

## **AGENDA, WEDNESDAY, NOVEMBER 16, 2022:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the Minutes of the November 2, 2022, Commissioners' Meeting as presented.

### **Proclamation:**

- **“CHIEF RICHARD HILEMAN DAY”** – November 16, 2022

### **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 Don Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Memorandum of Understanding (“MOU”) with the Borough of Gettysburg relating to juror parking. This MOU provides that the Borough will provide parking services at the Racehorse Alley Parking Garage for jurors at a flat yearly rate of \$2,500.00. This MOU is effective November 2, 2022 and expires December 31, 2025.

### **Clerk of Courts:**

Recommendation from Clerk of Courts Kelly Lawver, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign the proposal from GovOS, Inc., a Texas company, to implement a remote filing solution for the Orphans' Court, as well as the capability to upload supporting documents for marriage applications and incorporate them into the current Remote Marriage Application workflow developed by the County. It is further recommended that the Board sign the Addendum to GovOS's Terms of Use, which incorporates the County's standard terms and conditions into the Agreement, and review and approve the Business Associate Agreement (BAA) with GovOs, Inc. governing the use and disclosure of Protected Health Information (PHI) and other confidential information. Term of the Agreement is three (3) years, commencing on November 16, 2022, and terminating November 15, 2025. The cost for Year 1 is \$12,470.00, Year 2 is \$13,093.50, and Year 3 is \$13,748.18, for a total cost to the County over the three-year term of \$39,311.68.

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Clerk of Courts cont'd:

- Relating to purchase of office furniture:
  - Quote Q-1-008189 with Egan Visual Corporation: This quote provides for six (6) acoustic panel systems at a total cost of \$4,710.48. Quote is effective November 16, 2022. Pricing is subject to COSTARS Contract # 4400025795.
  - Quote 2210COE-KY-ACC-R1 with JMJS Inc., (DBA COE Distributing): This quote provides for various table, chair, and desk furniture sets at a total cost of \$10,058.34. Quote is effective November 16, 2022. Pricing is subject to COSTARS Contract #s 4400025736 and 4400016653.
  - Quote with Global Industries, Inc.: This quote provides for ten (10) L-shape workstations at a total price of \$33,991.65. Quote is effective November 16, 2022. Pricing is subject to COSTARS Contract # 4400025848.

**Children & Youth Services:**

Recommendation from Sarah Finkey, Administrator, to approve Adoption Assistance Agreements with the following:

- A.M. on behalf of F.W. to be known as A.G.M. with a subsidy of \$1,216.60/month
- J.&D. T. on behalf of P.K. to be known as P.J.T. with a subsidy of \$760.42/month
- J.&D. T. on behalf of A.K. to be known as A.S.T. with a subsidy of \$760.42/month
- J.&D. T. on behalf of W.K. to be known as W.D.T. with a subsidy of \$760.42/month

**Planning Department:**

Recommendation from Sherri Clayton-Williams, Director, to approve the following:

- Re-appointment of Mark Clowney to the Capital RC & D Board for another 3-year term through November 2025 and Joe Hallinan as an alternate through November 2023
- Distribution of the special funds, ARPA, as established below:
  - 34 Municipalities - Based on the loss revenues of liquid fuels monies due to the COVID-19 pandemic in 2020 and 2021 as compared to 2019 values.  
Total = \$584,343.86
  - 17 Fire Departments and 2 EMS Companies – based on an equally weighted average of the size of the service area and corresponding assessed values.  
Total - \$250,000.00

**Conservation District:**

Remove from the table and approve to appoint the following to the Adams County Conservation District Board of Directors:

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Conservation District cont'd:

- Dave Benner – re-appointment as a Farmer Director for another 4-year term through December 31, 2026
- Commissioner James E. Martin as the Board of Commissioners representative for another 1-year term through December 31, 2023

**IT Department:**

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

- Designate Chairman Randy L. Phiel to sign Quote #1017420 with Link Computer Corporation, a Pennsylvania Company, for the renewal of the Cisco SmartNet, which covers all Cisco hardware maintenance. This Quote is made pursuant to Costars contract #006-E22-223. The term of the Agreement is one (1) year. Total cost to the County is \$38,966.70.
- Designate Chairman Randy L. Phiel to sign Quotation #1018402 from Link Computer Corporation, a Pennsylvania Company, for the renewal of the license for the GFI Archiver software. The GFI Archiver software provides the ability for the IT Department to archive and manage emails sent and received from County employees. The software securely stores and provides the ability to easily search emails in an accessible area. This Quote is made pursuant to Co-stars Contract #006-E22-223. The term of the Agreement is one (1) year, commencing on January 4, 2023 and terminating on January 3, 2024. Total cost to the County is \$3,965.00.
- Designate Chairman Randy L. Phiel to sign the Quote from Dell Technologies for renewal of the license for Quest InTrust Software. The InTrust software records key event logs of activity from user accounts and workstations that can be reviewed for security purposes, collecting the data and placing it into a readable platform to help analyze information from the County network. This Quote is made pursuant to National Cooperative Purchasing Alliance (NCPA) contract #01-42. The term is one (1) year, commencing on December 13, 2022, and expiring on December 14, 2023. Total cost to the County is \$5,810.00.
- Designate Chairman Randy L. Phiel to approve Quotation #1017778 from Link Computer Corporation, a Pennsylvania Company, for an Enterprise Agreement (EA) for Cisco Security Products. This EA will cover:
  - Email Security, which provides email filtering and protection before an email reaches an end user's inbox.
  - ISE, which provides visibility for the IT department into devices on the network, analyzing the behavior of the devices to target malicious activity and, if any is suspected, responding automatically to limit the impact.

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IT Department cont'd:

- NGFW, which provides firewall management and software updates to core and supplemental firewalls;
- DUO, which provides multi-factor authentication;
- AMP, which provides endpoint device protection; and
- Umbrella, which provides web filtering management, stopping end users from going to harmful sites.

It is further recommended that Chairman Phiel sign the End User Information Form Acceptance and the Terms and Conditions Acceptance. This EA quote is made pursuant to Costars Contract numbers 003-E22-583 and 006-E22-223. The term of the Agreement is thirty-six (36) months, commencing on January 1, 2023 and terminating on December 31, 2025. The cost per year is \$119,198.72, for a total cost to the County over the three-year term of \$357,596.16.

### **Tax Services:**

Recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Agreement for Renewal of Data Processing Services with Government Software Services (GSS), of Honesdale, PA. GSS prints the annual tax bills for the County. The term of the Agreement is one (1) year, covering the 2023 tax year. Cost to the County is \$0.1895 per tax statement prepared plus the cost of postage based on the actual discounted postage rates as specified on Coding Accuracy Support System (CASS) Form PS3600-FCM.

### **Emergency Services:**

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

- US Department of Homeland Security Federal Fiscal Year 2022 State Homeland Security Grant Program Agreement C950003960 between the Pennsylvania Emergency Management Agency (PEMA) and the South Central Pennsylvania Counter Terrorism Task Force (SCTF), of which Adams County is a member. This Agreement provides for a grant award of \$1,209,043.00 to be used for counter terrorism efforts, including enhancing cybersecurity, combating domestic violent extremism, and increasing community preparedness. The term of this Agreement is September 1, 2022 through December 29, 2025. No County match is required.
- Designate Chairmen Randy L. Phiel to sign the quotations from Lumen Technologies, a Louisiana Company, for the Main Site and Back-up maintenance of the Department of Emergency Services' VESTA system (owned by Motorola), which is the phone system for the 911 Center. It is further recommended that Chairman Phiel sign the Lumen Master Service Agreement – Public Safety version.

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### **Department of Emergency Services cont'd:**

The term for the Lumen Centurion Feet on the Street Maintenance Support commenced on October 18, 2022 and terminates October 17, 2023. The term for

Motorola Software support commenced on February 23, 2022 and terminates on February 28, 2023. The term for Motorola Monitoring and Response services commenced on July 26, 2022 and terminates February 28, 2023. Total cost to the County for all Main Site and Back-up services is \$77,236.73.

- Change Order and Statement of Work (“Change Order”) with Teleosoft, Inc. This Change Order upgrades the County Suites Virtual Warrants program to allow automatic assignment of warrants to constables and the notification system. The upgrades are designed to improve efficiency for court and county staff. This Change Order is subject to the terms and conditions of the Master Agreement dated January 27, 2021, and is a modification to the scope of work outlined in the Agreements Adams DES Warrants SLA and Adams DES Warrants SMA, both dated June 20, 2018. The Courts will bear the total cost of \$29,400.00 for the upgrades. The Change Order is effective November 16, 2022.

#### **Public Defender:**

Recommendation from Chief Public Defender Kristin Rice, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Professional Services Agreement with Cognitive Health Solutions, LLC. This Agreement provides for expert forensic psychology services to be performed on behalf of the Public Defender’s Office’s conflict counsel, Barbara Entwistle. Total cost is anticipated to be \$1,200.00, but shall not exceed \$5,000.00. The Agreement is effective November 16, 2022.

#### **Human Resources:**

Recommendation from Michele Miller, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign and approve on behalf of the Board the following Agreements with Capital Blue Cross as they relate to the administration of the County’s 2023 Employee Health Care Benefits:

- Capital Blue Cross Fee Summary for Administrative Services Only (ASO) and Renewal of Program Design for 2023, including PPO, Rx and Vision; and
- Proposal No. 185073 for Stop Loss Reporting Services by Capital Blue Cross for Stop Loss Coverage administered by Avalon Insurance Company to include reporting of Specific and Aggregate Stop Loss Coverage & Claims.

#### **Adams County Adult Correctional Complex:**

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

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#### **Adams County Adult Correctional Complex cont’d:**

- Designate Chairman Randy L. Phiel to sign the Lincoln Intermediate Unit Title 1, Part D Agreement between the Lincoln Intermediate Unit 12 and Adams County

Adult Correctional Complex (ACACC). This Agreement provides for a grant award of \$4,413.00, to be used for technical supplies, classroom supplies, and books for the Title 1 Program. The project period for this Agreement is July 1, 2022 through September 30, 2023. No County match is required.

- Sign the Memorandum of Understanding (MOU) between the County and the Lincoln Intermediate Unit 12 (LIU12), which allows the LIU12 to provide Act 30 Educational Services to residents of the ACACC who are under the age of 21. The term of the MOU is November 19, 2022 to November 18, 2023. There is no additional cost to the County.
- Sign the MOU between the County and the LIU12 Adams County Literacy Council (ACLC). This MOU allows the ACLC to provide Adult Basic Education services to the residents of the ACACC who are 21 years old or over. The term of the MOU is September 21, 2022 to September 21, 2023. There is no additional cost to the County.

### **Commissioners:**

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

- Parking Lease Agreement with the Gettysburg United Methodist Church. This Agreement provides for the lease of 53 parking spaces for County staff use during working hours at a rate of \$35.00/month for each space (\$22,260.00/year total). This Agreement is effective November 2, for a 1-year term, with the option to renew the Agreement for up to two (2) additional 1-year terms.
- Authorize the advertisement of Ordinance No. 4 of 2022 Requiring the Waiver of Certain Additional Real Estate Taxes Pursuant to the Act of July 11, 2022, P.L. 701, No 57 ("Act 57 of 2022"), to be adopted at the scheduled public meeting of the Board of Commissioners on November 30, 2022.

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### **Tentative Adoption of the 2023 Adams County Budget:**

Approve to tentatively adopt the 2023 Adams County Budget as follows:

### **BUDGET BREAKDOWN**

	<b>Revenues</b>	<b>Expenditures</b>	<b>Variance</b>
General Fund	\$56,719,633	\$60,306,423	(\$3,586,790)
Special Funds	\$14,341,112	\$14,341,112	
Sub Total	\$71,060,745	\$74,647,535	(\$3,586,790)
Appropriated Fund Balance	\$ 3,586,790		
	\$84,647,535	\$84,647,535	
Hotel Tax	\$ 2,408,500	\$ 2,190,215	\$ 218,285
Bridge Funds	\$ 702,500	\$ 702,500	
ARPA	\$10,000,000	\$10,000,000	

### **Personnel Report:**

#### Courts:

##### Probation Services

- Note the employment of Veronica Witt and Logan Goodwill, Probation Officers, effective November 14, 2022
- Approve the separation of employment: Pamela Loftus, General Clerk, effective November 18, 2022; Garrett Strouse and Jonathan Letts, Probation Officers, effective November 23, 2022

##### MDJ Beauchat

- Approve the separation of employment for Martin Loftus, General Clerk, effective November 18, 2022

##### Domestic Relations

- Note the name change from Laura Dorsey to Laura Lybarger, Case Management Officer who was hired effective November 14, 2022

#### Sheriff's Department:

- Note the promotions of Ashley Geiger to Office Manager, and Crissy Crouse to Warrant & Transportation Clerk, effective November 7, 2022
- Permission to post the Office Assistant Position

#### Clerk of Courts:

Permission to post the Court Information Specialist, and the New Case Clerk Deputy positions.

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#### Personnel Report cont'd:

##### Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the promotion of Terry Bridges, from Caseworker 1 to Caseworker 2, effective November 7, 2022.

Tax Services:

Recommendation from Daryl Crum, Director, to approve the promotion of Thomas Breivogel to the Special Programs Coordinator position, effective October 10, 2022.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman, to approve the following:

- Corrections Officers, pending successful completion of background screenings: Demetre Forney, Joshua Swailes, effective November 7, 2022; Justin Winfield, effective November 28, 2022; Chad Gettys, effective December 12, 2022
- Revised date of hire for Timothee Nyembua, Corrections Officer, effective November 8, 2022

Separation of Employment with permission to post:

- Christina Runk, Telecommunicator, effective November 23, 2022
- Brandy Linster, Children & Youth Caseworker 1, effective November 2, 2022
- Daulton Snyder, Part time Corrections Officer, effective November 18, 2022
- Rescind offer of employment for Corrections Officers Justin Winfield, effective November 28, 2022 and Chad Gettys, effective December 12, 2022

**Expenditures:**

Approve the following expenditures for the period October 29 through November 11, 2022

General Fund Total	\$ 1,349,951.66
General Fund	\$ 335,338.56
Payroll – Week #45	\$ 1,014,613.10
Children & Youth Services	\$ 155,407.64
Liquid Fuels	\$ 6,023.02
Commissary Fund	\$ 2,814.61
Records Management	\$ 414.95
Hotel Tax Fund	\$ 254,127.79
Parks, Recs & Green Space Prgm	\$ 22,000.00

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Expenditures cont'd:

Capital Projects	\$ 7,451.40
911 Fund	\$ 77,238.90
Internal Service Fund	\$ 380,101.53

**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:**