

AGENDA, WEDNESDAY, AUGUST 14, 2024:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the July 24, 2024 Commissioners' Meeting as presented.

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.*

Adams County Industrial Development Authority:

Recommendation from Solicitor Molly R. Mudd, that the Board of Commissioners Adopt Resolution No. 13 of 2024 which approves the issuance of a federally tax-exempt financing by the Adams County Industrial Development Authority ("ACIDA") for the purpose of funding a loan applied for by Elmer and Sadie Ann Huyard through the Next Generation Farmer Loan Program ("Program") in the amount of \$384,000.00. On August 8, 2024, the IDA held a duly advertised public hearing on the Huyard's application to use the loan to purchase approximately 19 acres of agricultural land and/or buildings located at 2476 Biglerville Road, Gettysburg, Butler Township, Adams County. The County's approval of the IDA's loan issuance is required under the federal Tax Equity and Fiscal Responsibility Act of 1982, but such approval does not make the County an obligor or otherwise make the County liable for the principal or interest on the bond. This Resolution is effective August 14, 2024.

Court Administration:

Recommendation from Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the following:

- Revised Quote #75635 from Sage Technology Solutions, LLC, of Mount Joy, PA, for the purchase and installation of a Tascam recorder. The prior Quote, which was approved at the July 24, 2024 Public Meeting, is hereby rescinded. The new Tascam recorder will replace the Court's decommissioned Denon recorder. The Quote was revised to reflect the correct model number for the Tascam recorder. The Revised Quote is effective August 14, 2024. Total cost to the County is \$3,216.76, which will be reimbursed by the Court out of its General Fund.
- Service Agreement Proposal with SBM Electronics, Inc., of Pittsburgh, PA, for maintenance of the five (5) courtrooms' For the Record (FTR) Software Assurance Program with Remote Support. This Software is used for the Court's digital recordings. It is further recommended that the Board sign the Terms and Conditions of SBM Electronics, Inc., Maintenance Agreement, which has been

Court Administration cont'd:

updated to include the County's standard terms. The term of this Agreement is August 31, 2024 to August 30, 2025. Total cost to the County is \$4,375.00.

Probation Services:

Recommendation from Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Academic Internship Agreement with Mount St. Mary's University. This Agreement provides that qualified students enrolled at Mount St. Mary's may intern with the County's Probation Services for the purpose of furthering their criminal justice studies and obtaining academic credit. This Agreement is effective August 7, 2024, for a one-year term with automatic renewal.

District Attorney:

Recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Professional Services Agreement with Dr. Bruce A. Wright, a medical doctor who is licensed in Pennsylvania. Dr. Wright will provide expert opinion and expert witness services for the Adams County District Attorney's Office. The term of this Agreement is three (3) years, commencing on March 5, 2024 and terminating March 4, 2027. Dr. Wright shall charge the County an hourly rate of \$300.00, not to exceed \$15,000.00 for any one matter.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator to approve the following:

Adoption Assistance Agreements:

- A.G. & M.C. on behalf of E.F.P. in the amount of \$1,584.40 per month.
- A.G. & M.C. on behalf of E.N.P. in the amount of \$1,584.40 per month.
- N. & K.E. on behalf of V.H. in the amount of \$851.67 per month.
- H.K. on behalf of G.M. in the amount of \$912.50 per month.

2024-2025 Purchase of Service Agreements:

- The Children's Aid Society of Franklin County; Board of Child Care of the United Methodist Church; George Junior Republic of Pennsylvania; City Mission-Living Stones; The Bair Foundation

Information Technology:

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

- Quote from Verkada, Inc., a California company, for a trial of outdoor pole mounted cameras to be positioned at the Sachs and Eisenhower bridges. It is further recommended that Chairman Phiel sign the End User Agreement with

Information Technology cont'd:

Verkada. The trial period shall last for thirty (30) days and is provided at no cost to the County.

- Quote from Dell Technologies, a Texas company, for Quest Kace System Management Appliance and Kace System Deployment Appliance. The Kace product offers the ability to automate tasks, inventory all hardware and software, and manage security patches for all County devices. The Kace system also contains the managing of tickets and projects from all departments. This Agreement is made pursuant to National Cooperative Purchasing Alliance (NCPA) contract #01-143. The term is one (1) year, commencing September 16, 2024 and terminating September 15, 2025. Total cost to the County is \$13,907.69.

Planning & Development:

Recommendation from Sherri Clayton Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Subrecipient Agreement for the Adams Response & Recovery Fund (“ARRF”) with East Berlin Area Joint Authority. This Agreement allocates \$1,000,000 in ARRF grant funding for the purpose of investing in the expansion of water and sewer infrastructure for the Borough of East Berlin and Hamilton Township. The awarded amount was previously approved by the Board at the March 22, 2023, public meeting following a public application process. This Agreement is effective August 7, 2024, and expires December 31, 2026.
- Amendment to the Subrecipient Agreement for Adams Response and Recovery Fund (ARRF) with Buchanan Valley Fire Department (BVFD). This Amendment amends the scope of BVFD’s original project proposal under the November 1, 2023, Subrecipient Agreement which allocated \$250,000.00 for upgrades to their fire station. The modified scope will include upgrades to emergency vehicles to be purchased through the COSTARS network. All other terms of the original Subrecipient Agreement, including the amount of grant funding will remain the same. This Amendment is effective August 14, 2024.
- Amendment to the Subrecipient Agreement for Adams Response and Recovery Fund (ARRF) with Gettysburg Combined Area Resources for Emergency Shelter (CARES). This Amendment amends the scope of CARES’s original project proposal under the August 23, 2023 Subrecipient Agreement allocating \$368,900.00 for conversion of the third floor of the St. James Lutheran Church into a seasonal homeless shelter. The modified scope will include health and safety features for the homeless shelter, to include air purifiers, humidifiers, no-touch soap dispensers, and security cameras, and the purchase of a building to be converted into a multi-unit temporary “next-step” supportive housing solution for the County’s unsheltered population. All other terms of the original Subrecipient Agreement, including the amount of grant funding, will remain the same. This Amendment is effective August 14, 2024.

Community Development Block Grant:

Recommendation from Deana Duvall, Grants Coordinator and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve Community Development Block Grant (CDBG) Contract (No. C000089715) with the Commonwealth of Pennsylvania, through the Department of Community and Economic Development (DCED). This Agreement allocates \$553,712.00 to the County for eligible public facilities and infrastructure improvements incurred between June 18, 2024 and June 17, 2028. This Agreement is effective as of the date last approved by the Commonwealth and expires June 17, 2028.

Tax Services:

- Recommendation from Daryl Crum, Director, to approve and appoint the following to the 2024 Auxiliary Tax Appeal Board: Barbara Underwood, Cumberland Township; Barbara Walter, Butler Township; William Arrington, Cumberland Township; Lisa Moreno-Woodward, Mt. Joy Township and to further approve, after review by Solicitor Molly R. Mudd, the appointment of Barbara Walter as a substitute member of the primary Adams County Board of Assessment Appeals, in the event of an absence or recusal of one of its members.
- Recommendation from Chief Assessor Susan Miller, to approve the following Disabled Veterans Real Property Tax Exemption Certifications:
 - Parcel #18B17-0105, for a home on 2.96 acres located in Hamiltonban Township, effective with the 2025 County/Municipal Taxes.
 - Parcel #16010-0065 for a home on .19 acres located in Gettysburg Borough, effective with the 2024-2025 School Taxes.

Elections & Voter Registration:

Recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the Worker Protection and Certification Forms required by the Pennsylvania Department of State in order to receive this year's allocation of Act 88 Election Integrity Grant Funds in the amount of \$374,410.95. These forms certify that the County complies with various labor laws and that it intends to use the grant funds for eligible expenditures as outlined in Act 88 of 2022.

