

WEDNESDAY, FEBRUARY 19, 2025:

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: Commissioner James E. Martin; Molly R. Mudd, Solicitor; Steve Nevada, County Administrator; Tammy Myers, Controller; Michele Miller, HR Director; Candi Clark, Court HR Generalist; Melissa Devlin, Budget & Purchasing Director; Phil Swope, Budget & Purchasing Assistant Director; Susan Miller, Chief Assessor; Sherri Clayton-Williams, Planning Director; Deana Duvall, Grants Coordinator. Those participating by phone: Kristi Fields, Chief of Probation and Phil Walter, CIO and Chief Clerk Paula V. Neiman.

Moment of Silence:

At this time Chairman Phiel asked to pause for a moment of silence to recognize the passing of Nadaga Poist, Clerk of Courts Office employee who had 19 years of service with County. After the moment of silence he told everyone that we should all be more appreciative of our family, co-workers and friends.

Minutes:

Mr. Martin moved, seconded by Mr. Phiel, to approve the Minutes of the January 22, 2025 Commissioner's Meeting as presented.

Motion carried.

Presentation:

At this time Commissioner Phiel recognized Ben Jones, Interim Security Director, to acknowledge the retirement of Joseph O. Swatsworth, Security Officer, in recognition of over 25 years of dedicated service to Adams County.

Public Comment:

No Public Comment was brought before the Board at this time.

District Attorney:

With recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners ratify the signature of Chairman Randy L. Phiel on the Subgrant Award Notice for the STOP Grant through the Pennsylvania Commission on Crime and Delinquency (PCCD) for an award of \$125,000.00 in federal funds. The grant money will go toward paying part of the salaries of a Legal Secretary, Assistant District Attorney, and Chief County Detective who primarily handle cases involving domestic violence; the salary of a counselor/outreach advocate at the Pennsylvania Coalition Against Rape (PCAR); and the salaries of Client Advocates at YWCA-Hanover Safe Home. The project period is January 1, 2025 through December 31, 2025. No County match is required.

Motion carried.

Probation Services:

With recommendation by Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign the Subgrant Award Notification for the Continuing County Adult Probation and Parole Grant through the PA Commission on Crime and Delinquency (PCCD) for an award of \$122,966.00 in State funds. This money will be used to support the salaries and benefits for Adult Probation and

Parole staff. The project period is July 1, 2024 through June 30, 2025. No County match is required.

- Amendment #1 to the Independent Contractor Agreement (effective January 1, 2024) with Dewaine Finkenbinder. This Amendment allows for Mr. Finkenbinder to facilitate up to six (6) additional Pennsylvania DUI Highway Safety classes through December 31, 2025 in coordination with Probation Services at a rate of \$65.00 per hour. Additional classes are needed due to a current backlog of eligible participants and lengthy waiting lists. This Amendment is effective February 19, 2025.

Motion carried.

Ag Land Preservation:

With recommendation from Ellen Dayhoff, Rural Resource Manager, Mr. Martin moved, seconded by Mr. Phiel, to approve the following re-appointment of Board members, Reorganization and Staff:

- David Boyer – 3-year term
- Craig Yingling as Chairman; David Wenk, Vice-Chairman
- Staff – Ellen Dayhoff, Acting Treasurer; LeighAnn Abraham, Secretary; Mark Clowney, Assistant Secretary

Motion carried.

Planning & Development:

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Mr. Martin moved, seconded by Mr. Phiel, to ratify the Professional Services Contract with The Chesapeake Group, Inc. This Agreement provides that The Chesapeake Group will review and recommend updates to the Economic Impact Model for the Historic South Mountain Fruit Belt in Adams County, which has not been updated since 2016. Such updates will include economic impact statistics, recommendations of actionable items to support the fruit industry, and a revised Model. Total cost to the County will not exceed \$5,000.00. This Agreement is effective February 19, 2025 for a six-month term.

Motion carried.

- Mr. Martin moved, seconded by Mr. Phiel, to approve and sign Amendment #1 to the Subrecipient Agreement Between the County of Adams and Biglerville Borough and Authority (Contract No. C000082904). This Amendment reflects a budget modification to Biglerville's Community Development Block Grant (CDBG) water main replacement project. The modification increases Biglerville's FY 2021 CDBG budget from \$110,792.00 to \$146,984.00 with monies reallocated from East Berlin's terminated CDBG project. The budget modification has been approved by the Department of Community and Economic Development (DCED). The effective date of this Amendment is February 19, 2025.

Motion carried.

- Mr. Martin moved, seconded by Mr. Phiel, to designate Chairman Randy L. Phiel to sign the Full Service Maintenance Contract with Print-o-Stat, of York, PA, for maintenance of the Planning Department's Hewlett Packard Plotter machine. The term of the Agreement is one (1) year, commencing on April 28, 2025 and terminating April 27, 2026. Total cost to the County is \$1,288.00.

Motion carried.

Community Development Block Grant (CDBG):

With recommendation from Deana Duvall, Grants Coordinator, Mr. Martin moved, seconded by Mr. Phiel, to approve and authorize Chairman Randy L. Phiel to sign the project extensions for the following activities for submission to the PA Department of Community & Economic Development:

- Biglerville Borough and Authority Water/Sewer Improvement Project (Contract Nos. C000080369 and C000082904) - These requests for the multi-year water/sewer project seeks approval for an extension from the May 31, 2025 completion date to July 28, 2025 under the FY 2020 CDBG grant, and from the May 3, 2025 completion date to July 28, 2025, under the FY 2021 CDBG grant, due to delays in securing additional funding from PennVest for the project.
- On Behalf Of Gettysburg Borough the N. Washington St. Streetscape Improvements (Contract No. C000082904) – This request for the North Washington Street improvement project seeks approval for any extension from the May 3, 2025 completion date to December 31, 2025, under the FY 2021 CDGB grant, due to a need to rebid the project.

Motion carried.

Tax Services Department:

With recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign the Full Service Maintenance Contract with Print-o-Stat, of York, PA, for maintenance of the Tax Services Department’s Hewlett Packard Plotter machine. The term of the Agreement is one (1) year, commencing on April 28, 2025 and terminating April 27, 2026. Total cost to the County is \$1,288.00.
- Professional Services Agreement from All Around Abstract, LLC. This Agreement provides that All Around Abstract will perform real estate title searches on behalf of the Tax Services Department at a rate of \$105.00/search, as needed. This Agreement is effective March 15, 2025 through March 14, 2026.

Motion carried.

With recommendation from Susan Miller, Chief Assessor, Mr. Martin moved, seconded by Mr. Phiel, to approve the following:

- Personal Tax Exemption for meeting the guidelines of County Policy – Zachary R. Moyer, Butler Township; Uriel Pena Torres, Menallen Township; James T. Serviss, Mt. Pleasant Township; Lois M. Neumann, Oxford Township
- Disabled Veterans Real Property Tax Exemption Certifications effective with the 2025 County/Municipal Taxes:
 - Parcel #43028-0037 for a home on .67 acres located in Carroll Valley Borough
 - Parcel #18B16-0118B for a home on 19.37 acres located in Hamiltonban Township

Motion carried.

IT Department:

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

- Cisco Letter of Customer Consent allowing ePlus Technology, Inc., a Virginia company, to have access to the County's Cisco licensing information in order to assist with management of the County's large Cisco footprint. The effective date of the letter is February 19, 2025.
- Invoice from S R Business Systems, Inc., a Connecticut company, for provision of the County's annual DocStar advanced support. It is further recommended that the Commissioners sign the Addendum to the Terms and Conditions with S R Business Systems, which extends the term of the Agreement for an additional year, commencing on April 1, 2025 and terminating March 31, 2026. Total cost to the County is \$26,250.00.
- Quotes from Quality, a Pennsylvania Company, for the remodel of IT's Courthouse Office:
 - A Furniture Proposal for acoustic panels manufactured by Evolve. This quote is made pursuant to PA Contract #4400025848. Total cost to the County is \$5,524.05.
 - A Furniture Proposal for new office furniture manufactured by COE. This quote is made pursuant to PA Contract #4400025746. Total cost to the County is \$1,068.20.
 - A Furniture Proposal for new office furniture manufactured by Global. This quote is made pursuant to PA Contract #4400025661. Total cost to the County is \$17,195.00.
 - A Proposal for Delivery and Installation of the above items by Quality. Total cost to the County is \$1,200.
 - It is further recommended that Commissioner Phiel sign the Purchase Orders. These Quotes are all effective February 19, 2025.

Motion carried.

Victim Witness:

With recommendation from Samantha Hoffman, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve Subgrant Application (No. 46741) with the Pennsylvania Commission on Crime and Delinquency for Victims of Crime Act ("VOCA") funds. The amount of federal grant funding requested is \$102,128.00, which will be used to support victim advocacy in the County during the performance period of October 1, 2025 through September 30, 2026. No County match is required. This Application is effective February 19, 2025.

Motion carried.

Elections & Voter Registration:

With recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners ratify Chairman Phiel's signature on Estimate #10219 with KnowInk, LLC. This Agreement provides the County with sixteen (16) electronic polling pads and accessories for trial use by election officials during the 2025 primary election. There is no cost to the County. This quote is effective February 6, 2025.

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. Phiel, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the following:

- Change Order/Revision #1 from Control Systems 21, of Dillsburg, PA, to provide the capability for remote access to the new SCADA system at the water plant at the County Complex. This Change Order is made pursuant to COSTARS contract #016-E23-286 and is effective February 19, 2025. Total additional cost to the County is \$20,744.25.
- A Quote from ePlus Technology, Inc., a Virginia company, for a switch to connect the new SCADA system to the county network. This quote is effective February 19, 2025. Total cost to the County is \$2,128.06.
- It is further recommended that the Commissioners sign the “Requirements for On-premises Adams County Hosted Applications/Services” Appendix with NRG, which details the requirements for technology solutions which are hosted with the Adams County infrastructure.

Motion carried.

Adams County Adult Correctional Complex:

With recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the following:

- Proposal from BFPE International, of York, PA, for the purchase of tamper-proof fire suppression heads. It is also recommended that the Commissioners sign the Addendum to the General Terms and Conditions, which incorporates the County’s standard terms and conditions into the Agreement. The proposal is effective February 19, 2025. Total cost to the County is \$2,201.00.
- Proposal from NRG Building Services, of Harrisburg, PA, for the provision and installation of updated Tridium N4 JACE network controllers, which will replace the obsolete Tridium AX network controllers. It is further recommended that the Commissioners sign the Terms and Conditions between NRG and the County. This Proposal is made pursuant to COSTARS Contract #028-E22-031. The Proposal is effective February 19, 2025. Total cost to the County is \$31,110.00.

Motion carried.

Commissioners:

- With recommendation from Michele Miller, HR Director, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the Revised Jury Duty Policy, No. 1 of 2025, effective February 19, 2025.

Motion carried.

Personnel Report:

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

Court:

- Employment of Jean Kepner, Tipstaff and Heather Paul, Tipstaff, effective February 10, 2025

Sheriff’s Department:

- Employment of Kaleb Herman, Daniel Hartman, Deputy Sheriffs, effective February 24, 2025

Children & Youth Services:

- Employment of Gabrielle Johnson, Caseworker 1 – Family Support, effective February 24, 2025

Tax Services:

- Employment of Laura Deise, Part Time Regular Customer Service Assessor, effective February 10, 2025

IT Department:

- Employment of Isabel Garcia, IT Business Analyst/Technology Trainer, Part Time Regular, effective February 18, 2025

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Josie Channell, effective February 3, 2025; Rasheeda Greer; Matthew Weaver, effective March 3, 2025.

Separation of Employment with permission to post:

- Rescind the employment offer for Matthew Weaver, Corrections Officer, effective March 3, 2025

Motion carried.

Expenditures:

Mr. Martin moved, seconded by Mr. Phiel, to approve the following expenditures for the period February 3, 2025 through February 14, 2025:

General Fund – Operational	\$ 1,336,016.09
Payroll – Week #07	<u>\$ 1,085,389.51</u>
Total General Fund	\$ 2,421,405.60
Children & Youth Services	\$ 124,902.91
HazMat Fund	\$ 439.46
CDBG	\$ 17,381.20
Commissary Fund	\$ 9,714.67
Records Management	\$ 719.00
Hotel Tax Fund	\$ 322,440.23
Human Services	\$ 1,644.50
Parks, Recs & Green Space Prgm	\$ 761.60
911 Fund	\$ 7,803.55
Internal Service Fund	<u>\$ 952,558.17</u>
Total Special Funds	\$1,438,365.29
Total Expenditures	\$3,859,770.89

Motion carried.

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. Martin moved, seconded by Mr. Phiel, to adjourn the Commissioner's Meeting at 9:31 a.m. this date.

Motion carried.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paula V. Neiman". The signature is written in a cursive style with a large initial 'P'.

Paula V. Neiman
Chief Clerk