

AGENDA, WEDNESDAY, APRIL 30, 2025:

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

Pledge of Allegiance

Minutes:

Approve the April 16, 2025 Commissioners' Meeting Minutes as presented.

Presentation:

Retirement of Timothy L. Duff, Director, Department of Probation Services with over 24 years of service to the County.

Proclamation:

- **“CORRECTIONS EMPLOYEE WEEK”** – May 4 – 10, 2025
- **“MOTORCYCLE SAFETY AWARENESS MONTH”** – May 2025

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.*

Court Administration:

Recommendation from Court Administrator Donald Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the following Quotes from Quality, a Pennsylvania Company, for new office furniture at Magistrate District Judge Tony Little's office:

- A Furniture Proposal for new office furniture manufactured by Global. This quote is made pursuant to PA Contract #4400025661. Total cost to the County is \$21,882.60.
- A Furniture Proposal for new office furniture manufactured by Evolve. This quote is made pursuant to PA Contract #4400025848. Total cost to the County is \$16,909.90.
- A Furniture Proposal for new office furniture manufactured by Hi5. Total cost to the County is \$4,016.00.
- A Proposal for Delivery and Installation of the above items by Quality. Total cost to the County is \$2,250.00.

It is further recommended that Commissioner Phiel sign the Purchase Order for the Global and Evolve products. These Quotes are all effective April 30, 2025. Total cost of the project is \$45,058.50. Of the total cost, \$7,343.65 is to be paid by the Court using Court discretionary funds, the balance is to be paid out of the General Fund.

Office of the Coroner:

Recommendation from Coroner Francis Dutrow, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the invoice from Hopkins Software Solutions, of Commodore, PA, for renewal of the Coroner's H.A.N.D. Notify Access. This software provides notification of hospice and nursing home deaths directly to the Coroner's office. The term of the Agreement is one (1) year, commencing on March 1, 2025 and terminating on February 28, 2026. Total cost to the County is \$350.00.

Controller:

Recommendation from Controller Tammy Myers, and after review by Solicitor Molly R. Mudd, that the Board approve the Letter Agreement dated April 10, 2025, with Zelenkofske Axelrod, LLC ("ZA") to extend audit services pursuant to the terms of the February 18, 2025, Letter of Engagement previously approved by the Board at the March 19, 2025, public meeting. This extension Letter Agreement provides that ZA will provide the County with financial and single audit services for the next three (3) fiscal years at the following rates: FY 2025 - \$79,435.00; FY 2026 - \$81,820.00; FY 2025 - \$84,275.00. The fees reflect a 3% yearly increase from the fees established in 2024. This Agreement is effective April 30, 2025.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the following Purchase of Service Agreements:

- 2024-2025 Benchmark Family Services
- 2025-2026 – Penn State Health Milton S. Hershey; DMP Group; Perseus House, Inc.; Merakey Pennsylvania; Chad Shaeffer-Spirit & Associates Evaluation Services

Tax Services:

Recommendation from Susan Miller, Chief Assessor/Assistant Director, to approve the following:

Disabled Veterans Real Property Tax Exemption Certifications
effective with the 2025-2026 School Taxes:

- Parcel #12C11-0088-000 for a home on 28.58 acres located in Franklin Township. Note that 26.95 acres of this parcel is occupied by a third party/business and does not qualify for the exemption and will remain taxed.
- Parcel #04L11-0233-000 for a home on .65 acres located in Berwick Township
- Parcel #09F12-0073B-000 for a home on 2.24 acres located in Cumberland Township
- Parcel #43002-0033-000 for a home on .46 acres located in Carroll Valley Borough
- Parcel #16010-0274-000 for a home on .12 acres located in Gettysburg Borough, effective with the 2024 County/Municipal Taxes

Tax Services cont'd:

Personal Tax Exemptions:

- The following have met the guidelines of County Policy: Scott Ackerman, Conewago Township; Tabbatha Haynes, Cumberland Township; Dean Rosser, Gettysburg Borough; Robert Goodman, Oxford Township; Charles Brouse, Straban Township

Information Technology:

