

AGENDA, WEDNESDAY, APRIL 6, 2022:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the March 23, 2022 Commissioners' Meeting as presented.

Proclamation:

- **“CHILD ABUSE & NEGLECT PREVENTION MONTH”** – April 2022
- **“75th ANNIVERSARY ESTABLISHING THE ADAMS COUNTY CONSERVATION DISTRICT”** – April 2, 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.*

Prothonotary:

Recommendation from Prothonotary Beverly Boyd, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Historical Document Loan Agreement with the Adams County Historical Society (ACHS). This Agreement provides for the indefinite loan of a book held in the Prothonotary's archives entitled "Register of Negroes and Mulattoes 1800-1818" to ACHS for the purpose of display and education to County residents and tourists. This Agreement is effective April 6, 2022.

Probation Services:

Recommendation from Gale Kendall, Chief, and after review by Solicitor Molly R. Mudd, that the Board ratify the Pennsylvania Commission on Crime and Delinquency ("PCCD") grant application (Subgrant #37280) for federal funding through the Byrne Justice Assistance Grant Program with the Commonwealth of Pennsylvania. This grant, if approved, would increase utilization of evidence-based programs, supplement data-sharing efforts between law enforcement agencies, and assist in the deployment of Probation Services Dashboard software. Total funding sought is \$250,000.00, with \$187,750.00 allocated in Year 1, and \$62,250.00 in Year 2. It is additionally recommended that the Board approve the PCCD Standard Subgrant Conditions, which will apply if the grant is awarded. Application is effective March 31, 2022.

Controller:

Recommendation from Controller John Phillips, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and sign the Engagement Letter with Zelenkofske Axelrod, LLC, certified public accountants, for the audit of the County's financial statements as well as major federal and state Department of Human Services award programs compliance as of December 31, 2021. The cost for the audit services, including expenses, will not exceed \$74,128.00. This Agreement is effective April 6, 2022.

District Attorney:

Recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote with Cellebrite, a New Jersey Company, for renewal of the UFED 4PC Software License, used by the detectives in the DA's office. The term of the license is three (3) years, commencing on April 16, 2022 and terminating on April 15, 2025. Total cost to the County is \$17,019.00.

Emergency Services:

Recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Memorandum of Agreement ("MOA") with the Commonwealth of Pennsylvania, through the PA Department of Agriculture ("PAD"). Under the MOA, PAD agrees to inspect all County weights and measurement devices required by the Consolidated Weights and Measures Act (3 Pa.C.S. 4101 *et seq.*), except for certain measuring device inspections delegated to the County. This MOA is effective July 1, 2022 and expires June 30, 2027.

Information Technology:

Recommendation from Phil Walter, CIO and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Web Enrollment Agreement with the County Commissioners Association of Pennsylvania (CCAP), which allows the County to leverage CCAP IT resources including website framework and training resources. The term of the Agreement commences May 5, 2022 and terminates May 4, 2023. Total cost to the County is \$8,900.00.

Budget and Purchasing:

Recommendation from Melissa Devlin, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners approve and sign the following:

- Addendum to the Software License and Services Agreement with Superior, LLC, a Florida Company (successor in interest to SunGard Public Sector Inc.), which updates the terms and conditions of the Agreement. Superior provides financial

Budget and Purchasing cont'd:

software to the fiscal offices of Adams County. The term of the updated Agreement is three (3) years, commencing on April 6, 2022 and terminating on April 5, 2025. There is no additional cost to the County.

- Designate Chairman Randy L. Phiel to sign the Quote with CentralSquare, a Florida Company, for twenty-four (24) hours of professional services for Contract Management training. The term of the Agreement is one (1) year, commencing on April 6, 2022 and terminating on April 5, 2023. Total cost to the County is \$5,000.00.

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 the Quote for lawn mowing and maintenance services at Oak Lawn Cemetery with Sheppard's Groundskeeping, a local Gettysburg company. Additionally, it is recommended that the Board sign the Terms and Conditions. The term of the Agreement commences on April 6, 2022 and will continue until the end of the 2022 mowing season. Total cost to the County is \$1,300.00 per mow.

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 following:

- Quote #MPQH592 with CDW-G, LCC, an authorized reseller of SAP America, Inc. products. This quote provides two (2) licenses for the SAP Crystal Reports 2020 software, which allows users to create richly formatted reports from any data source. Each license is \$485.00, for a total cost to the County of \$970.00. Pricing is made pursuant to COSTARS Contract No. 006-064. It is additionally recommended that the Board approve the Software License and Support Agreement and the SAP Crystal Reports 2020, Full Version Terms & Conditions with SAP America, Inc., which provides standard terms for use of the software. All Agreements are made effective March 23, 2022.
- Order #Q-163734 and the Terms and Conditions with PowerDMS, Inc., a Florida corporation. The Agreement provides for the base PowerDMS Pro software and 136 user licenses and training courses for a term of one (1) year. PowerDMS is a policy management system that provides training on County policies to ACACC staff, notifies staff of policy revisions, and provides a training and audit trail. Total cost of the software and licenses is \$10,003.81. This Agreement is effective April 24, 2022 and expires April 23, 2023.

Adams County Adult Correctional Complex cont'd:

- Appoint Chairman Randy Phiel to sign on behalf of the Board the March 14, 2022 Proposal by Radiation Safety Consultant William Hoak, CHC, CLSO for an annual safety support inspection of the Tek 84 body scanner at the jail, and the annual training for qualified operators and radiation safety officers. All services to be provided for \$950.00.

Human Resources:

Recommendation from Deputy Director Danette Laughman, and after review by Solicitor Molly Mudd, that the Board of Commissioners ratify the Fee Summary Agreement with Capital Blue Cross Vision for county subscribers, at a cost to the County of \$1.00 per contract per month. This Agreement represents the Year-2 Renewal on a (3) year Vision ASO Contract.

Commissioner's:

- Recommendation from Steve Nevada, County Manager, on behalf of the Finance Governance Team, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the Adams County Asset Policy to ensure a uniform methodology for control of County property, effective April 6, 2022.
- Recommendation from Solicitor Molly R. Mudd that the Board of Commissioners approve the following:
 - Memorandum of Understanding between the County and Ben W. Smyers Excavating for provision of excavation, fill-in, and final appearance of gravesites at the cemetery at Oak Lawn Memorial Gardens. Additionally, Ben W. Smyers Excavating shall be permitted to store a backhoe on the property for excavation purposes. This Memorandum of Understanding is effective April 6, 2022. There is no cost to the County.
 - Historical Document Loan Agreement between the County of Adams and the Adams County Historical Society (ACHS). The Agreement provides for the loan of Polaroid photos of various Adams County commercial properties dating from the early 1980's to 2009 to the ACHS. The term of the Agreement is thirty (30) years, commencing on April 6, 2022.
 - Adopt Resolution No. 4 of 2022 recognizing that the County Zoning Ordinance adopted by the Board on June 23, 2013, is substantively invalid by failing to expressly include particular uses, failing to include certain uses in sufficient quantity, and unconstitutionally regulating certain types of signs. The Resolution therefore authorizes County staff and the Solicitor to draft a curative amendment for adoption within 180 days of the Board's formal declaration of invalidity at public meeting on March 9th, 2022.

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Commissioner's cont'd:

Recommendation by Solicitor Molly R. Mudd that the Board of Commissioners designate Chairman Randy L. Phiel to sign on the behalf of the Board the following relative to the Human Services Building Re-Roofing Project:

- Change Order #2 for Contractor D.A. Nolt, Inc. to add \$232,737.98 to the contract price, to reflect a decrease in contract price for solar panel walkways, and an increase in contract price for environmental conditions supplemental safety procedures, the addition of the front entrance part of the roof to the re-roofing project, and pandemic-related material cost increase; and
- An Amendment to the April 5, 2021 Professional Engineering Services Agreement with C.S. Davidson, Inc. for additional Bidding and Construction Phase Services totaling \$50,000 for engineering and construction administration services relative to the expanded scope of the re-roofing project, and indoor Air Quality (IAQ) and third-party Industrial Hygiene (IH) environmental consulting services.

Personnel Report:

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the following:

- Employment of Carissa McKean, Caseworker 2-Family Support, effective May 31, 2022, pending successful completion of all pre-employment screening
- Note the transfer of Wendy Forsythe, Office Assistant - Legal, to the District Attorney's Office, effective April 25, 2022 and permission to post the open Office Assistant – Legal position.

Adams County Adult Correctional Complex:

- Recommendation from Warden Katy Hileman, pending successful completion of background screenings, approve the employment of the following Corrections Officers: Tyler Gallagher, effective May 16, 2022; Dustin Bechtel and Nicholas Barry, effective March 28, 2022; Scott Stanga, Emmanuel George and Michael Simms, effective April 11, 2022. Revised date of hire for Sameh Gabra from April 11, 2022 to May 16, 2022

Separation of Employment with permission to post:

- Katie Spurrier, Legal Assistant in the District Attorney's Office, effective April 13, 2022
- Mark Maas, Public Defender Investigator, PTR, effective April 14, 2022
- Cole Mercer, FT Telecommunicator, effective April 3, 2022
- Jason Ferree, Corrections Officer, effective March 17, 2022
- Connor Wenger, Corrections Officer, effective March 16, 2022
- Dylan Huie, Corrections Officer, effective April 1, 2022

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Expenditures:

Approve the following expenditures for the period March 21, 2022 through April 1, 2022:

General Fund Total \$ 1,686,708.67

General Fund \$ 641,398.86
Payroll – Week #13 \$ 1,045,309.81

Children & Youth Services	\$ 175,842.00
Liquid Fuels	\$ 17,535.85
Commissary Fund	\$ 3,216.20
Records Management	\$ 792.50
Hotel Tax Fund	\$ 72,329.75
Coroner Visa	\$ 100.00
Capital Project-Reserve	\$ 52,943.93
Capital Projects	\$ 5,955.02
911 Fund	\$ 261,766.14
Internal Service Fund	\$ 451,028.84

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: