

## **AGENDA, WEDNESDAY, MAY 29 2024:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the May 15, 2024 Commissioners' Meeting as presented.

### **Presentation:**

Presentation by Warren Bladen, Director of the Department of Emergency Services, of a Clinical Save Commendation from the Emergency Health Services Federation (EHSF) to Kim Hope, Telecommunicator, for providing lifesaving CPR instructions over the phone that resulted in a successful resuscitation.

### **Proclamation:**

- **“ADAMS COUNTY LIBRARY SYSTEM 2024 FUNFEST AND SUMMERQUEST”** - June through 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.*

### **Register and Recorder:**

Recommendation from Register & Recorder Karen Heflin, and after review by Solicitor Molly R. Mudd, that the Board of Commissioner designate Chairman Randy L. Phiel to sign the Resolution3 Verdict Online Index Books Software Services Renewal Agreement with COTT Systems, Inc., an Ohio company. This software is used for case management and land records management. The term of the Agreement is three (3) years, commencing on March 1, 2024 and terminating February 28, 2027. Total cost to the County is \$127,980.00, to be paid in monthly payments of \$3,555.00.

### **Ag Land Preservation:**

Recommendation from Ellen Dayhoff, Rural Resource Manager and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Agreement of Sale and Purchase of an Agricultural Easement with Hanover Shoe Farms, Inc., Union Township, and the Commonwealth of Pennsylvania through the Department of Agriculture. This Agreement provides for the purchase of a conservation easement for the purpose of preserving 161.32 acres of agricultural land owned by Hanover Shoe Farms and located in Union Township. The total purchase price of the easement is \$548,488.00, of which \$27,424.00 will be paid for by the County and the remainder by the Commonwealth and the Township. This Agreement shall be effective as of the date last signed by the Commonwealth.

**Planning & Development:**

2021 Community Development Block Grant:

Recommendation from Deana Duvall, Grants Coordinator and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Project Extension Request for FY 2021 Community Development Block Grant (“CDBG”) Agreement (No. C000082904) with the PA Department of Community and Economic Development (“DCED”). The purpose of this Request is to extend the deadline for completion of the water system project at Hoffman Homes for Youth of Littlestown from May 3, 2025 to December 31, 2025, in order to procure a generator and related services using CDBG funds. This Request is effective May 29, 2024.

Parks, Recreation & Green Space Grant Program:

Recommendation by Director Sherri Clayton-Williams and the Parks, Recreation & Green Space (PRGS) Grant Committee, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve a grant award under the County’s PRGS Grant Program in the amount of \$12,900.00 to the Borough of East Berlin. The purpose of this grant will be to construct public trails in Kuhn’s Woods and a small parking facility nearby to access those trails. Total anticipated cost of the project will be \$43,000.00, of which the PA Department of Conservation and Natural Resources will fund \$23,100.00 and the Borough will fund \$7,000.00. It is further recommended that the Board authorize the Solicitor’s Office to prepare an agreement between the Borough and the County effectuating this grant award for consideration and approval at a future public meeting.

**Tax Services:**

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

- Parcel #04L10-0050A—000 for a home on 2.92 acres located in Berwick Township
- Parcel #29G06-0002---000 for a home on 2.97 acres located in Menallen Township
- Parcel #07E10-0017---000 for a home on 17.31 acres located in Butler Township
- Parcel #38001-0104---000 for a home on .64 acres located in Straban Township
- Parcel #38G10-0415—000 for a home on .11 acres located in Straban Township
- Parcel #36K05-0052---000 for a home on 1.38 acres located in Reading Township
  
- Personal Tax Exemption Request for Rosalie Y. Lesser, Straban Township, who has met the guidelines of County policy.

**Children & Youth Services:**

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

Children & Youth Services cont'd:

Agreements with the Littlestown Area School District, a Local Education Agency (LEA), to ensure that a student(s) in foster care remains in their school of origin when in the best interest of the child, as mandated by the Every Student Succeeds Act (ESSA) requirements:

- Transportation Procedures Plan, that includes case-by-case low-cost or no-cost options for transportation of students in foster care; and
- Memorandum of Understanding between the LEA and CYS to work collaboratively to design a local transportation plan for foster care youth aged Pre-K -12 when a best interest determination indicates that the student should remain in the school of origin.

**Public Defender:**

Recommendation from Chief Public Defender Scott Harper, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the Indigent Defense Grant Application (Subgrant No. 44322) with the Pennsylvania Commission on Crime & Delinquency (PCCD). This Application seeks grant funding in the amount of \$93,002.00 for the purpose of subsidizing public defender staff salaries for two (2) years beginning July 1, 2024. No county match is required. This Application is effective May 23, 2024.

**Adams County Library:**

Recommendation from the Adams County Library System Board of Trustees to appoint the following as members to the Board of Trustees, effective April 25, 2024:

- Kathleen Pratt to her first three-year term
- Robert Williams to his first three-year term
- Kara Boehne-Miele to her second three-year term
- Heidi Gillis to her second three-year term
- Rukhsana Rahman to her second three-year term

**Adams County Adult Correctional Complex (ACACC):**

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Project Modification Request with the Pennsylvania Commission on Crime & Delinquency (PCCD). This Request proposes to amend PCCD Subgrant 30877, relating to the jail's Vivitrol MAT program, for the purpose of reallocating \$65,634.00 of the total \$251,904.00 grant funding from personnel costs, consultants, and travel costs, towards programming materials, training, and medical materials. Grant funds must be spent prior to the project end date of June 30, 2024. The Request is effective May 29, 2024.

**Commissioners:**

Recommendation from Solicitor Molly R. Mudd that the Board of Commissioners approve and adopt the following County and Court-wide Policies:

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### Commissioners cont'd:

- Record Retention Policy (Policy No. 121.05) – This Policy updates and clarifies the Record Retention Policy for electronic records and communications. This Policy is effective May 29, 2024.
- Computer Network Usage Policy (Policy No. 121.02) – This Policy updates and clarifies the Computer Network Usage Policy concerning appropriate use of County devices, network systems, data usage, and data security. This Policy is effective May 29, 2024.
- Adams County Family and Medical Leave Act (FMLA) Policy effective July 1st, 2024, establishing uniform guidelines for the administration of FMLA qualifying leave for eligible County employees, and do hereby rescind existing County FMLA policy effective that date.

### Bridge Maintenance Projects:

- 2024-2025 Bridge Maintenance Project Proposal with Pennoni Associates, Inc., the County's appointed Bridge Engineers. The Proposal includes reviewing inspection reports and completing bridge design/repair specifications for all 40 County bridges, preparing contracting documents, environmental permitting, consulting with potential bidders, and inspecting the final repairs to ensure compliance with specifications. It is anticipated that the total performance will be completed in 62 weeks, and the estimated cost of all engineering services will be \$151,000.00. This proposal is effective May 29, 2024.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board Change Order No. 2 to Contract No. ADAMS22002 for Project "Maintenance Repairs 40 County Bridges". Change Order No. 2 is in favor of Contractor Jay Fulkroad & Sons, Inc. of McAllisterville in the amount of \$9,350.86 for repairs to the approach guide rail of County Bridge No. 104, Boyle Road, Liberty Township, damaged by an automobile collision, and extends the time for completion of the Contract to June 21, 2024.

### **Personnel Report:**

#### Court:

- Employment of Melissa Raj, Conference Officer, effective June 3, 2024
- Separation of employment for Jordan Spidle, Probation Officer, effective June 7, 2024

#### Prothonotary:

- Employment of Clara Hill, Court Clerk/Scanner, effective June 3, 2024

#### Children & Youth Services:

- Employment of Summer Showers, Caseworker 2-Intake, effective May 20, 2024; Tanisha Nixon, Caseworker 1-Independent Living, effective June 3, 2024; Cecilia Buglar, Caseworker 2-Independent Living, effective July 8, 2024

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Personnel Report cont'd:

Tax Services:

- Promotion of Brian Dillon, from Field Data Assessor Appraiser to Field Data Property Evaluator Commercial, effective April 22, 2024

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Harrison Coffey, effective May 6, 2024; Jonathan Walton, Arley Lawson, Kendra Walton, effective June 10, 2024

Adams County Adult Correctional Complex:

- Promotion from Corrections Officers to Correctional Program Specialists for: Sharon Gladfelter; James Keator; Hailey Clark; Brandon Black; Cody Pierce; Christopher Aspenwall; Dianta' Landry, effective June 3, 2024
- Employment of the following Correctional Program Specialists, pending successful completion of all required pre-employment screenings: Rainey Richmond, Emily Wiser, Erin Culp, Emily Norris, Mauricio Guerra, effective June 3, 2024
- Promotion of Serena Bosman from Corrections Officer to Treatment Manager, effective June 3, 2024

Commissioners:

- Employment of Lisa Smith, Human Services Coordinator, effective June 3, 2024

Separation of Employment with permission to post:

- Retirement of Mary Victoria Charisse, Administrative Officer, Children & Youth Services, effective August 2, 2024
- Tracey Henry, First Deputy, Clerk of Courts, effective May 29, 2024
- Tim Guise, Detective, District Attorney, effective June 7, 2024
- Rescind the employment offer for John Carns, Corrections Officer, effective May 15, 2024

**Expenditures:**

Approve the following expenditures for the period May 13, 2024 through May 24, 2024:

General Fund – Operational	\$ 931,911.19
Debt Service Payments	\$ 3,119,905.88
Payroll – Week #21	\$ <u>1,136,969.25</u>
<b>Total General Fund</b>	<b>\$ 5,188,786.32</b>
Children & Youth Services	\$ 381,260.88
Liquid Fuels	\$ 131,408.56
HazMat Fund	\$ 123.95
CDBG	\$ 8,909.00

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Commissary Fund	\$	8,138.11
Hotel Tax Fund	\$	98,400.00
Capital Projects	\$	140.00
911 Fund	\$	63,738.73
Internal Service Fund	\$	191,952.45
<b>Total Special Funds</b>	<b>\$</b>	<b>884,071.68</b>
<b>Total Expenditures</b>	<b>\$</b>	<b>6,072,858.00</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:**