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

- Ratify the signature of Chairman Randy L. Phiel on the Letter of Authorization with etherFAX. This Letter of Authorization will allow etherFAX to coordinate the porting of the County's fax numbers to the new cloud-based FaxFinder Solution, which was approved by the Commissioners on April 16, 2025. This Letter of Authorization is effective April 17, 2025.
- Designate Chairman Randy L. Phiel to sign the Quote from the Central Susquehanna Intermediate Unit for renewal of the County's Cloud Hosted Web Application Firewall. This Quote is made pursuant to PEPPM Contract # 533902-046. It is further recommended that the Board designate Chairman Phiel to sign the Notice of Terms for the Subscription. The term of the Agreement is thirty-six (36) months, commencing on July 1, 2025 and terminating June 30, 2028. Total cost to the County is \$16,800.00 per year, for a total of \$50,400.00 over the entirety of the term.
- Designate Chairman Randy L. Phiel to sign the Quote from Sectri, LLC, of Allentown, PA. Sectri will provide a proprietary platform to track the County's National Institute of Standards and Technology ("NIST") Alignment Progress. It is further recommended that the Commissioners sign the Addendum to Sectri's Main Subscription Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one (1) year, commencing on June 5, 2025 and terminating June 4, 2026. Total cost to the County is \$9,995.00.
- Designate Chairman Randy L. Phiel to approve the Engagement Letter with Crowe, LLP, a Florida Company, for a subscription for managed cybersecurity services which includes quarterly check in and as-needed incident response triage support and subject matter expertise. The term of the Agreement is one (1) year, commencing on April 30, 2025 and terminating on April 29, 2026. The total cost to the County is \$20,400.00, which will be paid in monthly installments of \$1,700.00, with an hourly rate of \$285.00 for any additional services.

Information Technology cont'd:

- Designate Chairman Randy L. Phiel to approve Quote No. 23309628 with ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Varonis products. The cloud-based Varonis subscription will give the County the ability to scan systems to determine where sensitive data is located. This Quote is made pursuant to PA State Contract #4400029260. It is further recommended that Chairman Phiel sign the Subscription Services Agreement with Varonis. The term of the subscription is three (3) years, commencing on April 30, 2025 and terminating April 29, 2028. Total cost to the County is \$149,961.48, to be paid in yearly installments of \$49,987.16.

- In coordination with Court Administrator Don Fennimore, Acting Security Director Benjamin Jones, Planning Director Sherri Clayton-Williams, and Emergency Services Director Warren Bladen, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve Quote No. 23312957 with ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Cisco products. This quote is for the renewal of the County's Meraki licenses, as follows:
 - (700) Mobile device management licenses for County IT
 - public wireless access point for Planning and Development
 - public wireless access point for the Courts
 - (2) public access points for the Department of Emergency Services
 - camera license for Security

This Quote is made pursuant to Cooperative Purchasing Agreement US-PEPPM-PA. The term of the licenses is March 27, 2025 to March 26, 2026. Total cost to the County is \$20,005.68, with each Department to be allocated shared budgeted cost for the Meraki technology as itemized above.

Planning & Development:

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

- Amendment to the Subrecipient Agreement for Adams Response and Recovery Fund (ARRF) with Adams County Economic Development Alliance (ACEDA). This Amendment removes the reference to the federal obligation deadline, as the County does not seek to enforce this against Subrecipients. Further, it amends the scope of ACEDA's original project proposal under the October 4, 2023, Subrecipient Agreement which allocated \$323,100.00 for the creation of a revolving loan fund to support housing down payments for qualified Adams County Residents. The modified scope adjusts the program guidelines to increase the income limits to align with the Pennsylvania Housing Finance Agency Keystone Home Loan Program Maximum Purchase Price and Income Limits for Adams County, which is

Planning & Development cont'd:

a part of Region 3. All other terms of the original Subrecipient Agreement, including the amount of grant funding, will remain the same. This Amendment is effective October 4, 2023.

- 0% interest rate for a short-term installment purchase of an agricultural conservation easement on certain farmland owned by David and Fabienne Gladfelter located in Mt. Pleasant Township. The term of the installment purchase will not exceed five (5) years and will be a joint purchase by the Commonwealth of Pennsylvania and the County. The 0% interest rate is recommended by the Adams County Agricultural Land Preservation Board and is authorized under County guidelines and state regulations pursuant to the Agricultural Area Security law (7 Pa. Code 138e.104(b)).

Department of Emergency Services:

Recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Early Access Program Proposal from Carbyne, Inc., a New York Company. This Program offers the ability to test and evaluate new products and services Carbyne is in the process of developing. It is further recommended that the Commissioners sign the Addendum to the Early Access Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. The proposal is effective April 30, 2025. There is no additional cost to the County.

Budget & Purchasing:

Recommendation from Melissa Devlin, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Equipment Lease Agreement with Kyocera Document Solutions Mid Atlantic Inc., of York, PA, for twenty-three (23) new copiers and/or printers for various County Departments to replace those which are being decommissioned, as well as the execution letter. It is further recommended that Commissioner Phiel sign the Amendment to Equipment Lease Agreement, which incorporates the County's standard terms and conditions into the Agreement. Finally, it is recommended that Commissioner Phiel sign the Maintenance Agreement with Quality: a Kyocera Group Company, also of York, PA, for maintenance of the copiers. The term of the Agreements is sixty (60) months and shall commence upon delivery of the equipment. Total cost to the County is \$43,188.00 over the term of the lease, to be paid in monthly installments of \$719.80, plus printing fees as outlined in the Maintenance Agreement.

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 Proposal from McClure Company, of Harrisburg, PA, to replace two (2) rooftop HVAC units at the Department of Emergency Services Building. This proposal is being made

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Building & Maintenance cont'd:

pursuant to CoStars Contract #008-E23-1046. It is further recommended that the Commissioners sign the Addendum to the Terms and Conditions, which incorporates the County's standard terms into the Agreement. This Proposal is effective April 30, 2025. Total cost to the County is \$107,374.00.

Adult Correctional Complex:

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the signature of Chairman Randy L. Phiel on the Master Service Agreement with COEO Solutions, LLC, an Illinois company, to add a dedicated fax line for PrimeCare Medical, Inc., the ACACC's contracted health care provider. This Agreement is made pursuant to Costars Contract #003-E24-689. It is further recommended that the Commissioners ratify the signatures on the Addendum to the Service Agreement, which incorporates the County's standard terms into the Agreement. The term of the Agreement is thirty-six (36) months and shall commence upon acceptance of the service. Total cost to the County is \$1,087.20, to be paid in monthly installments of \$30.20. This expense will be paid for out of the Inmate Commissary Fund.

Commissioners:

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

- Recommendation by County Administrator Steve Nevada, and after review by Solicitor Molly R. Mudd that the Board of Commissioners designate Chairman Randy L. Phiel to approve Quote #23316786 from ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Cisco products, for renewal of the Commissioners' Cisco Webex License. This License provides the Commissioners with a conference phone number with which they can telephonically host Public Meetings. The term of the License is one (1) year, commencing on June 21, 2025 and terminating June 20, 2026. Total cost to the County is \$188.56.

Personnel Report:

Court:

- Note for matter of record the completion of the unpaid externships for Law Clerks Peter Clark, effective April 17, 2025 and Daryn Kent, effective April 24, 2025

Emergency Services:

- Promotion of Amanda Thoday from Telecommunicator to Assistant Supervisor, effective April 21, 2025.

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Personnel Report cont'd:

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Brandon McCauley, Colin Lockard, Merko Skupnick and Michael Baylor, effective May 5, 2025

Separation of Employment with permission to post:

- Elizabeth Winebrenner, Caseworker 3, amend separation date from June 11, 2025 to July 11, 2025
- Margaret Cramer, Program Specialist 1, Children & Youth Services, effective May 2, 2025
- Dustin Sites, Custodian/Maintenance Helper, effective April 24, 2025
- Corrections Officers: Markie Rogers, effective April 15, 2025; Cristal Perez Gomez, effective April 18, 2025; Kristen Wilson, effective May 1, 2025

Expenditures:

Approve the following expenditures for the period April 14, 2025 through April 25, 2025:

General Fund	\$ 912,438.01
Payroll – Week #17	<u>\$ 1,152,941.52</u>
Total General Fund	\$ 2,065,379.53
Children & Youth Services	\$ 331,024.21
HazMat Fund	\$ 364.47
Commissary Fund	\$ 16,542.97
Records Management	\$ 2,836.00
Hotel Tax Fund	\$ 117,366.27
Human Services	\$ 1,644.50
Capital Project - Reserve	\$ 502,261.45
Capital Projects	\$ 287,177.00
911 Fund	\$ 33,088.11
Internal Service Fund	<u>\$ 254,308.55</u>
Total Special Funds	\$1,546,613.53
Total Expenditures	\$3,611,993.06

Other Business:

Solicitor Mudd
Commissioner Qually
Commissioner Martin
Commissioner Phiel

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Salary Board Meeting:

The Salary Board Meeting will be held following the Commissioners' Meeting.

Adjournment: