

**WEDNESDAY, MARCH 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: Commissioners James E. Martin and Marty Karsteter Qually; Sean A. Mott, First Assistant Solicitor; Steve Nevada, County Administrator; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Michele Miller, HR Director; Danette Laughman, HR Deputy Director; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Phil Swope, Budget & Purchasing Assistant Director; Todd Garrett, Budget Analyst II; Daryl Crum, Tax Services Director; Angie Crouse, Elections/Voter Registration Director; Norman Carbaugh, Elections/Voter Registration Assistant Director; Ellen Dayhoff, Rural Resources Manager; Sarah Finkey, ACCYS Administrator (phone); Phil Walter, CIO (phone); News Reporter Elizabeth Mulewich, *The Gettysburg Times* and Chief Clerk Paula V. Neiman.

**Proclamations:**

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim March 16-22, 2025 as **“PENNSYLVANIA 4-H WEEK”**. The proclamation was presented to several members of the 4-H Club of Adams County.

Motion carried.

**Presentation – PCoMP Award:**

At this time Vice-Chairman Martin announced that Adams County has received an award from PCoMP for having the lowest modification for Workers Comp claims. This is a difficult achievement to obtain. It takes a lot of hard work from our employees, staff and the Safety Committee. We take great strides in eliminating obstacles and educating our employees. He noted Danette Laughman, our Risk Manager and the Safety Committee Chairperson, help greatly to achieve this award.

**Public Comment:**

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

**Court Administration:**

With recommendation from Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve Amendment #1 to the Legal Representation Agreement with the Law Offices of Entwistle and Roberts. Pursuant to the terms of this Amendment, Entwistle and Roberts will provide legal representation for plaintiffs seeking relief through the Protection From Abuse Act, 23 Pa.C.S. 6101 et seq., in cases where other legal service providers, such as MidPenn Legal Services, have a conflict of interest. Attorneys at Entwistle and Roberts will be compensated at a rate of \$90.00/hour for such representation, while paralegals will be compensated at a rate of \$50.00/hour. This Amendment is effective March 19, 2025.

Motion carried.

**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 approve the February 18, 2025 Letter of Engagement with Zelenkofske Axelrod, LLC (“ZA”), a certified public accounting firm. This Agreement provides that ZA will audit the County’s financial records for compliance with major federal and PA Department of Human Services grant requirements for calendar year 2024. The total cost of the audit shall not exceed \$77,123.00. This Agreement is effective March 19, 2025.

Motion carried.

### GFOA Award:

Controller Tammy Myers called Beth Cissel, Deputy Controller to the podium. Ms. Myers took this time to congratulate Beth Cissel and the TEAM – Lindsay Reichert, Brandy Harman, Michelle Garrett and Taylor Dicob for their consistent hard work for Adams County to be awarded the GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. It was announced this is the 7<sup>th</sup> year in a row that the County received this award.

Chairman Phiel noted the importance of this award for the County and thanked the entire TEAM for their efforts in making this happen.

### IT Department:

With recommendation from CIO Phil Walter, 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 Agreement with B.E.S.T. Service, Inc., a Dallas, PA company, for renewal of the Formax Hard Drive Shredder Maintenance Agreement. The Formax Hard Drive Shredder provides a safe and efficient way to properly destroy various types of hard drives. The term of the Agreement is April 19, 2025 to April 18, 2026. The total cost to the County is \$1,096.00.

Motion carried.

### Children & Youth Services:

With recommendation from Sarah Finkey, Administrator, Mr. Martin moved, seconded by Mr. Qually, to approve the following Amendments to Adoption Assistance Agreements, effective March 19, 2025:

- L.C. on behalf of T.J. in the amount of \$1,293.62 per month
- L.C. on behalf of S.J. in the amount of \$1,293.62 per month

Motion carried.

### Ag Land Preservation:

- With recommendation from Ellen Dayhoff, Rural Resource Manager, Mr. Qually moved, seconded by Mr. Martin, to approve the appointment of Tyler Nell to the Adams County Ag Land Preservation Board as a Contractor Board Member, effective now through January 2027. Mr. Nell is completing the term of Chad Collie, Contractor Board Member, who resigned.

Motion carried.

- With recommendation from Ellen Dayhoff, Rural Resource Manager, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the Agreement For The Sale And Purchase Of An Agricultural Conservation Easement with Diane and Ronald Resh, the owners of certain property located in Huntington Township. This Agreement provides that the County and Commonwealth of Pennsylvania will jointly purchase a conservation easement on 50 acres of farmland owned by the Resh's at a price of \$139,500.00. Of that total price, the County will pay 10%, or \$13,950.00, with the remaining balance and closing costs to be paid by the Commonwealth. This Agreement is effective as of the date last approved by the Commonwealth.

Motion carried.

**Tax Services:**

- With recommendation from Daryl Crum, Director 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 Maintenance Agreement with B.E.S.T. Service, Inc., a Dallas, PA company, for Tax Services' Formax document folder/sealer. The term of the Agreement is one (1) year, commencing on February 9, 2025 and terminating February 10, 2026. The total cost to the County is \$1,100.00.

Motion carried.

- 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, effective with the 2025-2026 School Taxes Parcel:**

- Parcel #36K08-0121 for a home on 1.11 acres located in Reading Township
  - Parcel #09E13-0894 for a home on .05 acres located in Cumberland Township
  - Parcel #27004-0206 for a home on .19 acres located in Littlestown Borough
  
  - Parcel #04L12-0013A—197 for a home on 1 acre located in Berwick Township, effective with the 2025 County/Municipal Taxes
- Personal Tax Exemption for Kaiden D. Miller, Mt. Pleasant Township, for meeting the guidelines of County policy.

Motion carried.

**Emergency Services:**

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

- Ratify the Report Certification with the Pennsylvania Emergency Management Agency (PEMA). This Report certifies the accuracy of the County's Annual Hazardous Materials Emergency Response Preparedness Report and that funds generated from Act 165 of 1990 (relating to the establishment of a statewide hazardous material program) will be expended in accordance with the Act's standards. This Agreement is effective March 17, 2025.
- Ratify the License and Maintenance renewal for DES's ArcGIS Mapping software from Environmental Systems Research Institute, Inc., a California Company. This renewal is made pursuant to PA State Contract #4400022588. The term of the license commences on February 23, 2025 and terminates on February 22, 2026. The total cost to the County is \$1,750.00.

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. Qually, that the Board of Commissioners appoint Chairman Randy L. Phiel to approve, on behalf of the Board, the March 10, 2025 Quote from ES&S Inc. for fifty-seven (57) Backup Batteries for the DS 200 Machines and fifty-five (55) Backup Batteries for the ExpressVote Machines, and for fifty-seven (57) Coin Cell Batteries for the DS 200 Machines. Total cost to the County is \$21,347.00, which will be paid for using Election Grant funds.

Motion carried.

**Human Resources:**

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

- Wellness Screening Agreement with PrimeCare Medical, Inc., of Harrisburg, Pennsylvania. PrimeCare shall offer Wellness Screenings to County Employees, to include blood pressure screenings, height/weight measurements, Body Mass Index calculations, and laboratory testing. The term of the Agreement is one (1) year, commencing on March 1, 2025 and terminating February 28, 2026. The cost to the County is \$60.00 per employee.
- To include in the Payroll Record Keeping Requirements/Employment Classifications Section of the County Handbook the definition of Seasonal Employee – Seasonal employees are non-benefit eligible employees who may work a fulltime (or more) schedule but who are employed for less than six months during the year.

Motion carried.

**Adams County Adult Correctional Complex:**

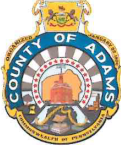
With recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Estimate from On the Fly Pest Solutions, Inc., a Maryland Company, for pest control services at the ACACC. The term of the Agreement is one (1) year, commencing March 22, 2025 and terminating March 21, 2026. Total cost to the County is \$3,665.16, to be paid in monthly installments of \$305.43.

Motion carried.

**Commissioners:**

With recommendation from Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following:

- Adopt Resolution No. 4 of 2025 effectuating an Agreement between the Adams County Conservation District (hereinafter, “the District”) and the Pennsylvania Counties Risk Pool (hereinafter, “the PCoRP”) for the purpose of the District obtaining insurance coverage(s) from the PCoRP as a County-Related Entity and according to the terms of the PCoRP Coverage Document. The Conservation District approved Resolution No. 1 of 2025 on February 27, 2025 authorizing the Board of Commissioners to enact on the District’s behalf an ordinance or resolution for the purpose of effectuating the Intergovernmental Agreement between the District and the PCoRP under the terms of the Intergovernmental Cooperation Act, as amended and 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. 4 of 2025

#### A RESOLUTION OF THE ADAMS COUNTY BOARD OF COMMISSIONERS EFFECTUATING AN INTERGOVERNMENTAL AGREEMENT ON BEHALF OF THE ADAMS COUNTY CONSERVATION DISTRICT FOR MEMBERSHIP TO THE PENNSYLVANIA COUNTIES RISK POOL (PCoRP)

**WHEREAS**, the Intergovernmental Cooperation Law, Act No. 177 of December 19, 1996, P.L. 1158, as amended, 53 Pa.C.S. §§ 2301 *et seq.* (the "Law"), authorizes local governments, including counties, to jointly cooperate and enter into joint agreements with other counties in the performance of their governmental functions, powers, or responsibilities; and

**WHEREAS**, the Adams County Conservation District ("Conservation District") is a political subdivision of the Commonwealth of Pennsylvania, established at the option of the County pursuant to the Conservation District Law, Act No. 217 of 1945 P.L. 547, 3 P.S. §§ 849 *et seq.*; and

**WHEREAS**, the Conservation District operates independently from the County and is provided broad powers under the law to provide services, employ and manage staff, charge fees for services, own and manage property, and undertake other activities to promote conservation and good stewardship of Adams County's natural resources; and

**WHEREAS**, certain counties have established the Pennsylvania Counties Risk Pool ("PCoRP") pursuant to the Law for the purpose of, *inter alia*: (a) providing a joint risk management pool to assist members in preventing and reducing losses and injuries to county property and to persons or property which might result in claims being made against members of the PCoRP, or their employees and officers; (b) creating an entity in perpetuity which will administer a joint risk management pool and using funds contributed by members to defend and indemnify, in accordance with the Bylaws and Intergovernmental Agreement of PCoRP, any member of the PCoRP against stated liability or loss, to the limit of the financial resources of the PCoRP; and providing continuing stability and availability of needed coverages at reasonable costs, as is more fully set forth in the Bylaws and Intergovernmental Agreement; and

**WHEREAS**, the Conservation District has determined that it is in their best interest to enter into an Intergovernmental Cooperation Agreement and become a member of the PCoRP and, hence, desires to do the same; and

**WHEREAS**, the Intergovernmental Cooperation Law requires that local government units pass a resolution or ordinance approving of the Intergovernmental Agreement, 53 Pa.C.S. §§ 2305, but conservation districts lack authority to pass legislative enactments; and

**WHEREAS**, it is the intention of the County Board of Commissioners, acting on behalf of the Conservation District and pursuant to Resolution No. 1 of 2025 by the District, to pass a resolution for the purpose of effectuating the Intergovernmental Agreement between the Conservation District and the PCoRP.

**NOW, THEREFORE**, the County, on behalf of the Conservation District and with the approval of the District's Board of Directors, resolves as follows:

**Section 1.** The Conservation District hereby enters into, joins, and becomes a member of the PCoRP. The Bylaws and Intergovernmental Agreement of PCoRP, which is attached hereto as Exhibit "A", is approved substantially in the form attached hereto, the terms of which are incorporated herein by reference. The Conservation District authorizes and directs its officers to execute the Bylaws and Intergovernmental Agreement of the PCoRP. The Conservation District is also authorized to execute any other agreement necessary for its participation in PCoRP.

**Section 2.** This Resolution and the Bylaws and Intergovernmental Agreement approved and adopted herewith shall constitute a binding agreement and shall be sufficient warrant and authority for the officials and agents as appointed by the County to participate and represent the District's interests in the PCoRP.

**Section 3.** As a condition of participating in the PCoRP, the District agrees to comply with all the terms and conditions in the Bylaws and Intergovernmental Agreement.

**Section 4.** The duration of the Bylaws and Intergovernmental Agreement is indefinite, but is subject to the right of any member county to terminate its participation as set forth therein and subject to its provisions.

**Section 5.** The purpose and object of the Bylaws and Intergovernmental Agreement is as set forth therein.

**Section 6.** The organizational structure of the PCoRP shall consist of a Board of Directors, all as is set forth in the Bylaws and Intergovernmental Agreement.

**Section 7.** The District delegates to the Board of Directors of the PCoRP the powers enumerated in the Bylaws and Intergovernmental Agreement.

**Section 8.** Any contributions required to be paid pursuant to the Bylaws and Intergovernmental Agreement shall be made with funds appropriated by the District for that purpose.

**Section 9.** On behalf of the District, PCoRP is empowered to enter into any contract necessary to effectuate its purposes, and any contract entered into by PCoRP to date is hereby ratified and affirmed.

**Section 10.** Any real or personal property to be owned, or owned, by PCoRP shall be acquired, managed, licensed, or disposed of as determined by the Board of Directors of PCoRP.

**Section 11.** The Bylaws and Intergovernmental Agreement may be modified or amended, as set forth therein.

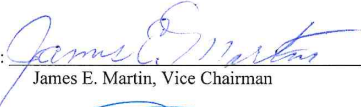
**Section 12.** This Resolution is being enacted pursuant to the provisions of the Intergovernmental Cooperation Law, Act No. 177 of December 19, 1996, P.L. 1158, as amended, 53 Pa.C.S. §§ 2301, *et seq.*

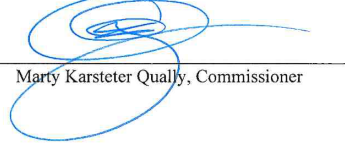
Section 13. This Resolution shall take effect immediately.

Resolved this 19<sup>th</sup> day of March, 2025.

COUNTY OF ADAMS, PENNSYLVANIA

By:   
Randy L. Phiel, Chairman

By:   
James E. Martin, Vice Chairman

By:   
Marty Karsteter Qually, Commissioner

Attest:

  
Paula V. Neiman, Chief Clerk

- Appoint Chairman Randy L. Phiel to sign on behalf of the Board of Commissioners the Intergovernmental Agreement and Bylaws of the PCoRP, as amended.

Motion carried.

**Personnel Report:**

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

Court:

- Separation of employment for Theresa Finkenbinder, Tipstaff, effective March 14, 2025
- Probation Services – Retirement of Tim Duff, Director, effective May 2, 2025

Controller:

- Transfer of Jeannette Athey from the Junior Staff Accountant AP-AR to the Accounts Payable Specialist position, effective March 10, 2025
- Promotion of Michelle Garrett to the Lead Auditor position, effective March 10, 2025

Clerk of Courts:

- Employment of Adrienne Leshar, New Case Clerk/Deputy Clerk II, effective March 17, 2025

District Attorney:

- Employment of Nicholas Nagy, County Detective, effective March 24, 2025

Conservation District:

- Employment of Maya Callenbach, Resource Conservation Technician, effective March 24, 2025

Security:

- Employment of Glen Knobel, Part Time As Needed Security Officer, effective March 10, 2025

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Tiffany Myers, John Main, effective March 31, 2025
- Employment of Olivia Sykes, Correctional Program Specialist, effective March 31, 2025, pending successful completion of all required pre-employment screenings.

Separation of Employment with permission to post:

- Rescind the employment offer to Nicholas Nagy, County Detective, effective March 24, 2025

Motion carried.

**Expenditures:**

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

General Fund – Operational	\$ 497,492.51
Debt Service Payments	\$ 214,228.13
Payroll – Week #11	<u>\$ 1,096,869.83</u>
<b>Total General Fund</b>	<b>\$ 1,808,590.47</b>
Children & Youth Services	\$ 189,429.38
Ag Land Funds	\$ 42,148.24
Commissary Fund	\$ 32,198.00
Records Management	\$ 719.00
Coroner VISA	\$ 350.00
911 Fund	\$ 8,816.01
Internal Service Fund	<u>\$ 468,566.77</u>
<b>Total Special Funds</b>	<b>\$ 742,227.40</b>
<b>Total Expenditures</b>	<b>\$2,550,817.87</b>

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 9:42 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