

WEDNESDAY, SEPTEMBER 18, 2024:

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:00 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; Molly R. Mudd, Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Danette Laughman, Deputy HR Director; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Angie Crouse, Elections/Voter Registration Director; Melissa Devlin, Director of Budget & Purchasing; Kevin Miller, Chief Deputy Sheriff; Sherri Clayton-Williams, Planning Director; Susan Miller, Chief Assessor; Dave Keller, Luminest; Those participating by phone Sarah Finkey, CYS Administrator; Phil Walter, CIO; Mike Fendya, TEN; 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 September 4, 2024 Commissioner’s Meeting as presented.

Motion carried.

Public Comment:

- Jake Butcher – addressed the Board on his concerns regarding migrant housing being used to house illegal immigrants. He wanted the Board to be aware of this for residents’ safety and elections security.

Proclamation:

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim September 2024 as “**Library Card Sign-Up Month**” in Adams County. This proclamation was presented to Miranda Wisor, Executive Director of the Adams County Library.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim September 2024 as “**Hunger Action Month**” in Adams County. This proclamation was presented to Kathy Gaskin, Healthy Adams County.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim September 2024 as “**Suicide Prevention Awareness Month**” in Adams County. This proclamation was presented to Kathy Gaskin, Healthy Adams County.

Motion carried.

Public Hearing – 2021 Community Development Block Grant Program (CDBG):

Chairman Phiel called the Public Hearing to order at 9:24 a.m. and announced this is the date and time advertised to hold said Public Hearing. Chairman Phiel recognized Deana Duvall, Grants Coordinator. Ms. Duvall announced the purpose of this Hearing is to accept public comment on the proposed 2021 CDBG Budget Modification. Adams County intends to remove \$36,192.00 from the East Berlin Municipal Building ADA Project and add the amount of \$36,192.00 to the Biglerville Borough Water Main Project.

Chairman Phiel asked to confirm that this is a budget modification and not a new request for funding. Ms. Duvall confirmed, that is correct. At this time Chairman Phiel asked if there was any public comment to be received on this budget modification request. The record shall show there was no public comment received.

Chairman Phiel adjourned the Public Hearing at 9:28 a.m. this date.

Public Hearing #2 – 2024 Community Development Block Grant Program:

Chairman Phiel called this Public Hearing to order at 9:29 a.m. and announced this is the date and time advertised to hold said Public Hearing. Chairman Phiel recognized Deana Duvall, Grants Coordinator. Ms. Duvall announced the purpose of this Hearing is to accept public comment on the proposed budget for Adams County's 2024 Community Development Block Grant Program. The activities proposed for inclusion in the County's 2024 CDBG Application are: Luminest, Inc., North Ridge Senior Housing Property in the amount of \$260,329.00 and Administration in the amount of \$57,145.00.

Chairman Phiel noted there are significant issues with affordable housing including affordable housing for seniors. This will be a good project and maybe more areas will open in Adams County.

Vice-Chairman Martin noted this is a positive project for affordable housing shortages and he understands Veterans will be given preference.

Commissioner Qually noted and agreed this is a great project and a critical need in the community. This will help in providing housing for senior citizens who may find themselves homeless.

At this time Chairman Phiel asked if there was any public comment to be received on the proposed budget for the 2024 Community Development Block Grant Program. The record shall show there was no public comment received.

Chairman Phiel adjourned the Public Hearing at 9:36 a.m. this date.

Community Development Block Grant Program:

Following the duly-advertised public hearings today, and recommendation from Deanna Duvall, Grants Coordinator, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the following:

- Submission to the Department of Community & Economic Development the Proposed Budget Modification for the 2021 Community Development Block Grant Program by removing \$36,192.00 from the East Berlin Municipal Building ADA Project and adding the same amount of \$36,192.00 to the Biglerville Borough Water Main Project.
- Proposed 2024 Community Development Block Grant (CDBG) Program Budget Application of \$317,474.00 for use towards affordable housing for senior citizens. It is further recommended that the Commissioners adopt Resolution No.15 of 2024, approving the submission of this Budget Application to the PA Department of Community and Economic Development (DCED) seeking CDBG funds in the budgeted amount. The Budget Application and Resolution are effective September 18, 2024 as follows:



Office of the Adams County Commissioners

117 Baltimore St., Room 201, Gettysburg, PA 17325-2391

PHONE (717) 337-9820 · FAX (717) 334-2091

Commissioners: Randy L. Phiel, James E. Martin, Marty Karsteter Qually

Chief Clerk: Paula V. Neiman | County Administrator: Steven A. Nevada

Solicitor: Molly R. Mudd, Esquire

COUNTY OF ADAMS, PENNSYLVANIA

RESOLUTION NO. 15 OF 2024

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF ADAMS, PENNSYLVANIA, AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR FUNDING THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT AND FURTHER CERTIFYING COMPLIANCE WITH THE REQUIREMENTS OF SAID PROGRAM.

WHEREAS, it is necessary and in the public interest that the County of Adams, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Program; and

WHEREAS, the Pennsylvania Department of Community and Economic Development has notified the County that its 2024 CDBG allocation is \$317,474.00; and

WHEREAS, the Adams County Board of Commissioners has the legal authority and responsibility under the Act entitled Community Development Block Grant Entitlement Program for Nonurban Counties and Certain Other Municipalities, Act 179 of 1984, P.L. 906, codified at 35 P.S. Sec 1751-1765, to apply for Community Development Block Grant funds and represent the non-entitlement communities within the County; and

WHEREAS, the County, in accordance with Act 179, regulations adopted pursuant thereto, and the request of the Boroughs of Gettysburg and Littlestown, has elected to submit an application for FY 2024 CDBG Program funds in the amount of \$127,011.00 on behalf of the Borough of Gettysburg, and in the amount of \$101,825.00 on behalf of the Borough of Littlestown; and

WHEREAS, the Adams County Board of Commissioners have undertaken a considerable community participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Needs Assessment; and

WHEREAS, the Adams County Board of Commissioners are familiar with the requirements of the program as included in the Statement of Assurances; and

WHEREAS, the County has designated the Adams County Office of Planning and Development as its administrating agency for its CDBG Program.

WHEREAS, the Adams County Board of Commissioners wishes to apply for said funds.

NOW, THEREFORE, BE IT RESOLVED by the Adams County Board of Commissioners that its Chairperson is authorized to have prepared the necessary forms and documents to submit an application to the Department of Community and Economic Development for Community Development Block Grant funds for the purposes aforesaid, including a budget reflecting the amounts and activities that were included in the public notice published by the County in *The Gettysburg Times*; and

BE IT FURTHER RESOLVED, if CDBG funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, Adams County Board of Commissioners agrees to repay the proportion deemed ineligible from non-federal sources.

BE IT FURTHER RESOLVED that the Community Needs Assessment developed in coordination with low and moderate income individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

BE IT FURTHER RESOLVED that the Chairperson of the Adams County Board of Commissioners is empowered to place his signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the Unit of Local Government.

THIS RESOLUTION WAS ADOPTED on the 18th day of September, 2024, at a duly advertised and convened public session.

ATTEST:

By: Paula V. Neiman
Paula V. Neiman
Chief Clerk

ADAMS COUNTY COMMISSIONERS
By: Randy L. Phiel
Randy L. Phiel
Chairman

By: James E. Martin
James E. Martin
Vice-Chairman

By: Marty Karsteter Qually
Marty Karsteter Qually
Commissioner

Motion carried.

Elections/Voter Registration:

With recommendation by Director Angie Crouse, and after review by Solicitor Molly R. Mudd, Sitting as the Adams County Board of Elections, Mr. Martin moved, seconded by Mr. Qually, that the Board approve a temporary change of polling places for Cumberland Township Precincts #3 and #4 from the current location at 1370 Fairfield Road, Gettysburg to 730 Chambersburg Road, Gettysburg. Public notice shall be posted in accordance with the PA Election Code. This is due to the construction/renovation of the current municipal building.

Motion carried.

Sheriff:

With recommendation from Sheriff James Muller, 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 renewal of the Master Service Agreement with Lexipol, LLC, a Texas Company. Lexipol provides Policy Manuals and Daily Training Bulletins for the Sheriff's office. The term of the Agreement is one (1) year, commencing on November 1, 2024 and terminating October 31, 2025. Total cost to the County is \$11,470.71.

Motion carried.

IT Department:

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

- Quote from accessiBe, a New York company, for accessWidget. This tool will allow the County to monitor its website for compliance with the Americans with Disabilities Act (ADA). The Quote is effective September 18, 2024 and the term is one (1) year. Total cost to the County is \$1,192.00.
- In coordination with Children & Youth Services Administrator Sarah Finkey, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the request that Canva be added to the IT department's list of approved applications for County use. Canva is an online design program that can be used to create items such as flyers, presentations, calendars, and newsletters. Use of this solution comes at no additional cost to the County.
- Letters of Authorization allowing CoEo Solutions to coordinate with our current telecommunications provider for the transition of our telecommunications services to CoEo. It is further recommended that Chairman Phiel sign the Letter of Agency with Connectel, Inc., to assist with the transition. These Letters are effective September 18, 2024.

Motion carried.

Children & Youth Services:

With recommendation from Sarah Finkey, Administrator, Mr. Qually moved, seconded by Mr. Martin, to approve the following:

- 2024-2025 Purchase of Service Agreements: Community Specialist Corporation; Summit School, Inc.

Motion carried.

Tax Services:

With recommendation from Susan Miller, Chief Assessor, Mr. Martin moved, seconded by Mr. Qually, to approve the following Disabled Veterans Real Property Tax Exemption Certifications:

- Parcel #30G15-0064 for a home on .36 acres located in Mt. Joy Township, beginning with the 2024-2025 School Taxes.

Beginning with the 2025 County/Municipal Taxes:

- Parcel #04L10-0108 for a home on .32 acres located in Berwick Township.
- Parcel #22I05-0007D for a home on 2.24 acres located in Huntington Township.
- Parcel #29B05-0007D for a home on 12.67 acres located in Menallen Township.
- Parcel #30H15-0004B for a home on 1.14 acres located in Mt. Joy Township.
- Parcel #15J18-0004D for a home on 5.61 acres located in Germany Township.
- Parcel #43002-0042 for a home on 1.53 acres located in Carroll Valley Borough.
- Parcel #25B17-0101 for a home on 1.00 acres located in Liberty Township.

- Personal Tax Exemption request for the following persons residing in Oxford Township who have met the guidelines of County Policy: Carol Brillhart, Mildred Kline, Opal Gebhart, Shirley Bortner, Rebecca Little, Richard Krus, Herbert Bartell and Paul Cassell, Jr.

Motion carried.

Security:

With recommendation from Acting Director Benjamin Jones, 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 Maintenance Agreement with Autoclear, a New Jersey Company, to perform inspections and maintenance on the County's X-ray machines. The term of the Agreement is September 1, 2024 to August 31, 2025. Total cost to the County is \$11,200.00.

Motion carried.

Building and Maintenance:

With recommendation from Larry Steinour, 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 Amendment to the Scope of Work from Johnson Controls Fire Protection LP. This Amendment removes service on the fire pump and wet sprinkler systems at the Human Services Building from the scope of work of the Agreement originally signed on May 9, 2018. This Amendment is effective September 1, 2024.

Motion carried.

Adams County Adult Correctional Complex (ACACC):

With recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioner designate Chairman Randy L. Phiel to sign the Platform Services Agreement with Multi-Health Systems, Inc. (MHS), a Canadian company. The ACACC will utilize MHS's GEARS platform to access the LC/CMI tool to complete assessments for the Transitions to Success Program. The term of the Agreement is three (3) years, commencing on September 18, 2024 and terminating September 17, 2027. Total cost for 1000 assessments is \$12,750.00, which will be reimbursed through the Transitions to Success grant. Cost for the first year's license and training is \$3,027.00.

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 approve and sign the Lease Agreement between the County and Rebecca Nas. Ms. Nas will be leasing approximately seven (7) acres of County-owned fields in Cumberland Township for farming purposes. The term of lease is three (3) years, commencing on September 18, 2024 and terminating September 17, 2027.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign the Motor Vehicle Storage Lease with C.S. Davidson, Inc. which provides that the County will rent two parking spaces (#19 and #20) from C.S. Davidson at a rate of \$40 per space per month, for a total of \$960 per year for 2 spaces. Rent shall be paid to Foundation First Property Group Management Company. This Lease is effective September 1, 2024, and shall continue month-to-month until terminated by either party.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve and sign the Solar Photovoltaic System Engineering, Procurement, and Installation Agreement with The Efficiency Network, Inc (“TEN”). This Agreement provides that TEN will design and install a 450 kW (DC) solar array on the rooftop of the County’s Human Services Building. Total cost of the solar system, installation, and warranty is \$972,870.00. The County is eligible for a federal Investment Tax Credit to offset 30% of the total cost, resulting in an estimated final cost to the County of \$681,009.00. This Agreement is effective September 18, 2024.

Motion carried.

Personnel Report:

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

Court:

- Employment of the following:
 - Matthew Green, Court Technical & Operations Analyst, effective September 16, 2024.
 - Probation Services - Emily Simpson, General Clerk, September 9, 2024.
 - Domestic Relations - Juliana Trail, Conference Officer, October 7, 2024.
- Domestic Relations: Separation of employment for Leyda Hernandez, PT General Clerk, effective October 18, 2024.
- MDJ Harvey: Separation of employment for Karen Topper, General Clerk, effective September 12, 2024.

Conservation District:

- Employment of Brock Clouser, Agricultural Conservation Technician, effective September 16, 2024, pending successful completion of pre-employment requirements.

Children & Youth Services:

- Employment of Amanda Burkman, Caseworker 1, effective September 23, 2024, pending successful completion of pre-employment requirements.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Gerald Little, effective September 9, 2024
- Promotion of Emily Norris from Correctional Program Specialist to Treatment Manager, effective September 23, 2024 with permission to post the vacated Correctional Program Specialist position.

Separation of Employment:

- Retirement of John Warner, Custodian/Maintenance, effective October 2, 2024
- Dylan Powell, Maintenance Tech II, Adams County Adult Correctional Complex, effective September 13, 2024
- Serena Bosman, Treatment Manager, Adams County Adult Correctional Complex, effective September 16, 2024
- Corrections Officers: Risso Tervilus, effective September 15, 2024; Arley Lawson, effective September 26, 2024

Motion carried.

Expenditures:

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period September 2, 2024 through September 13, 2024:

General Fund – Operational	\$ 895,275.17
Debt Service Payments	\$ 357,028.13
Payroll – Week #37	<u>\$ 1,101,510.09</u>
Total General Fund	\$ 2,353,813.39
Children & Youth Services	\$ 134,252.03
HazMat Fund	\$ 7,761.83
Commissary Fund	\$ 5,556.29
Hotel Tax Fund	\$ 273,276.02
Human Services	\$ 20,626.00
Parks, Recs & Green Space Prgm	\$ 6,854.40
911 Fund	\$ 2,297.73
Internal Service Fund	<u>\$ 384,301.99</u>
Total Special Funds	\$ 834,926.29
Total Expenditures	\$ 3,188,739.68

Other Business:

No Other Business was brought before the Board at this time.

Salary Board Meeting:

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

Adjournment:

Mr. Qually moved, seconded by Mr. Martin, to adjourn the Commissioner’s Meeting at 9:47 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman

Paula V. Neiman
Chief Clerk