

## **AGENDA, WEDNESDAY, APRIL 2, 2025:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the March 19, 2025 Commissioners' Meeting Minutes as presented.

### **TEFRA Hearing:**

Adams County General Authority – as publicly advertised to hold a TEFRA Hearing to accept public comment on the issuance of bonds by the Adams County General Authority (hereinafter, “the Authority”) in the maximum aggregate principal amount of \$50,000,000 for the purpose of refinancing the Gettysburg College Series 2013 Revenue Bonds and the financing of certain new capital improvements at Gettysburg College.

### **Proclamations:**

- **“ADAMS COUNTY LIBRARY SYSTEM NATIONAL LIBRARY WEEK” –**  
April 6-12, 2025
- **“NATIONAL CRIME VICTIMS’ RIGHTS WEEK” –** April 6-12,2025
- **“CHILD ABUSE & NEGLECT PREVENTION MONTH” –** April 2025
- **“SEXUAL ASSAULT AWARENESS MONTH” –** April 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.*

### **Probation:**

Recommendation from Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Order Form from DocTract, a Michigan company, for a new Policy Management System. This System will assist Probation with management of policies, procedures, and onboarding practices. It is further recommended that Chairman Phiel sign the Terms of Service with DocTract. The term of the Agreement is one (1) year, commencing on April 17, 2025 and terminating April 16, 2026. Total cost to the County is \$3,844.00, which shall be reimbursed by the Court.

### **Children & Youth Services:**

Recommendation from Sarah Finkey, Administrator, to approve the following:

- FY 2024-2025 Amendment to the Purchase of Service Agreement with Respective Solutions Group Center for Families
- Adoption Assistance Agreements between the County of Adams and the following:

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#### Children & Youth Services cont'd:

- C. & R.B. on behalf of A.M.F. soon to be known as A.B. in the amount of \$1,581.67 per month
- B. & S.S. on behalf of B.M.M in the amount of \$1,235.83/month
- After review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following Agreements with Avanco International, Inc.:
  - Child Accounting and Profile System (CAPS) Application Service Provider Agreement – This Agreement provides the County licenses to access the CAPS Application and outlines the responsibilities of the parties related to the use of the Application. Total cost of licenses is \$38,400.64, to be paid in quarterly installments of \$9,600.16. This Agreement is effective July 1, 2025, for a one-year term.
  - AFCARS Upgrade and Maintenance Agreement – This Agreement provides that Avanco will provide regular upgrades and maintenance to the Federal Adoption and Foster Care Analysis and Reporting System (“AFCARS”), which provides data on children in foster care who have been adopted with title IV-E agency involvement through the Child Accounting and Profile System (“CAPS”) used by the County. The cost of the upgrades is \$290,000.00, distributed among the 58 counties using CAPS. Total cost to the County is \$3,191.39. This Agreement is effective July 1, 2025, for a one-year term.
  - HIPAA Business Associate Agreement Amendment – This Agreement outlines the relative responsibilities under HIPAA between the County and Avanco regarding the handling of protected health information. This Agreement is effective April 2, 2025.
  - Consulting Services Addendum to CAPS Service Provider Agreement - This Addendum amends the Master CAPS Service Provider Agreement for Fiscal Year 2025-2026 to include consulting services as needed, not to exceed \$30,000.00 annually. This Agreement is effective April 2, 2025.
  - CWIS Maintenance Agreement FY 25-26 – This Agreement provides that Avanco will conduct regular maintenance and upgrades to the PA Child Welfare Information System (“CWIS”) for fiscal year 2025-2026. The cost of the maintenance and upgrades is \$359,612.56, distributed among the 58 counties using CAPS. Total cost to the County is \$3,948.01. This Agreement is effective July 1, 2025.

#### **IT Department:**

Recommendation by CIO Phil Walter, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners authorize the use of CompTIA, Inc., an Illinois company, for IT training and certifications. Through CompTIA’s local government program, IT employees will be entitled to discounts for program offerings. It is further recommended that the Commissioners sign the Addendum to the Learning Products License Agreement, which incorporates the County’s standard terms and conditions into

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#### IT Department cont'd:

the Agreement. IT employees who wish to obtain certifications will pay for their examinations and, if they pass, will be reimbursed for the cost from the IT Department's training budget. This Agreement is effective April 2, 2025.

#### **Tax Services:**

- Recommendation from Daryl Crum, Director, to approve the final 2025 Tax Claim Repository for Unsold Properties as follows:
  - Parcel #43019-0021, Section D, Lot 203 - \$1,200.00
  - Parcel #43034-0173, Section P, Lot 126 - \$2,100.00
  - Parcel #43034-0174, Section P, Lot 125 - \$2,100.00
  - Parcel #43044-0071, Section RC, Lot 12 - \$4,000.00
  
- Recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Agreement for Renewal of Printing Services with Government Software Services (GSS), of Honesdale, PA, for Return and Claim / Tax Sale printing services for the County. The term of the Agreement is one (1) year, commencing April 2, 2025 and terminating April 1, 2026. Cost to the County is \$0.64 per mailer prepared plus the cost of mailing.
  
- 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 #36110-0095 for a home on .43 acres located in Reading Township
    - Parcel #16013-0048 for a home on .19 acres located in Gettysburg Borough
  
    - Parcel #25000-0142 for a home on 1.39 acres located in Liberty Township, effective with the 2024-2025 School Taxes
  
    - Parcel #30G14-0012 will remain exempt due to the surviving spouse meeting the qualifications.
  
  - Personal Tax Exemptions for the following who meet the County Guidelines:
    - Karen J. Wentz, Berwick Township
    - Martha R. Fitzgerald and Ruth Kunkle, Cumberland Township
    - Jane K. Deardorff, Hamiltonban Township
    - Lois M. Myers, Oxford Township
    - Anna Mae Bigham, Straban Township

**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 For The Sale And Purchase Of An Agricultural Conservation Easement with Ervin and Audrey Ridinger and the Commonwealth of Pennsylvania. This Agreement provides that the Commonwealth and the County will jointly purchase a conservation easement consisting of 178.86 acres of agricultural land in Butler Township, Adams County owned by the Ridinger's at a total cost of \$536,580.00, of which the County will pay 10% (\$53,658.00) and the Commonwealth will pay the remainder as well as closing costs. This Agreement is effective as of the date last approved by the Commonwealth.

**Planning & Development:**

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the adoption of the Four Factor Analysis and Language Access Plan, as required by the Community Development Block Grant Program (CDBG), Emergency Solutions Grant Program (ESG), HOME Investment Partnership Program (HOME), and federal law. This Plan provides Spanish translation services related to CDBG, ESG, and HOME projects through the Department of Planning & Development, as may be required.

**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 following 3-Year Project Activity Completion Extension Requests to extend the completion date (Contract #C000082904) from May 3, 2025 to December 31, 2025 and to submit these requests to the PA Department of Community & Economic Development:

- Littlestown Borough Curb Cuts
- Adams County Arts Council Healing Arts Project

**2023 Community Development Block Grant:**

Recommendation from Deana Duvall, Grants Coordinator, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve Community Development Block Grant (CDBG) Cooperation Agreements with the following entitlement communities:

- Gettysburg Borough – This Agreement between the County and Gettysburg Borough provides that the County will administer \$129,141.00 in CDBG funds allocated for fiscal year 2023 for eligible activities benefiting the Borough. This Agreement is effective April 2, 2025.
- Littlestown Borough – This Agreement between the County and Littlestown Borough provides that the County will administer \$103,258.00 in CDBG funds allocated for fiscal year 2023 for eligible activities benefiting the Borough. This Agreement is effective April 2, 2025.

**2024 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 2024 Community Development Block Grant (CDBG) Program Contract (No. C000093237) with the Commonwealth of Pennsylvania and to authorize Chairman Randy L. Phiel to sign the Agreement. This Agreement provides \$546,310.00 to the County for eligible projects relating to the acquisition of real property and improvement of sidewalks during the project period of February 19, 2025, and February 18, 2029. This Agreement is effective as of the date last approved by the Commonwealth and expires February 18, 2029.

**Department of Emergency Services:**

Recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and adopt Resolution No. 6 of 2025. This Resolution allows Cumberland County to join the South Central Inter-County Communications Network (“SCICNET”), which helps to provide planned redundancies and backup capabilities for emergency communications systems among the member counties. SCICNET was previously established between Adams, Franklin, and Dauphin counties through Ordinance No. 3 of 2018 and similar ordinances in the other member counties. This Resolution authorizes and establishes the SCICNET Intergovernmental Agreement among the four counties, as required by the Intergovernmental Cooperation Authority Act, 53 Pa.C.S. 2301 *et seq.*

**Building and Maintenance:**

Recommendation from Larry Steinour, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote for mowing services at Oak Lawn Cemetery with Sheppard’s Groundskeeping, a Gettysburg company. Additionally, it is recommended that the Board sign the Terms and Conditions with Sheppard’s. The term of the Agreement commences on April 2, 2025 and will continue until the end of the 2025 mowing season. Total cost to the County is \$1,300.00 per mow, not to exceed \$23,000.00 for the entirety of the season.

**Human Resources:**

Recommendation from Assistant Director Dannette Laughman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the signature of Chairman Randy L. Phiel approving the Avalon Revised Stop-Loss Proposal Option 1 dated November 13, 2024, reflecting an attachment point of \$175,000.00 (Annual Deductible Per Person). The County will receive a \$25,000.00 incentive credit from Avalon in conjunction with the Stop Loss Renewal to be applied to the County’s Group Medical ASO Contract. The Proposal is effective January 1, 2025.

**2021-2025 National Bridge Inspection Standards (NBIS):**

Recommendation from Lisa Moreno-Woodward, Deputy Chief Clerk and after review by Solicitor Molly R. Mudd, to approve and sign Supplement 1 of the 2021-2025 NBIS Agreement for a no-cost transfer of funds for the current Bridge Inspection Agreement L00504. Supplement 1 is needed to add to some of the unit of work categories and deduct from some of the other unit of work categories and direct costs. The transfers are needed because 2025 is the last year of the five-year Agreement, the unused quantities of units of work available are at their lowest. The Supplement does not increase the overall contract amount.

**Commissioners:**

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

- Memorandum of Understanding (MOU) with the Pennsylvania Agricultural Discovery Center (“Ag Discovery Center”), a local nonprofit. This MOU provides the Ag Discovery Center with a \$190,665.00 grant from the County’s Hotel Tax revenues, collected pursuant to 16 Pa.C.S. 17504, to be used for the purpose of land development activities in Mt. Joy Township in furtherance of the construction of a 25,000 sq. ft. facility that will promote Pennsylvania’s diverse agricultural communities and proud farming heritage through interactive educational exhibits. This MOU is effective April 2, 2025.
- Resolution No. 5 of 2025, approving the issuance of bonds by the Adams County General Authority (hereinafter, “the Authority”) in the maximum aggregate principal amount of \$50,000,000 for the purpose of refinancing the Gettysburg College Series 2013 Revenue Bonds and the financing of certain new capital improvements at Gettysburg College. The Authority approved the issuance of the bonds after a duly advertised public hearing (“TEFRA Hearing”) held on March 20, 2025. The issuance of bonds by the Authority will not obligate the County’s taxing power or otherwise obligate the County. The Board intends that this Resolution shall constitute the governmental unit approval required by Section 147(f) of the Internal Revenue Code, and that such approval shall be limited in effect and operation to the extent, and only to the extent, required by Section 147(f) of the Code.
- Memorandum of Understanding with the American Federation of State, County, and Municipal Employees, AFL-CIO, District Council 89 (hereinafter, “AFSCME”) whereby the compensation established for Corrections Officer A. Rosenblatt, in the event that the County promotes Rosenblatt from the position of Corrections Officer to the position of Sergeant in 2025, shall be set at \$25.10 per hour as the starting wage for this promotion. Effective the first full pay period of July 2025, Rosenblatt shall receive the same base wage increase as provided for all employees in the Collective Bargaining Unit pursuant to the terms of the Collective Bargaining Agreement. Rosenblatt’s date of hire for purposes of longevity, seniority, and shift preference remains August 13, 2012.

**Personnel Report:**

District Attorney:

- Employment of Dustin Foley, Assistant District Attorney, effective August 4, 2025, pending successful completion of all required pre-employment screenings

Children & Youth Services:

- Employment of the following, pending successful completion of all required pre-employment screenings: Monica Phillip, Caseworker 1-Family Support, effective March 24, 2025; Abbygail Hurst and Loise (Joy) Dongmo, Caseworker 1, effective June 2, 2025

Emergency Services:

- Employment of Jen Boxer and Patrick Ballard, Telecommunicators, effective April 7, 2025, pending successful completion of all required pre-employment screenings

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Austin Poe, Jacob Hutcheson, effective March 31, 2025; Hugh Crawford, effective June 2, 2025
- Employment of Christina Cruz, MAT Case Manager, effective March 31, 2025

Separation of Employment with permission to post:

- Carlie Goldstein, End of Unpaid Internship, Solicitor's Office, effective December 31, 2024
- Shannon Freyman, Public Defender Investigator, effective April 1, 2025
- Elizabeth Winebrenner, Caseworker 3, Children & Youth Services, effective June 11, 2025
- Sylvia Neiderer, Office Manager, Children & Youth Services, effective April 4, 2025
- Krista Masterstefone, Assistant Supervisor, Department of Emergency Services, effective April 3, 2025
- Morgan Sparks, Corrections Officer, effective April 4, 2025
- Rescind the employment offer to Dustin Foley, Assistant District Attorney, effective August 4, 2025
- Rescind the employment offer to Patrick Ballard, Telecommunicator, effective March 31, 2025
- Rescind the employment offer to Olivia Sykes, Correctional Program Specialist, effective March 31, 2025
- Rescind the employment offer to Austin Poe, Corrections Officer, effective March 31, 2025

**Expenditures:**

Approve the following expenditures for the period March 17, 2025 through March 28, 2025:

General Fund – Operational	\$ 1,316,318.35
Payroll – Week #13	<u>\$ 1,120,140.25</u>
<b>Total General Fund</b>	<b>\$ 2,436,458.60</b>

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Expenditures cont'd:

Children & Youth Services	\$ 297,961.79
Liquid Fuels	\$ 11,508.47
HazMat Fund	\$ 15.96
Commissary Fund	\$ 19,124.11
Parks, Recs & Green Space Prgm	\$ 16,871.94
Capital Project-Reserve	\$ 4,999.00
911 Fund	\$ 251,460.78
Internal Service Fund	\$ 514,019.20
<b>Total Special Funds</b>	<b>\$1,115,961.25</b>
<b>Total Expenditures</b>	<b>\$3,552,419.85</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:**