Building and Maintenance:

Recommendation from Larry Steinour, Director and after review by Solicitor Molly R. Mudd, to approve and designate Chairman Randy L. Phiel to sign the following:

- Quote from Best Line Material Handling, of Shippensburg, PA, for a stand-on battery-operated Bobcat forklift. The Quote is made pursuant to Costars Contract #4400028098 and is effective August 14, 2024. Total cost to the County is \$38,446.60.

AGENDA, WEDNESDAY, AUGUST 14, 2024

Page 5 of 8

- RRPlatinum Service Agreement with TK Elevator Corporation, a Georgia Company, for maintenance service of the elevators and chair lift at the Adams County Courthouse and Mercy House. The Agreement was revised to add the elevator at Mercy House. The prior Agreement, which was approved at the July 24, 2024 Public Meeting, is hereby rescinded. It is further recommended that the Commissioners sign the Addendum to the Platinum Service Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is 5 years, commencing on August 1, 2024 and terminating on July 31, 2029. Total cost to the County is \$78,840, to be paid in yearly installments of \$15,768.

Human Services Development Block Grant Plan:

Recommendation from Chief Clerk Paula Neiman, to approve and ratify for submission to the PA Department of Human Services, the 2024-2025 Human Services Development Block Grant Plan in the amount of \$93,894.00 for Homeless Assistance and \$57,826.00 for Human Services for a total grant amount of \$151,720.00.

Adams County Adult Correctional Complex (ACACC):

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:

- Proposal from McClure Company, of Harrisburg, PA, for replacement of the condensers and evaporators in two (2) coolers and one (1) freezer in the ACACC's kitchen. The Proposal is made pursuant to Costars Contract #008-E23-1046 and is effective August 14, 2024. Total cost to the County is \$50,506.00.
- Renewal for the ACACC's LexisNexis Prison Solution with LexisNexis, a New York company. This allows inmates to access legal resources via the ACACC's tablets. The term of the Agreement is August 1, 2024 to July 31, 2026. Total cost to the County is \$16,704.00, to be billed in monthly installments of \$696.00.
- Estimate from On the Fly Pest Solutions, Inc., a Maryland Company, for pest control services at the ACACC. It is further recommended that the Board sign the Terms and Conditions between On the Fly and the County. The term of the Agreement is one (1) year, commencing March 22, 2024 and terminating March 21, 2025. Total cost to the County is \$3,393.71, to be paid in monthly installments of \$282.81.
- Maintenance Agreement with Donald B. Smith, Inc., of Hanover, PA, for the annual inspection and maintenance of the ACACC roof. The term of the Agreement is three (3) years, commencing on August 14, 2024 and terminating August 13, 2027. Total cost to the County is \$6,750, to be paid in yearly installments of \$2,250.

Commissioners:

Recommendation from Solicitor Molly R. Mudd that the Board of Commissioners approve the following documents as they relate to the County's Employee Health Insurance and Dental Plans and the County's responsibilities as Plan Sponsor under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended, and its underlying Regulations and Rules:

- Changes to the County's Dental High Summary Plan Description and Dental Low Summary Plan Description ("SPD"), respectively, which clarify that the SPDs shall serve simultaneously as the County's Dental Plan Documents and remove all references to the Employee Retirement Income Security Act of 1974 ("ERISA"), as Employee Benefit Plans maintained by government employers are exempt from ERISA, pursuant to 29 USC §§ 1002(32) and 1003(b); and
- The Amendments to the County of Adams PPO Group Preferred Provider Benefits Booklet and the County of Adams Dental Plan. These Amendments add certain language to the Plan Documents required by HIPAA, pursuant to Section 45 C.F.R. 164.504(f), so that the County, as Plan Sponsor, can share information with the Plan Administrators; and
- Adopt Resolution No. 9 of 2024, authorizing specific individuals to receive Protected Health Information ("PII") from the County's Health Plan, for Plan Administration purposes, in accordance with the terms and conditions of the Plan, the internal policies and procedures of the Plan Sponsor and the Plan, and other applicable laws.
- Adopt Resolution No. 10 of 2024, authorizing specific individuals to receive Protected Health Information ("PII") from the County's Dental Plan for Plan Administration purposes, in accordance with the terms and conditions of the Plan, the internal policies and procedures of the Plan Sponsor and the Plan, and other applicable laws, and further authorizing a change of the name of the Dental Plan to "County of Adams Dental Plan."
- Authorize the advertisement of the Request for Proposals for the Food Services Contract for the Adams County Adult Correctional Complex with bids to be received through the PennBid digital platform by 7:59 a.m. Eastern Prevailing Time on Wednesday, October 2, 2024.
- Adopt the following County and Court-wide Policy:
 - Network Security Policy No. 121.03 – This Policy updates the Network Security Policy to reflect that a Risk Level Assessment on County Systems shall be performed at least every three (3) years. This Policy is effective August 14, 2024.

Personnel Report:

Court:

- Probation Department – Employment of Cameron Randolph, Probation Officer Intern, for up to 29.5 hours/week paid plus 2.5 hours/week unpaid for up to 32 hours/week for course credit, effective August 27, 2024 through December 6, 2024
 - Separation of employment for Dylan Staub, Probation Officer Intern, effective August 1, 2024
- Domestic Relations – Separation of employment for Conference Officer Interns Autumn Miller, effective August 8, 2024 and Griffin Kibler, effective August 9, 2024.

Controller:

- Transfer Lindsay Reichart from Senior Staff Accountant to Accounting Manager, effective July 29, 2024
- Transfer Brandy Harman from Senior Accountant-Audit to Financial System Support Analyst, effective July 29, 2024

Sheriff:

- Effective August 19, 2024: Promotion of Kevin Miller from Lieutenant to Chief Deputy; Promotion of John Wega from Sergeant to Lieutenant; Promotion of Norman McNeal from Operations Corporal to Sergeant; Promotion of Tina Antkowiak from Deputy First Class to Operations Corporal
- Employment of Benjamin King, Deputy Sheriff, effective August 12, 2024, pending successful completion of all required pre-employment screenings.

Clerk of Courts:

- Promotion of Emily Ruffner, from Deputy Clerk 2/New Case Clerk to Court Information Specialist, effective July 29, 2024.

Security:

- Benjamin Jones, Interim Acting Security Director, effective July 29, 2024.

Public Defender:

- Employment of Joanna Toft Funk, Assistant Public Defender, effective August 12, 2024, pending successful completion of all pre-employment requirements.

Separation of Employment with permission to post:

- Aleah Leonard, Office Manager/IT Coordinator, Children & Youth Services, effective August 16, 2024
- Corrections Officers: John Walton, effective July 22, 2024; Maria Hernandez-Nery, effective July 29, 2024; Noah Wagner, effective July 31, 2024; Sakena Gwyn, effective August 3, 2024; James McKenzie, effective August 9, 2024; Riley Collins, effective August 11, 2024.

AGENDA, WEDNESDAY, AUGUST 14, 2024

Page 8 of 8

Expenditures:

Approve the following expenditures for the period July 22 2024 through August 2, 2024:

General Fund – Operational	\$ 988,359.39
Payroll – Week #31	<u>\$ 1,097,994.03</u>
Total General Fund	\$ 2,086,353.42
Children & Youth Services	\$ 324,317.77
Liquid Fuels	\$ 2,794.76
Commissary Fund	\$ 2,417.50
Hotel Tax Fund	\$ 156,547.00
Capital Projects	\$ 9,111.81
911 Fund	\$ 17,256.55
Internal Service Fund	<u>\$ 403,449.55</u>
Total Special Funds	\$ 915,894.94
Total Expenditures	\$ 3,002,248.36

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: