

AGENDA, WEDNESDAY, JULY 20, 2022:

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

Pledge of Allegiance

Minutes:

Approve the Minutes of the June 29, 2022 Commissioners' Meeting as presented.

Proclamation:

- "PRETRIAL, PROBATION AND PAROLE SUPERVISION WEEK" – July 17-23, 2022

Controller's Office:

Presentation of the fourth consecutive award for excellence in financial reporting from the Government Finance Officers Association (GFOA) Award of Financial Reporting Achievement to the Adams County Controller's Office for Fiscal Year 2020.

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 Operational Services:

Recommendation from Neil Burkholder, Executive Director of Operational Services for the Adams County Court of Common Pleas, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the following Proposals from Tanner Furniture, of Harrisburg, PA:

- Quotation #22-14843 for purchase and installation of new juror chairs for the Courtrooms on the fourth floor of the Courthouse.
- Quotation #22-15988 for purchase and installation of new chairs for other Court attendees.

These quotes are made pursuant to Costars Contracts #035-025. It is further recommended that Chairman Phiel sign the Adams County Credit Application Agreement with Tanner furniture, as well as the Terms of Sale, and that the Board sign the Addendum to the Terms of Sale. These Quotations are valid through July 24, 2022. Total cost to the County is \$38,785.24.

Clerk of Courts:

Recommendation from Clerk of Courts Kelly Lawver, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the proposal from the County Commissioners Association of Pennsylvania (CCAP) to integrate the Court Case Event Financial Channels Messaging into the Unified Case Management System (UCM) developed by CCAP. This will allow the Clerk of Courts to send monthly payment reminders and delinquent payment reminders to Defendants via text and email. The implementation fee of \$19,235.00 will be paid for by utilizing the Clerk of Court's Criminal Automation Funds. However, if additional Pennsylvania Counties coordinate with CCAP to implement this program within one (1) year of Adams County's "go-live" date, the costs of developing the program (\$13,125.00) will be allocated among the participating Counties and Adams County will be refunded any overpayment which was pre-paid. After implementation, there will be an annual fee of \$2,500.00 for support and maintenance, which shall be paid out of the annual budget beginning in 2023. Should four additional Pennsylvania Counties implement this program, Adams County's annual maintenance fee for the year following the final County's implementation will be waived. The implementation of this program will be completed by December 31, 2022.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the following 2022-23 Purchase of Service Agreements:

- Folium Inc., dba Laurel Life Services; Hoffman Home, Inc.; Summit School, Inc.; Merakey Pennsylvania; Valley Youth House; CHOR Youth & Family Services, Inc., dba Edison Court; Children's Aid Society of Franklin County; Pennsylvania Comprehensive Behavior Health; Community Specialist Corporation; Youth Advocate Programs, Inc.; Law Offices of Dorothy Livaditis; Family First Health- (Nurse-Family Partnership); River Rock Day Treatment, LLC; Alternative Behavior Consultants; The Adams County Children's Advocacy Center and Diversified Treatment Alternative Center, LLC

Information Technology:

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

- Designate Chairman Randy L. Phiel to sign Quote #005646 with Kyocera Document Solutions America, Inc., a New Jersey Company, for renewal of the County's annual DocStar Maintenance Agreement. DocStar is a document management system utilized extensively by many County departments. The term of the Agreement commences September 1, 2022 and terminates August 31, 2023. Total cost to the County is \$12,628.92.

Information Technology cont'd:

- Appoint Chairman Randy L. Phiel to sign on behalf of the Board the 2022-2023 Tier II Commitment Form with the County Commissioners Association of Pennsylvania (CCAP) for Sylint Technology Services, which includes annual County-specific audits of AD credentials to identify potential vulnerabilities; Business-Unit-Specific Threat Intel tailored to specific components of the County system; and enhanced access to all modules of inSyte, a new outward facing asset management application. The cost to the County for these CORE services is \$4,200.00.
- Designate Chairman Randy L. Phiel to sign the Quote from Zoho Corporation, a California Company, for renewal of the County's ManageEngine ADSelfService Subscription. ManageEngine ADSelfService provides the ability for employees to set challenge questions for their county computer accounts, allowing them the capability to reset or change their passwords as well as unlock their accounts without having to contact the IT Department. It is further recommended that the Commissioners sign Addendum Number 1 to the Software License Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the subscription is August 6, 2022 to August 5, 2023. Total cost to the County is \$1,095.
- Ratify the signature and approval by Chairman Randy L. Phiel of Quote #1016899 from Link Computer Corporation, a Pennsylvania Company, for the renewal of the maintenance subscription for the PRTG application of 500 sensors within the County network. The PRTG tool sends notifications to IT staff when there are problems or unusual metrics with network equipment. This Quote is made pursuant to CoStars Contract #006-186. The term of the Agreement is July 21, 2022 through July 21, 2023. Total cost to the County is \$395.00.
- Designate Chairman Randy L. Phiel to sign Quote #1016951 with Link Computer Corporation, a Pennsylvania Company, for the renewal of the County's InformaCast licenses. InformaCast is used to send a mass emergency page out to VOIP phones using each phone's speaker functionality. It can also be used by other departments within the organization for various paging purposes. This Quote is made pursuant to CoStars Contract #006-186. The term of the Agreement commences on July 31, 2022 and terminates on July 30, 2023. Total cost to the County is \$2,768.00.
- Designate Chairman Randy L. Phiel to sign the Quote from CDW-G, an Illinois Company, for a subscription to Adobe Stock. This subscription provides access to various images for the County's website, royalty free and in compliance with copyright law. The Quote is made pursuant to CoStars Contract #006-064. The term of the Agreement commences on July 20, 2022 and terminates July 19, 2023. Total cost to the County is \$335.00.

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Information Technology cont'd:

- IT policies related to email usage by County and Court employees:
 - **Adams County Email Retention Policy (121.05)** – This policy outlines retention standards for all County and Court employees that create, use, and manage electronic communications during the course of business. The policy is effective July 20, 2022.
 - **Adams County Email Usage Policy (121.08)** – This policy establishes guidelines for proper use of the County email system by County and Court employees. The policy is effective July 20, 2022.

Tax Services:

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

Disabled Veterans Real Property Tax Exemptions – effective beginning with the 2022-2023 School Taxes:

- Parcel #09F12-0040, Cumberland Township, home on .43 acres
- Parcel #27008-0115, Littlestown Borough, home on .16 acres
- Parcel #07F08-0026, Butler Township, home on .84 acres
- Parcel #32H14-0032—070 to remain as exempt due to the widow of the veteran meeting the necessary qualifications
- Personal Tax Exemption Requests – meets the guidelines of County Policy: B. H. B., J. N., and B. E. S., all of Oxford Township

Recommendation from Daryl Crum, Director, to approve the following:

- To assist with the Board of Assessment Appeals, the appointment of the following Auxiliary Tax Assessment Board Members: Barbara Underwood, Barbara Walter, William Arrington, Robert Hahn, and Lisa Moreno-Woodward
- For Matter of Record the 2021 C.O.D. – Per County Ordinance #3 of 2013 on an annual basis as of July 1, the Adams County Tax Services Department will calculate the Coefficient of Dispersion (COD) based upon sales which occurred in Adams County between January 1 and December 31 of the previous year. The results of this study will guide the Board in determining whether there is a need for a county wide reassessment. A COD greater than 20.0 would trigger the reassessment. This year's COD is calculated at 12.86, which is well within the acceptable range as stated by the international Association of Assessing Officers.

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Planning and Development:

- Recommendation from Ellen Dayhoff, Rural Resources Manager, that the Board of Commissioners approve and appoint LeighAnn Abraham as Secretary to the Adams County Agricultural Land Preservation Board, effective July 20, 2022.
- Recommendation from Sherri Clayton-Williams, Director, that the Board of Commissioners renew and adopt the following policies related to the Community Development Block Grant (“CDBG”), HOME Investment Partnership Grant (“HOME”), and Emergency Solutions Grant (“ESG”), as required by the PA Department of Community & Economic Development (“DCED”):
 - **Minority and Women Business Enterprise Action Plan** – the purpose of this Plan is to promote the opportunity for full participation by minority and women’s business enterprises in all housing and community development programs funded by DCED.
 - **Four Factor Analysis and Language Access Plan** – the purpose of this Plan is to ensure that people of limited English proficiency are provided language assistance to meaningfully participate in the CDBG, HOME, and ESG programs.
 - **Section 3 Action Plan** – the purpose of this Plan is to identify means by which to provide economic opportunities to low and very low income persons and to those businesses which serve such persons in accordance with Section 3 of the Housing and Urban Development Act of 1968.
 - **County Participation Plan** – the purpose of this Plan is to provide residents with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the County’s CDBG, HOME, and ESG programs.

It is also recommended that the Board adopt the following resolutions in connection with the CDBG, HOME, and ESG programs:

- **Resolution No. 9 of 2022** – a resolution that the County shall make known to owners of real estate, developers, and builders of their respective responsibilities and rights under the Federal Fair Housing Act, the PA Human Relations Act, and other related local laws and ordinances.
- **Resolution No. 10 of 2022** – a resolution that the County shall not discriminate against, and shall make reasonable accommodations for, people with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973.

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2020 Community Development Block Grant Program:

Recommendation from Harlan Lawson, Economic Development Specialist and after review by Solicitor Molly Mudd, that the Board of Commissioners approve and sign the Cooperation Agreement between the County of Adams and Littlestown Borough for the County to administer the 2020 Community Development Block Grant program on behalf of Littlestown Borough in the amount of \$93,834.00.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the Project Modification Request for Subgrant #30688 with the Pennsylvania Commission on Crime and Delinquency. This Project Modification, if granted, would extend the time period for utilizing the \$116,618.00 in total grant funding (previously awarded on June 12, 2019) for the County's Transition to Recovery Program from September 30, 2022 to September 30, 2023.

Commissioners:

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

- Appoint Chairman Randy L. Phiel to sign on behalf of the Board Change Order #3 for Contractor DA Nolt, Inc. of Berlin, New Jersey to add \$265,387.00 to the contract price for the Human Services Building Re-Roofing Project reflecting additional reinforcing and curb infills on the southern portion of the roof of the HSB building, which was not included in the original scope of work.
- Ratify the signature and approval by Chairman Randy L. Phiel of the Adams Electric Cooperative Application for Operation of Customer-Owned Generation. This Application seeks permission from Adams Electric Cooperative for the interconnection of the roof-mounted solar array that will be installed on top of the Human Services Building pursuant to a proposed Purchase Power Agreement with Kenyon Energy, LLC and OnSwitch, Inc. If the Application is approved, the County agrees to abide by Adams Electric Cooperative's Operating Policies.
- Designate Chairman Randy L. Phiel to approve the 2022-2023 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, assisting in the preparation of bid documents and consulting with potential bidders for repair services, and inspecting the final repairs to ensure compliance with specifications. It is anticipated that total performance will be completed in 32 weeks, and the estimated cost of all engineering services will be \$96,000.00. This Proposal is effective July 20th, 2022.

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Commissioners cont'd:

- Professional Services Agreement with Worley & Worley, LLP of York Springs appointing Daniel D. Worley, Esquire of the firm to represent all Guardian Ad Litem legal services for the Adams County Children and Youth Services Department at an annual rate of \$58,800.00 per annum, said compensation contingent upon Court approval of said representation.
- On behalf of Adams and Franklin Counties, award the Multi-County Broadband Feasibility Study to Design Nine, Inc., a Virginia company. After a duly advertised public bidding process and subsequent modification of scope (due to Cumberland County's withdrawal from the project), Design Nine submitted the lowest qualified bid of three (3) total proposals that the Counties received. The Study will assess the current status of high-speed broadband infrastructure in Adams and Franklin Counties and outline a plan for the Counties to expand broadband in underserved areas. It is anticipated that the Study will take approximately 4-5 months to complete. Design Nine has over 25 years of experience working in the broadband sector and has recently worked with 14 other Pennsylvania counties on broadband initiatives. Total cost of the Study will not exceed \$100,995.00. Franklin County has agreed to contribute half of that cost.
- Recommendation from Michele Miller, HR Director and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the Adams County Remote Work Policy Revision, Policy #2022-3, effective July 20, 2022.

Personnel Report:

Court:

- Employment of: Bradley Meyer, Law Clerk for Judge Wagner, effective July 25, 2022; MDJ Snyder - Kimberly Jacoby, General Clerk, effective July 18, 2022.
- Retirement of June "Jay" Ondrizek, Director in the Probation Department, effective July 29, 2022.

District Attorney:

Note the Unpaid Internships for Collin Fulton and Ester Yeo, effective August 24, 2022, pending successful completion of all screening.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the employment of: Trystan Griffith, Caseworker 1-Independent Living, effective July 11, 2022; Matia Foreman, Office Assistant-Medical, effective July 18, 2022.

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Personnel Report cont'd:

Department of Emergency Services:

Recommendation from Warren Bladen, Director, to approve the employment of Justin Alexander, Telecommunicator, effective July 11, 2022.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following Corrections Officers, pending successful completion of background screenings: Caitlyn Plank, effective July 11, 2022 and Caleb Bowders, effective July 25, 2022.

Separation of Employment with permission to post:

- Retirement of Larry Runk, Security Officer, effective September 23, 2022
- Alexander Hackney, Caseworker 2, Children & Youth Services, effective July 29, 2022
- Caroline Aprahamian, Assistant District Attorney, effective August 12, 2022
- Corrections Officers – Dominic Brown, effective July 5, 2022; Kirstn Miller and Jordan Jackson, effective July 13, 2022; George Emanuel, effective July 14, 2022; Zachary Atkins, effective July 21, 2022

Expenditures:

Approve the following expenditures for the period June 27, 2022 through July 8, 2022:

General Fund Total	\$ 1,528,510.35
General Fund	\$ 515,024.91
PCard Payment	\$ 10,878.94
Payroll – Week #27	\$ 1,002,606.50
Children & Youth Services	\$ 191,636.29
HazMat Fund	\$ 263.50
Commissary Fund	\$ 1,351.50
Hotel Tax Fund	\$ 946.76
Human Services	\$ 18,872.80
American Rescue Plan Act 2021	\$ 500.00
Capital Projects	\$ 80,098.72
911 Fund	\$ 233,361.30
Internal Service Fund	\$ 813,189.44

Other Business:

Solicitor Mudd

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Other Business cont'd:

Commissioner Qually
Commissioner Martin
Commissioner Phiel

Salary Board Meeting:

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

Adjournment: