

PROPOSED

AGENDA, WEDNESDAY, JANUARY 27, 2021:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the January 13, 2021 Commissioners' Meeting as presented.

Proclamations:

- **“MARTIN LUTHER KING, JR. DAY”** – January 18, 2021
- **“COURT REPORTING & CAPTIONING WEEK 2021”** – February 6-13, 2021

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.*

Prothonotary:

Recommendation from Prothonotary Beverly Boyd, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

- Sign and Execute the Master Agreement and Addendum A with vendor Teleosoft Inc. of York. These documents will enable Teleosoft to build and maintain an electronic filing system for the Prothonotary's use in receiving e-filings and managing the civil docket. There will be a one-time license fee of \$165,896.00 for the year to be paid in installments as contractual milestones are met. Maintenance of the licensed software applications will be provided at a cost of \$18,736.00 per year. The cost will be financed from the bond issue for capital projects.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board the following:
 - Kyocera Order Form and Description of Professional Services, and the Adams County Amendment with Kyocera. This Agreement will enable IT to perform the migration services necessary to facilitate the Prothonotary's e-filing system that is being installed by Teleosoft. The term of the Kyocera contract ends when successful migration occurs; the cost of these services is \$9,900.00 to be funded from the Prothonotary's Records Improvement Funds.
 - Quote by CDW-G of Vernon Hills, Illinois for SQL licenses that will aid the data migration. The term of the licenses is (1) year and the cost is \$4,535.62. The cost for this service will come from the Prothonotary's Records Improvement Funds.

AGENDA, WEDNESDAY, JANUARY 27, 2021

Page 2

Treasurer:

Recommendation from Treasurer Christine Redding, and after review by Solicitor Molly Mudd, that the Board of Commissioners appoint Chairman Randy L. Phiel to execute on behalf of the Board the Pricing Option Agreement with vendor Grandjean & Braverman, Inc. of Prompton, for annual maintenance and support of the internal application ("TaxColl2k") developed and maintained by the vendor and used by the Treasurer. The option elected changes the pricing structure for support of the application to the Treasurer. The vendor will charge an annual fee of \$200.00 for yearly updates. Any support beyond that will cost \$105.00 an hour for 2021. These pricing terms are good for one (1) year. The project is funded from the Treasurer's professional services budget.

Register & Recorder:

Recommendation from Register & Recorder Karen Heflin and after review by Solicitor Molly Mudd, that the Board approve the Auto Redaction Addendum to the existing Master Agreement for Products and Services (effective 10/4/17) with Cott Systems, Inc. of Columbus, Ohio. The Addendum will provide services which automate the identification and redaction of sensitive data elements from recorded documents. The Agreement is effective today and shall run concurrent with the term of the Master Agreement at a cost of \$11,325.00 for 333,000 clicks (estimated to last 3 years).

Elections and Voter Registration:

Recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Department of State's County Application for previously-approved Help America Vote Act (HAVA) grant funds (Contract No. 1000800147) in the amount of \$55,122.67 for the purpose of receiving reimbursement for the costs of labor, printers, and miscellaneous office supplies incurred by the County during the 2020 General Election. The application is effective January 27, 2021 and covers the performance period of December 21, 2019 through December 31, 2022.

Department of Building and Maintenance:

Recommendation from Larry Steinour, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners sign and execute Maintenance Agreements with Donald B. Smith, Inc. Roofing Contractor for bi-annual roof inspection, report, and maintenance. These documents will enable the vendor to perform their bi-annual inspection, perform minor maintenance, and generate a report on the Courthouse, Prison, and Department of Emergency Services roofs. The cost is \$3,000.00 for the Courthouse roof, \$4,000.00 for the Prison roof, and \$2,400.00 for the Department of Emergency Services roof. The total cost is \$9,400.00. The cost for the Prison and Department of Emergency Services roof inspection will be paid out of each department's contracted services budget. The cost for the courthouse inspection will come from the Department of Building and Maintenance's contracted services budget.

AGENDA, WEDNESDAY, JANUARY 27, 2021

Page 3

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator and after review by Solicitor Molly Mudd, that the Board approve the Memorandum of Understanding with Penn's Youth Initiative to provide certain Adams County youth with a social and emotional learning program, funded by the U.S. Department of Humans Services. The MOU is effective today and with no cost to the County.

