

WEDNESDAY, MAY 29, 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; Sean A. Mott, 1st Assistant Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Don Fennimore, Court Administrator; Danette Laughman, HR Assistant Director; Phil Swope, Budget & Purchasing Assistant Director; Todd Garrett, Budget Analyst II; Warren Bladen, Department of Emergency Services Director; Ellen Dayhoff, Rural Resources Manager; Deanna Duvall, Grants Coordinator; Daryl Crum, Tax Services Director; Sarah Finkey, CYS Administrator; News Reporter Vanessa Pellechio Sanders (phone), *Gettysburg Times* and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the May 15, 2024 Commissioner's Meeting as presented.

Motion carried.

Presentation:

At this time Chairman Phiel recognized Warren Bladen, Director of the Department of Emergency Services, for a Presentation of a Clinical Save Commendation from the Emergency Health Services Federation (EHSF) to Kim Hope, Telecommunicator, for providing lifesaving CPR instructions over the phone that resulted in a successful resuscitation.

Proclamation:

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim June through August 2024 as "**ADAMS COUNTY LIBRARY SYSTEM 2024 FUNFEST AND SUMMERQUEST**" in Adams County. This proclamation was presented to Miranda Wisor, Robin Woods and Erica Duffy of the Adams County Public Library.

Motion carried.

Public Comment:

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

Register and 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 Commissioner designate Chairman Randy L. Phiel to sign the Resolution3 Verdict Online Index Books Software Services Renewal Agreement with COTT Systems, Inc., an Ohio company. This software is used for case management and land records management. The term of the Agreement is three (3) years, commencing on March 1, 2024 and terminating February 28, 2027. Total cost to the County is \$127,980.00, to be paid in monthly payments of \$3,555.00.

Motion carried.

Ag Land Preservation:

With recommendation from Ellen Dayhoff, Rural Resource Manager and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Agreement of Sale and Purchase of an Agricultural Easement with Hanover Shoe Farms, Inc., Union Township, and the Commonwealth of Pennsylvania through the Department of Agriculture. This Agreement provides for the purchase of a conservation easement for the purpose of preserving 161.32 acres of agricultural land

owned by Hanover Shoe Farms and located in Union Township. The total purchase price of the easement is \$548,488.00, of which \$27,424.00 will be paid for by the County and the remainder by the Commonwealth and the Township. This Agreement shall be effective as of the date last signed by the Commonwealth.

Motion carried.

Planning & Development:

2021 Community Development Block Grant:

With recommendation from Deana 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 Project Extension Request for FY 2021 Community Development Block Grant (“CDBG”) Agreement (No. C000082904) with the PA Department of Community and Economic Development (“DCED”) and to authorize Chairman Randy L. Phiel to sign. The purpose of this Request is to extend the deadline for completion of the water system project at Hoffman Homes for Youth of Littlestown from May 3, 2025 to December 31, 2025, in order to procure a generator and related services using CDBG funds. This Request is effective May 29, 2024.

Motion carried.

Parks, Recreation & Green Space Grant Program:

With recommendation by Director Sherri Clayton-Williams and the Parks, Recreation & Green Space (PRGS) Grant Committee, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve a grant award under the County’s PRGS Grant Program in the amount of \$12,900.00 to the Borough of East Berlin. The purpose of this grant will be to construct public trails in Kuhn’s Woods and a small parking facility nearby to access those trails. Total anticipated cost of the project will be \$43,000.00, of which the PA Department of Conservation and Natural Resources will fund \$23,100.00 and the Borough will fund \$7,000.00. It is further recommended that the Board authorize the Solicitor’s Office to prepare an agreement between the Borough and the County effectuating this grant award for consideration and approval at a future public meeting.

Motion carried.

Tax Services:

With recommendation from Chief Assessor Susan Miller, Mr. Martin moved, seconded by Mr. Qually, to approve the Disabled Veterans Real Property Tax Exemption Certification effective with the 2024-2025 School Taxes for the following:

- Parcel #04L10-0050A—000 for a home on 2.92 acres located in Berwick Township
- Parcel #29G06-0002---000 for a home on 2.97 acres located in Menallen Township
- Parcel #07E10-0017---000 for a home on 17.31 acres located in Butler Township
- Parcel #38001-0104---000 for a home on .64 acres located in Straban Township
- Parcel #38G10-0415—000 for a home on .11 acres located in Straban Township
- Parcel #36K05-0052---000 for a home on 1.38 acres located in Reading Township

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve the Personal Tax Exemption Request for Rosalie Y. Lesser, Straban Township, who has met the guidelines of County policy.

Motion carried.

Children & Youth Services:

With recommendation from Sarah Finkey, Administrator, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners review and sign the following Agreements with the Littlestown Area School District, a Local Education Agency (LEA), to ensure that a student(s) in foster care remains in their school of origin when in the best interest of the child, as mandated by the Every Student Succeeds Act (ESSA) requirements:

- Transportation Procedures Plan, that includes case-by-case low-cost or no-cost options for transportation of students in foster care; and
- Memorandum of Understanding between the LEA and CYS to work collaboratively to design a local transportation plan for foster care youth aged Pre-K -12 when a best interest determination indicates that the student should remain in the school of origin.

Motion carried.

Public Defender:

With recommendation from Chief Public Defender Scott Harper, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners ratify the Indigent Defense Grant Application (Subgrant No. 44322) with the Pennsylvania Commission on Crime & Delinquency (PCCD). This Application seeks grant funding in the amount of \$93,002.00 for the purpose of subsidizing public defender staff salaries for two (2) years beginning July 1, 2024. No county match is required. This Application is effective May 23, 2024.

Motion carried.

Adams County Library:

With recommendation from the Adams County Library System Board of Trustees, Mr. Martin moved, seconded by Mr. Qually, to appoint the following as members to the Board of Trustees, effective April 25, 2024:

- Kathleen Pratt to her first three-year term
- Robert Williams to his first three-year term
- Kara Boehne-Miele to her second three-year term
- Heidi Gillis to her second three-year term
- Rukhsana Rahman to her second three-year term

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 Commissioners approve the Project Modification Request with the Pennsylvania Commission on Crime & Delinquency (PCCD). This Request proposes to amend PCCD Subgrant 30877, relating to the jail's Vivitrol MAT program, for the purpose of reallocating \$65,634.00 of the total \$251,904.00 grant funding from personnel costs, consultants, and travel costs, towards programming materials, training, and medical materials. Grant funds must be spent prior to the project end date of June 30, 2024. The Request is effective May 29, 2024.

Motion carried.

Commissioners:

With recommendation from Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve and adopt the following County Policies which may be adopted by the Courts:

- Record Retention Policy (Policy No. 121.05) – This Policy updates and clarifies the Record Retention Policy for electronic records and communications. This Policy is effective May 29, 2024.
- Computer Network Usage Policy (Policy No. 121.02) – This Policy updates and clarifies the Computer Network Usage Policy concerning appropriate use of County devices, network systems, data usage, and data security. This Policy is effective May 29, 2024.
- Adams County Family and Medical Leave Act (FMLA) Policy effective July 1st, 2024, establishing uniform guidelines for the administration of FMLA qualifying leave for eligible County employees, and do hereby rescind existing County FMLA policy effective that date.

Motion carried.

Bridge Maintenance Projects:

Mr. Qually moved, seconded by Mr. Martin, to approve and sign the following:

- 2024-2025 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, preparing contracting documents, environmental permitting, consulting with potential bidders, and inspecting the final repairs to ensure compliance with specifications. It is anticipated that the total performance will be completed in 62 weeks, and the estimated cost of all engineering services will be \$151,000.00. This proposal is effective May 29, 2024.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board Change Order No. 2 to Contract No. ADAMS22002 for Project “Maintenance Repairs 40 County Bridges”. Change Order No. 2 is in favor of Contractor Jay Fulkroad & Sons, Inc. of McAllisterville in the amount of \$9,350.86 for repairs to the approach guide rail of County Bridge No. 104, Boyle Road, Liberty Township, damaged by an automobile collision, and extends the time for completion of the Contract to June 21, 2024.

Motion carried.

Personnel Report:

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

Court:

- Employment of Melissa Raj, Conference Officer, effective June 3, 2024
- Separation of employment for Jordan Spidle, Probation Officer, effective June 7, 2024

Prothonotary:

- Employment of Clara Hill, Court Clerk/Scanner, effective June 3, 2024

Children & Youth Services:

- Employment of Summer Showers, Caseworker 2-Intake, effective May 20, 2024; Tanisha Nixon, Caseworker 1-Independent Living, effective June 3, 2024; Cecilia Buglar, Caseworker 2-Independent Living, effective July 8, 2024

Tax Services:

- Promotion of Brian Dillon, from Field Data Assessor Appraiser to Field Data Property Evaluator Commercial, effective April 22, 2024

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Harrison Coffey, effective May 6, 2024; Jonathan Walton, Arley Lawson, Kendra Walton, effective June 10, 2024
- Promotion from Corrections Officers to Correctional Program Specialists for: Sharon Gladfelter; James Keator; Hailey Clark; Brandon Black; Cody Pierce; Christopher Aspenwall; Dianta' Landry, effective June 3, 2024
- Employment of the following Correctional Program Specialists, pending successful completion of all required pre-employment screenings: Rainey Richmond, Emily Wisner, Erin Culp, Emily Norris, Mauricio Guerra, effective June 3, 2024
- Promotion of Serena Bosman from Corrections Officer to Treatment Manager, effective June 3, 2024

Commissioners:

- Employment of Lisa Smith, Human Services Coordinator, effective June 3, 2024

Separation of Employment with permission to post:

- Retirement of Mary Victoria Charisse, Administrative Officer, Children & Youth Services, effective August 2, 2024
- Tracey Henry, First Deputy, Clerk of Courts, effective May 29, 2024
- Tim Guise, Detective, District Attorney, effective June 7, 2024
- Rescind the employment offer for John Carns, Corrections Officer, effective May 15, 2024

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period May 13, 2024 through May 24, 2024:

General Fund – Operational	\$ 931,911.19
Debt Service Payments	\$ 3,119,905.88
Payroll – Week #21	<u>\$ 1,136,969.25</u>
Total General Fund	\$ 5,188,786.32
Children & Youth Services	\$ 381,260.88
Liquid Fuels	\$ 131,408.56
HazMat Fund	\$ 123.95
CDBG	\$ 8,909.00
Commissary Fund	\$ 8,138.11
Hotel Tax Fund	\$ 98,400.00
Capital Projects	\$ 140.00
911 Fund	\$ 63,738.73
Internal Service Fund	<u>\$ 191,952.45</u>
Total Special Funds	\$ 884,071.68
Total Expenditures	\$ 6,072,858.00

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. Qually, to adjourn the Commissioner's Meeting at 9:47 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.

Paula V. Neiman

Chief Clerk