

AGENDA, WEDNESDAY, SEPTEMBER 18, 2024:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the September 4, 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.*

Proclamation:

- **“Library Card Sign-Up Month”** – September 2024
- **“Hunger Action Month”** – September 2024
- **“Suicide Prevention Awareness Month”** – September 2024

Public Hearing – 2021 Community Development Block Grant Program (CDBG):

This is the date and time advertised to accept public comment on the proposed 2021 CDBG Budget Modification. Adams County intends to remove \$36,192.00 from the East Berlin Municipal Building ADA project and add the amount of \$36,192.00 to the Biglerville Borough Water Main Project.

Public Hearing #2 – 2024 Community Development Block Grant Program:

This is the date and time advertised to accept public comment on the proposed budget for Adams County's 2024 Community Development Block Grant (CDBG) Program. The activities proposed for inclusion in the County's 2024 CDBG Application are: Luminst, Inc., North Ridge Senior Housing Property - \$260,329.00 and Administration - \$57,145.00.

Community Development Block Grant Program:

Following the duly-advertised public hearings today, and recommendation from Deanna Duvall, Grants Coordinator, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Submission to the Department of Community & Economic Development the Proposed Budget Modification for the 2021 Community Development Block Grant Program by removing \$36,192.00 from the East Berlin Municipal Building ADA Project and adding the same amount of \$36,192.00 to the Biglerville Borough Water Main Project.

Community Development Block Grant Program cont'd:

- Proposed 2024 Community Development Block Grant (CDBG) Program Budget Application of \$317,474.00 for use towards affordable housing for senior citizens. It is further recommended that the Commissioners adopt Resolution No.15 of 2024, approving the submission of this Budget Application to the PA Department of Community and Economic Development (DCED) seeking CDBG funds in the budgeted amount. The Budget Application and Resolution are effective September 18, 2024.

Elections/Voter Registration:

Recommendation by Director Angie Crouse, and after review by Solicitor Molly R. Mudd, that the Board approve a temporary change of polling places for Cumberland Township Precincts #3 and #4 from the current location at 1370 Fairfield Road, Gettysburg to 730 Chambersburg Road, Gettysburg. Public notice shall be posted in accordance with the PA Election Code.

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 renewal of the Master Service Agreement with Lexipol, LLC, a Texas Company. Lexipol provides Policy Manuals and Daily Training Bulletins for the Sheriff's office. The term of the Agreement is one (1) year, commencing on November 1, 2024 and terminating October 31, 2025. Total cost to the County is \$11,470.71.

IT Department:

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

- Quote from accessiBe, a New York company, for accessWidget. This tool will allow the County to monitor its website for compliance with the Americans with Disabilities Act (ADA). The Quote is effective September 18, 2024 and the term is one (1) year. Total cost to the County is \$1,192.00.
- In coordination with Children & Youth Services Administrator Sarah Finkey, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the request that Canva be added to the IT department's list of approved applications for County use. Canva is an online design program that can be used to create items such as flyers, presentations, calendars, and newsletters. Use of this solution comes at no additional cost to the County.

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IT Department cont'd:

- Letters of Authorization allowing CoEo Solutions to coordinate with our current telecommunications provider for the transition of our telecommunications services to CoEo. It is further recommended that Chairman Phiel sign the Letter of Agency with Connectel, Inc., to assist with the transition. These Letters are effective September 18, 2024.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator to approve the following:

- 2024-2025 Purchase of Service Agreements: Community Specialist Corporation; Summit School, Inc.

Tax Services:

Recommendation from Susan Miller, Chief Assessor, to approve the following Disabled Veterans Real Property Tax Exemption Certifications:

- Parcel #30G15-0064 for a home on .36 acres located in Mt. Joy Township, beginning with the 2024-2025 School Taxes.

Beginning with the 2025 County/Municipal Taxes:

- Parcel #04L10-0108 for a home on .32 acres located in Berwick Township.
- Parcel #22I05-0007D for a home on 2.24 acres located in Huntington Township.
- Parcel #29B05-0007D for a home on 12.67 acres located in Menallen Township.
- Parcel #30H15-0004B for a home on 1.14 acres located in Mt. Joy Township.
- Parcel #15J18-0004D for a home on 5.61 acres located in Germany Township.
- Parcel #43002-0042 for a home on 1.53 acres located in Carroll Valley Borough.
- Parcel #25B17-0101 for a home on 1.00 acres located in Liberty Township.
- Personal Tax Exemption request for the following persons residing in Oxford Township who have met the guidelines of County Policy: Carol Brillhart, Mildred Kline, Opal Gebhart, Shirley Bortner, Rebecca Little, Richard Krus, Herbert Bartell and Paul Cassell, Jr.

Security:

Recommendation from Acting Director Benjamin Jones, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the Annual Maintenance Agreement with Autoclear, a New Jersey Company, to perform inspections and maintenance on the County's X-ray machines. The term of the Agreement is September 1, 2024 to August 31, 2025. Total cost to the County is \$11,200.00.

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 Amendment to the Scope of Work from Johnson Controls Fire Protection LP. This Amendment removes service on the fire pump and wet sprinkler systems at the Human Services Building from the scope of work of the Agreement originally signed on May 9, 2018. This Amendment is effective September 1, 2024.

Adams County Adult Correctional Complex (ACACC):

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioner designate Chairman Randy L. Phiel to sign the Platform Services Agreement with Multi-Health Systems, Inc. (MHS), a Canadian company. The ACACC will utilize MHS's GEARS platform to access the LC/CMI tool to complete assessments for the Transitions to Success Program. The term of the Agreement is three (3) years, commencing on September 18, 2024 and terminating September 17, 2027. Total cost for 1000 assessments is \$12,750.00, which will be reimbursed through the Transitions to Success grant. Cost for the first year's license and training is \$3,027.00.

Commissioners:

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

- Lease Agreement between the County and Rebecca Nas. Ms. Nas will be leasing approximately seven (7) acres of County-owned fields in Cumberland Township for farming purposes. The term of lease is three (3) years, commencing on September 18, 2024 and terminating September 17, 2027.
- Motor Vehicle Storage Lease with C.S. Davidson, Inc. which provides that the County will rent two parking spaces (#19 and #20) from C.S. Davidson at a rate of \$40 per space per month, for a total of \$960 per year for 2 spaces. Rent shall be paid to Foundation First Property Group Management Company. This Lease is effective September 1, 2024, and shall continue month-to-month until terminated by either party.
- Solar Photovoltaic System Engineering, Procurement, and Installation Agreement with The Efficiency Network, Inc ("TEN"). This Agreement provides that TEN will design and install a 450 kW (DC) solar array on the rooftop of the County's Human Services Building. Total cost of the solar system, installation, and warranty is \$972,870.00. The County is eligible for a federal Investment Tax Credit to offset 30% of the total cost, resulting in an estimated final cost to the County of \$681,009.00. This Agreement is effective September 18, 2024.

Personnel Report:

Court:

- Employment of the following:
 - Matthew Green, Court Technical & Operations Analyst, effective September 16, 2024.
 - Probation Services - Emily Simpson, General Clerk, September 9, 2024.
 - Domestic Relations - Juliana Trail, Conference Officer, October 7, 2024.
- Domestic Relations: Separation of employment for Leyda Hernandez, PT General Clerk, effective October 18, 2024.
- MDJ Harvey: Separation of employment for Karen Topper, General Clerk, effective September 12, 2024.

Conservation District:

- Employment of Brock Clouser, Agricultural Conservation Technician, effective September 16, 2024, pending successful completion of pre-employment requirements.

Children & Youth Services:

- Employment of Amanda Burkman, Caseworker 1, effective September 23, 2024, pending successful completion of pre-employment requirements.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Gerald Little, effective September 9, 2024
- Promotion of Emily Norris from Correctional Program Specialist to Treatment Manager, effective September 23, 2024 with permission to post the vacated Correctional Program Specialist position.

Separation of Employment:

- Retirement of John Warner, Custodian/Maintenance, effective October 2, 2024
- Dylan Powell, Maintenance Tech II, Adams County Adult Correctional Complex, effective September 13, 2024
- Serena Bosman, Treatment Manager, Adams County Adult Correctional Complex, effective September 16, 2024
- Corrections Officers: Risso Tervilus, effective September 15, 2024; Arley Lawson, effective September 26, 2024

Expenditures:

Approve the following expenditures for the period September 2, 2024 through September 13, 2024:

General Fund – Operational	\$	895,275.17
Debt Service Payments	\$	357,028.13

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Expenditures cont'd:

Payroll – Week #37	<u>\$ 1,101,510.09</u>
Total General Fund	\$ 2,353,813.39
Children & Youth Services	\$ 134,252.03
HazMat Fund	\$ 7,761.83
Commissary Fund	\$ 5,556.29
Hotel Tax Fund	\$ 273,276.02
Human Services	\$ 20,626.00
Parks, Recs & Green Space Prgm	\$ 6,854.40
911 Fund	\$ 2,297.73
Internal Service Fund	<u>\$ 384,301.99</u>
Total Special Funds	\$ 834,926.29
Total Expenditures	\$ 3,188,739.68

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: