, effective May 31, 2022

Expenditures:

Approve the following expenditures for the period May 16, 2022 through May 27, 2022:

General Fund Total	\$ 2,245,582.98
General Fund	\$ 1,149,193.18
PCard Payment	\$ 17,370.57
Payroll – Week #21	\$ 1,079,019.23
Children & Youth Services	\$ 181,555.89
Liquid Fuels	\$ 947.79
HazMat Fund	\$ 58.03
CDBG	\$ 21,949.89
Law Enforcement	\$ 231.03
Commissary Fund	\$ 3,968.99
Records Management	\$ 3,155.00
Act 137 (Affordable Housing)	\$ 108,766.81
Human Services	\$ 1,672.80
Act 13 Bridge Improvements	\$ 2,443.88

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Expenditures cont'd:

911 Fund	\$ 45,089.92
Internal Service Fund	\$ 367,769.51

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: