

WEDNESDAY, OCTOBER 16, 2024:

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:02 a.m. at the Adams County Courthouse, Historic Courtroom and via conference call with Chairman Randy L. Phiel presiding. Others in attendance: Commissioners James E. Martin and Marty Karsteter Qually; Steve Nevada, County Administrator; Sean A. Mott, First Assistant Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Danette Laughman, HR Director; Candi Clark, Court HR Generalist; Melissa Devlin, Director of Budget & Purchasing; Phil Swope, Assistant Director of Budget & Purchasing and Daryl Drum, Tax Services Director; Those participating by phone Phil Walter, CIO; News Reporter Vanessa Sanders, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the October 2, 2024 Commissioner's Meeting as presented.

Motion carried.

Public Comment:

No Public Comment was addressed to the Board at this time.

Proclamation:

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim October 16, 2024 as "**SUPPORT YOUR LOCAL CHAMBER OF COMMERCE DAY**" in Adams County. This proclamation was presented to Board Members of the Chamber.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim October 26, 2024 as "**NATIONAL PRESCRIPTION DRUG TAKE BACK DAY**" in Adams County. This proclamation was presented to Lyric Gallagher, Collaborating for Youth.

Motion carried.

Treasurer:

With recommendation from Treasurer Christine Redding, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Annual Maintenance Contract for the TaxColl2k software with Grandjean & Braverman, a Pennsylvania Company. The term of the Agreement is one (1) year, commencing on January 1, 2025 and terminating on December 31, 2025. Total upfront cost to the County is \$300.00, with any additional service hours to be billed at a rate of \$135.00 per hour.

Motion carried.

Office of the Controller:

With recommendation from Controller Tammy Myers, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to sign Quote # Q-194258 from CentralSquare, a Florida company. This quote is for installation of the Cognos report writing tool in a test environment so the Controller's office can test reports for the Accounts Receivable module of the Finance Enterprise software. The quote is effective October 16, 2024. Total cost to the County is \$2,160.00.

Motion carried.

Coroner:

With recommendation from Coroner Francis Dutrow, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the annual renewal of the subscription for Forensic Filer Online with Forensic Filer, an Ohio company. Forensic Filer Online is a case management solution utilized by the Coroner's office. The term of the Agreement is one (1) year, commencing on December 1, 2024 and terminating November 30, 2025. Total cost to the County is \$1,050.00.

Motion carried.

Register & Recorder:

With recommendation from Register & Recorder Karen Heflin, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Electronic Recording Procedures Statement with Simplifile, a Utah company. Simplifile will act as an eRecording vendor for consumers wishing to record documents with the Recorder. It is further recommended that Chairman Phiel sign the Mutual Non-disclosure Agreement. The term of this Agreement is three (3) years, commencing on October 16, 2024 and terminating October 15, 2027. There is no additional cost to the County.

Motion carried.

IT Department:

With recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve and designate Chairman Phiel to sign the following:

- Quote from Exucom Systems, Inc., an Illinois company, for technical support and software updates for FaxFinder. FaxFinder provides the ability for all offices to securely and digitally send and receive faxes. The term of the Agreement is one (1) year, commencing November 22, 2024 and terminating November 22, 2025. Total cost to the County is \$2,673.75.
- Authorize the advertisement of a County online auction for five (5) lots of various older IT equipment using the Municibid platform, occurring on Monday, October 28, 2024. Pursuant to County Code Section 1805, the advertisement will be posted in the Courthouse for a period of ten (10) days prior to the auction, as well as on the Municibid platform.

Motion carried.

Tax Services:

With recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Annual Maintenance Contracts for Tax Services' billing software (TaxClaim2k, TaxBilling, and TaxColl2k) with Grandjean & Braverman, a Pennsylvania Company that includes Option #3 on all three programs. The terms of the Agreements are one year, commencing on January 1, 2025 and terminating on December 31, 2025. Total upfront cost to the County is \$13,000.00, with any additional service hours to be billed at a rate of \$135.00 per hour.

Motion carried.

Commissioners:

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

- Mr. Martin moved, seconded by Mr. Qually, to appoint Chairman Randy L. Phiel to execute on behalf of the Board the Pennsylvania Municipal Retirement System (PMRS) Defined Benefit Plan Adoption Agreement Amendment, that eliminates the need for Members on Qualified Military Leave to make required contributions to the pension plan in order to receive Credited Service for the time that they are on intervening military leave. This Amendment brings the Plan Document into alignment with Pennsylvania law, specifically 51 Pa.C.S. §7306(a)(1). The effective date of this amendment is January 1, 2024.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign Amendment #1 to Land Lease Agreement with Keith and Susan Baker, Elaine Le Lemmon and Christopher Kotchish. This Amendment amends a Lease Agreement dated June 27, 2013, for property located at 1246 Stoney Point Road in Reading Township currently used as the site of a County communications tower. The original lessors/owners, the Bakers, sold the property to Ms. Lemmon and Mr. Kotchish, who agreed that the Bakers would remain entitled to the rent payments as a condition of the sale. This Amendment reflects that all future rent payments under the original Lease will be sent to the Bakers instead of the new owners. All other conditions of the Lease will remain the same. This Amendment is effective October 16, 2024.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve and award the Adams County Adult Correctional Complex (ACACC) Food Services Operations Contract to Summit Food Services, LLC, a subsidiary of Elior North America. Summit's headquarters are located in Sioux Falls, SD. As a result of a duly advertised public bidding process, three (3) proposals were received and carefully reviewed by the County. Summit was determined to be the lowest responsible bidder, offering the County the lowest base bid cost, thirty years of experience in correctional food service, and the highest quality in USDA-inspected food and services. The scope of Summit's services will include provision of meals to all inmates and staff, maintenance of the ACACC's kitchen facilities and supervision of inmate kitchen workers, maintenance of a grab-n-go market in the Officer Dining Room, and the Outside/Inside program, which allows family and friends of inmates to purchase premium meals for inmate consumption. The term of the contract is three (3) years, effective December 1, 2024 through November 30, 2027.

Motion carried.

Personnel Report:

Mr. Qually moved, seconded by Mr. Martin, to approve the Personnel Report as presented:

Court:

- Change of status for Melanie Laughman from Part Time General Clerk to Fulltime General Clerk, MDJ Harvey's Office, effective October 7, 2024.
- Probation Services – Employment of Brenton Forry , Probation Officer, effective October 7, 2024.
- Domestic Relations – Separation of employment for Mahadeb Pai, General Clerk, effective October 11, 2024.

Children & Youth Services:

- Employment of the following: Giana Johnson, Caseworker 1-Family Support, effective November 4, 2024; Kelsey Hoffman, Caseworker 2, effective October 21, 2024.
- Promotion of Shai Perez, from Caseworker 2 to After Hours Weekend Caseworker, effective October 21, 2024.
- Amend the separation of employment date for Dylan Harris, Office Assistant, from October 11 to October 4, 2024.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Dakota Sizemore, Envie Peachlum, effective October 7, 2024

Separation of Employment with permission to post:

- Lisa K. Smith, Human Services Coordinator, effective October 7, 2024 with posting at a later date.

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period September 30, 2024 through October 11, 2024:

General Fund – Operational	\$ 676,942.84
Payroll – Week #41	<u>\$ 1,083,887.06</u>
Total General Fund	\$ 1,760,829.90
Children & Youth Services	\$ 226,003.93
Liquid Fuels	\$ 35,104.20
HazMat Fund	\$ 11.95
Commissary Fund	\$ 1,071.46
Records Management	\$ 2,157.00
Hotel Tax Fund	\$ 292,470.67
Coroner VISA	\$ 1,069.25
Capital Projects	\$ 25,039.00
911 Fund	\$ 17,934.76
Internal Service Fund	<u>\$ 532,952.04</u>
Total Special Funds	\$ 1,133,814.26
Total Expenditures	\$ 2,894,644.19

Motion carried.

Other Business:

Commissioner Phiel announced the Purchasing and Budget Department received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award.

Salary Board Meeting:

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

Adjournment:

Mr. Martin moved, seconded by Mr. Qually, to adjourn the Commissioner's Meeting at 9:41 a.m. this date.

Motion carried.

Respectfully submitted,



Paula V. Neiman
Chief Clerk