

## **AGENDA, WEDNESDAY, JULY 24, 2024:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the July 10, 2024 Commissioners' Meeting as presented.

### **Proclamation:**

- **“CHILD SUPPORT ENFORCEMENT AWARENESS MONTH”** – August 2024

### **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.*

### **Human Services Block Grant Plan Public Hearing:**

This is the date and time advertised to hold a public hearing to accept public comment on the 2024-2025 Human Services Block Grant Plan.

### **Court Administration:**

Recommendation from Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign Quote #75635 from Sage Technology Solutions, LLC, of Mount Joy, PA, for the purchase and installation of a Tascam recorder. This new recorder will replace the Court's decommissioned Denon recorder. It is further recommended that the Commissioners sign the Addendum to Sage's General Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. The Quote is effective July 24, 2024. Total cost to the County is \$3,371.76, which cost will be reimbursed by the Court out of budgeted funds.

### **Probation Services:**

Recommendation from Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Amendment to the Statement of Work dated February 7, 2024, with Corrections Development, Inc. (“CDI”) and BTM Software Solutions, LLC (“BTM”). This Amendment incorporates the County's standard IT off-premises terms & conditions into the existing Statement of Work, as CDI and BTM are transitioning their Adult Probation Application into a cloud-based solution. This Amendment is effective July 24, 2024.

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### Probation Services cont'd:

- Licensed Training Provider Agreement with American National Red Cross. This Agreement allows Probation Services to offer Red Cross first aid courses to Probation Officers ranging from \$8-\$50 per course enrollee. This Agreement is effective July 24, 2024. The cost of the training services is a budgeted expense.

### **Sheriff:**

Recommendation from Sheriff James Muller, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Order Form from Permitium, LLC, a North Carolina Company, for renewal of the Sheriff's Office's PermitDirector software. This software provides for submission of Weapons Permit applications online. The term of the Agreement commences on October 1, 2024 and terminates on September 30, 2025. There is no additional cost to the County.

### **Prothonotary:**

Recommendation from Prothonotary Beverly Boyd, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the quote for renewal of the Prothonotary's ScanPro Advantage membership with e-Imagedata Corp, a Wisconsin company. It is further recommended that the Commissioners sign the Addendum to the ScanPro Software End User Software License Agreement, which incorporates that County's standard terms into the Agreement. The term of the Agreement is five (5) years, commencing on July 24, 2024 and terminating July 23, 2029. Total cost to the County is \$995.00 and will be paid using the Prothonotary Records Improvement Funds.

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

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

- Professional Services Agreement with Daniel D. Worley, Esquire to provide Guardian Ad Litem services for dependent children, as provided in the Juvenile Act, 42 Pa.C.S. § 6301, and as specifically denoted at 42 Pa. C.S. § 6311, and in regulations promulgated in the Pennsylvania Code, 55 Pa. Code § 3490.71 and at 237 Pa Code Rules 1151 and 1154. The term of the Agreement is two (2) years commencing July 10, 2024 and expiring July 9, 2026. Total cost to the County is \$58,800.00 per annum payable bi-weekly and contingent upon Court approved representation. Representation of children in all appeals to the appellate courts of Pennsylvania shall be compensated at \$70.00/hour.
- Fiscal Year 2024-2025 Contracts: Drug and Alcohol Rehabilitation Services; Families United Network; Merakey Pennsylvania; Valley Youth House Committee; Bruce Kelly; Pathways

**Tax Services:**

Recommendation from Susan Miller, Assistant Director/Chief Assessor, to approve the Disabled Veterans Real Property Tax Exemption Certification for the following, beginning with the 2024-2025 School Taxes:

- Parcel #25-Ad0-0060 for a home on 1.03 acres located in Liberty Township
- Parcel #09-E13-0839 for a home on .33 acres located in Cumberland Township

**Planning & Development:**

Recommendation from Sherri Clayton Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Adams County Natural Heritage Areas Agreement with the Appalachian Trail Conservancy. This Agreement provides that the County will award matching funds in the amount of \$16,750.00 along with York, Cumberland, and Franklin Counties for the purpose of updating the Natural Heritage Inventories in each of the Counties. This Agreement is effective July 17, 2024, and expires January 1, 2027.

**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:

- Adopt Resolution No. 12 of 2024 which commits the County to the joint funding and operational support of the NICE Recording Systems expansion and modification for the South Central Inter-County Communications Network (SCICNET), of which Adams is a member County. Motorola Solutions, Inc., will serve as the vendor to provide the licenses and services for the project, pursuant to PA State Contract #4400027237.
- Designate Chairman Randy L. Phiel to sign the Agreement with Asher Group Services, of Rochester, NY, for provision of the Hyper-Reach notification system. This system will allow the County to send notifications, including emergency communications and weather alerts, to any number of participating recipients, twenty-four hours per day, seven days per week. This Agreement is made pursuant to the General Services Administration Contract No. GS-35F-072CA. The term of the Agreement is one (1) year and shall commence upon the “go live” date. Total cost to the County is \$22,400.00.

**Elections & Voter Registration:**

Recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the Election Integrity Grant Program Post-Election Report submitted to the Pennsylvania Department of State on July 22, 2024, as required by the PA Election Code. This Report provides a summary of qualified election expenditures made by the County pursuant to the Election Integrity Grant Program (Act 88 of 2022). For the 2024 primary election, the County spent \$223,572.76 under the Program.

**Building and Maintenance:**

Recommendation from Larry Steinour, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Platinum Service Agreement with TK Elevator Corporation, a Georgia Company, for maintenance service of the elevators and chair lift at the Adams County Courthouse. It is further recommended that the Commissioners sign the Addendum to the Platinum Service Agreement, which incorporates that County's standard terms and conditions into the Agreement. The term of the Agreement is five (5) years, commencing on July 24, 2024 and terminating on July 23, 2029. Total cost to the County is \$58,500.00, to be paid in quarterly installments of \$3,900.00.

**Human Resources:**

Recommendation from Michele Miller, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Administrative Services Only (ASO) Group Contract Declaration Page with Capital BlueCross regarding the administration of employee health benefits in 2024 as follows:

- ASO Group Contract – An Agreement for Capital BlueCross to administer health benefits on behalf of the County as described in the Plan. The term of the ASO Agreement for Group Preferred Provider Benefits and Rx Card Plan Benefits is three (3) years, commencing on January 1, 2024 and terminating on December 31, 2026. The term of the ASO Agreement for Vision Benefits is two (2) years, commencing on January 1, 2024 and terminating on December 31, 2025; and
- Group Preferred Provider Benefits – General benefits, coverage, and administrative procedures under the PPO Plans for union and non-union employees; and
- Rx Card Plan – Prescription drug benefits and coverage for both union and non-union employees; and
- Vision Benefits – Vision benefits and coverage under the Plan.

All Plan benefits remain unchanged from 2023.

**Adams County Adult Correctional Complex:**

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the following:

- Standard Dishmachine Rental Agreement with Ecolab Inc., a Minnesota company. This Rental Agreement is for the dishwasher and booster heater in the kitchen at ACACC and covers both rental and maintenance of the units. It is further recommended that the Commissioners sign the Addendum to Standard Dishmachine Rental Agreement, which incorporates the County's standard terms into the Agreement. The term of the Agreement is three (3) years, commencing on July 24, 2024 and terminating on July 23, 2027. Total cost to the County is \$11,338.20.

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### Adams County Adult Correctional Complex cont'd:

- Quote #76020 from Sage Technology Solutions, LLC, of Mount Joy, PA, for the renewal of the ExacqVision IP Camera Licenses for servers 3 through 6 at the jail. It is further recommended that the Commissioners sign the Terms and Conditions between Sage and the County. The term of the Agreement is one (1) year, commencing June 30, 2024 and terminating June 30, 2025. Total cost to the County is \$3,437.00.
- Appoint Chairman Randy L. Phiel to sign Quote No. 2018847 with KINT Corporation of Harrisburg, for the semi-annual fire alarm inspection and annual visual inspection of the fire suppressant system(s) at the ACACC. Total cost to the County is \$5,314.00, the expense is budgeted.

### **Commissioners:**

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

- Amendment to the Lease Agreement with Air Methods, LLC, originally effective August 1, 2023. This Amendment renews the lease term for an additional one (1) year until July 31, 2025 and increases the rent to \$2,995.59 per month (\$35,974.07/year). This Amendment is effective July 24, 2024.

### **Personnel Report:**

#### Court:

##### Domestic Relations

- Employment of Nya Green, Conference Officer Intern, up to 29.5 hours/week for course credit, effective August 26, 2024 through May 1, 2025.

##### Clerk of Courts:

- Promotion of Megan Shull, from Court Information Specialist to Court Specialist & Training and Development Coordinator, effective July 15, 2024.
- Promotion of Emily Ruffner, from Deputy Clerk 2/New Case Clerk to Court Information Specialist, effective July 29, 2024.

##### Sheriff:

- Employment of Gregory Blake, Deputy First Class, effective July 29, 2024. Mr. Blake is transferring from the Adams County Adult Correctional Complex.
- Employment of Dewayne Adamski, Deputy Sheriff, effective July 29, 2024.

##### Children & Youth Services:

- Promotion of Megan Perry-Costic, from After Hours Caseworker Supervisor to Administrative Officer, effective July 15, 2024.
- Merit promotion for Elizabeth Rhoads, from Caseworker 1 to Caseworker 2, effective July 29, 2024.

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#### Personnel Report cont'd:

- Employment of Dylan Harris, Office Assistant/Fiscal Quality Assurance, effective July 22, 2024.

#### Planning Department:

- Employment of Aaron Ebner, Comprehensive Planner-Transportation, effective August 5, 2024.

#### IT Department:

- Employment of Tye Lehigh, IT Technician 1/Application Specialist, effective July 23, 2024.

#### Victim Witness:

- Direct Service Advocate 1 to Director Service Advocate 2 for Skylar Bosley, effective August 12, 2024.

#### Department of Emergency Services:

- Promotion of Krista Masterstefone, and Kimberly Hope from Telecommunicator to Assistant Supervisor, effective July 22, 2024.
- Promotion of Dusty Lumpkin, from Assistant Supervisor to Supervisor, effective July 15, 2024.

#### Adams County Adult Correctional Complex:

- Employment of Jamal Leath, Lieutenant, effective July 15, 2024

#### Commissioners:

- Transfer of Sherri DePasqua from Children & Youth Services to the Commissioner's Department, effective July 22, 2024.

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

- Retirement of David Allison, Chief Deputy, effective August 30, 2024
- Bradley Kommeth, 911 GIS Technician, effective August 8, 2024
- Michael Roth, Caseworker 2-Intake, Children & Youth Services, effective July 31, 2024
- Deborah Scott, Custodian, effective July 24, 2024
- Rescind the employment offer to Dewayne Adamski, Deputy Sheriff, effective July 24, 2024
- Corrections Officers: Caitlyn Plank, effective July 18, 2024; Luis Ortiz-Alvarez, effective July 20, 2024; Emma Lady, effective July 28, 2024

### **Expenditures:**

Approve the following expenditures for the period June 24, 2024 through July 5, 2024:

General Fund – Operational	\$	306,826.66
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Expenditures cont'd:

Payroll – Week #27	\$ 1,076,503.21
<b>Total General Fund</b>	<b>\$ 1,383,329.87</b>
Children & Youth Services	\$ 297,539.45
HazMat Fund	\$ 531.16
CDBG	\$ 3,584.00
Commissary Fund	\$ 26,049.61
Records Management	\$ 17,675.08
Capital Projects	\$ 163.65
911 Fund	\$ 20,172.63
Internal Service Fund	\$ 232,534.98
<b>Total Special Funds</b>	<b>\$ 598,250.56</b>
<b>Total Expenditures</b>	<b>\$ 1,981,580.43</b>

**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:**