Tax Services:

Recommendation from Chief Assessor Susan Miller, to approve the following:

- Personal Tax Exemption for the following individuals for meeting the guidelines of County policy: Faustina Carbajal-Lopez, Tyrone Township; Eleanor Thompson and James Greene, both of Oxford Township
- Disabled Veterans Real Property Tax Exemption Requests:
 - Harry E. Henderson, 55 Yingling Road, Gettysburg, PA, Parcel #30G18-0057, located in Mt. Joy Township, from the exemption of 5.00 acres to include the total of 23.37 acres, home and multiple outbuildings, effective with the 2020-2021 School Taxes.
 - Deanna M. Trask, 15 Glenwood Drive, Biglerville, PA, Parcel #02006-0159, located in Arendtsville Borough, for her 1 ½ story home, with attached 2 car garage on .81 acres, beginning with the 2021 County/Township Taxes.
- Recommendation from Daryl Crum, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners execute the attached pricing option forms with Grandjean & Braverman, Inc. of Prompton for annual maintenance and support of the Department's internal tax applications ("TaxBilling"; "TaxClaim2k"; and "TaxColl2k") developed and maintained by the vendor. These option forms will change to a pricing structure for computer support, allowing the County to leverage a price rate for IT support discounted by twenty percent as long as it keeps within the hourly cap set by Grandjean & Braverman, Inc. for the year. Service for TaxBilling will be a total cost of \$1,300.00 for the first 16 hours; service for TaxClaim2k will be \$4,000.00 for the first 48 hours; and service for TaxColl2k is \$4,200.00 for the first 50 hours. Any support beyond that for any of these applications will be billed at \$105.00 per hour. The project is funded from the Department of Tax Service's contracted service budget.

Tax Collector:

Approve to appoint Roxey Sauble, 247 Willow Lane, York Springs, PA as the Huntington Township Tax Collector for the collection of County taxes, effective January 27, 2021 through December 31, 2021. Ms. Sauble is filling the unexpired term of Tanya Lamo.

AGENDA, WEDNESDAY, JANUARY 27, 2021

Page 4

Planning:

Recommendation from Sherri Clayton-Williams, Director, to approve an extension request from Carroll Valley Borough for their Parks, Recreation and Green Space Grant (\$25,000.00) for the design and construction of the Carroll Valley Path System-Phase 1. They are requesting a twelve (12) month extension to March 28, 2022 to allow for additional time for a new alignment to be selected and final design and construction to occur.

Adams County General Authority:

Recommendation from Robin Fitzpatrick, President, and on behalf of the Adams County General Authority Board of Directors, to appoint Lori Stewart to the Board of Directors for a five-year term beginning January 2021 through December 31, 2025.

Adams County Housing Authority:

Approve to appoint Sheila R. Supenski to fill the unexpired term of Jay Zimmerman on the Adams County Housing Authority Board of Directors, with the term effective through August 16, 2022.

Commissioner's Office:

- Recommendation from Lisa Moreno-Woodward, Deputy Chief Clerk, to approve the MS-991 Reports for fiscal year 2020 for Liquid Fuels Fund, Act 89 Fund and Act 44 Fund for submission to the Pennsylvania Department of Transportation.
- Approve Resolution No. 1 of 2021 establishing and setting the rate of compensation for the collection of county taxes for fiscal years 2022, 2023, 2024 and 2025.

Personnel Report:

Court:

- Court Administration – note the employment of Roberta Craig, Michelle Mummert and Kerry Stull, Tipstaffs, effective January 25, 2021
- Probation Services – note the employment of Seth A. Fulmer, Probation Officer, effective January 25, 2021

Register & Recorder:

Recommendation from Register & Recorder Karen Heflin, to approve the employment of Leslie Grimes, Deputy Clerk 1, effective January 11, 2021.

AGENDA, WEDNESDAY, JANUARY 27, 2021

Page 5

Personnel Report Cont'd:

Department of Emergency Services:

Recommendation from Warren Bladen, Director, to approve the employment of Erin Heefner, Part Time As-Needed Telecommunicator, effective January 22, 2021.

Separation of Employment with permission to post:

- Vanessa Cullison, Corrections Officer, effective February 2, 2021
- Maria Mejia-Soriano, Corrections Officer, effective January 25, 2021
- Malcom Rankin, Corrections Officer, effective January 22, 2021
- Jason Prout, Lieutenant at ACACC, effective February 5, 2021

Expenditures:

Approve the following expenditures for the period January 11, 2021 through January 22, 2021:

General Fund Total	\$ 1,661,277.84
General Fund	\$ 697,791.21
Payroll – Week #3	\$ 963,486.63
Children & Youth Services	\$ 273,592.34
HazMat Fund	\$ 990.01
Commissary Fund	\$ 610.94
Human Services	\$ 3,291.55
Capital Projects - Reserve	\$ 103,077.43
Capital Projects	\$ 180,622.15
911 Fund	\$ 83,509.57
Internal Service Fund	\$ 202,401.56

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: