

WEDNESDAY, DECEMBER 11, 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, First Assistant Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Danette Laughman, HR Deputy Director; Candi Clark, Court HR Generalist; Melissa Devlin, Budget & Purchasing Director; Phil Swope, Budget & Purchasing Assistant Director; Sarah Finkey, ACCYS Administrator; Susan Miller, Chief Assessor; Kristi Fields, Chief Probation Officer; News Reporter Michael Cooper-White, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the November 27, 2024 Commissioner’s Meeting as presented.

Motion carried.

Public Comment:

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

Court Administration:

With recommendation from Court Administrator Don Fennimore, and after review by the Solicitor’s Office, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the Externship Program Memorandum of Understanding (MOU) with Dickinson Law School. This MOU allows qualified Dickinson law school students to participate in an externship with the Court of Common Pleas for academic credit. This MOU is effective December 11, 2024.

Motion carried.

Probation Services:

With recommendation from Chief Kristi Fields and after review by the Solicitor’s Office, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the FY 2024-2025 Juvenile Probation Services Program Grant Agreement with the Commonwealth of Pennsylvania. This Agreement awards the County \$71,777.00 for the purpose of supporting the salaries of juvenile probation officers for the budget period of July 1, 2024 through June 30, 2025. This Agreement is effective December 11, 2024.

Motion carried.

Children & Youth Services:

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

- Ratify the signing of the Renewal Application for Certificate of Compliance and the DHS Civil Rights Compliance Attestation with the Pennsylvania Department of Human Services. These documents certify that Children & Youth Services is in compliance with applicable civil rights laws and seek renewal of the certificate, evidencing the same. This Renewal Application and Attestation are effective December 11, 2024.

Motion carried.

Elections & Voter Registration:

With recommendation from Angie Crouse, Director and after review by the Solicitor’s Office, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners ratify the 2024 HAVA Grant Agreement with the Pennsylvania Department of State. This Agreement provides the County with \$3,669.94 for eligible election expenses relating to the 2024 general election. The project period for this grant is from March 24, 2024 through December 31, 2025. This Agreement is effective December 11, 2024.

Motion carried.

Tax Services:

With recommendation from Daryl Crum, Director, Mr. Qually moved, seconded by Mr. Martin, to approve the following:

- Personal Tax Exemption Request – Applicants has met the guidelines of County Policy – Daniel Justice, Arendtsville Borough
- Disabled Veterans Real Property Tax Exemption Certifications, effective with the 2025 County/Municipal Taxes:
 - Parcel #13D15-0020 for a home on 7.66 acres located in Freedom Township
 - Parcel #05006-0023 for a home on .33 acres located in Biglerville Borough
 - Parcel #09F14-0052 for a home on 1.87 acres located in Cumberland Township

Motion carried.

Planning & Development:

With recommendation from Sherri Clayton-Williams, Director, and after review by the Solicitor’s Office, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

Adams County Broadband Task Force

Two-year terms, effective January 1, 2025 through December 31, 2026

- Re-appoint Isaac Bucher, Gavin Foster, Yeimi Gagliardi, Danijel Lolic, George Mauser and Karl Pietrzak
- Appoint Kathy Gaskin (replacing Megan Shreve) and Marty Karsteter Qually (ex officio)
- Re-appoint Isaac Bucher as Chairman and George Mauser as Vice-Chairman

Adams County Planning Commission

Four-year terms, effective January 1, 2025 through December 31, 2028

- Re-appoint Melvin Lebo, Charles “Skip” Strayer and William Smith, Jr.

Parks, Recreation and Green Space

Four-year terms, effective January 1, 2025 through December 31, 2028

- Re-appoint Stephanie Haley, George Taughinbaugh and Craig Yingling
- Appoint Deb Steckler (replacing David Sites)

Motion carried.

Building and Maintenance:

With recommendation from Larry Steinour, Director and after review by the Solicitor’s Office, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the quote from Conewago Enterprises, Inc., of Hanover, PA, for repair of a granite step in front of the Historic Courthouse. It is further recommended that the Commissioner sign the

Addendum to the Terms and Conditions, which incorporates the County's standard terms into the Agreement. This quote is effective December 11, 2024. Total cost to the County is \$13,430.00, paid for with funds allocated from CCAP Safety Grants.

Motion carried.

Human Resources:

With recommendation from Michele Miller, Director and after review by the Solicitor's Office, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the Renewal of Program Design Fee Summary for County Vision Benefits. Capital Blue Cross will charge the County \$1.00 per enrollee per month to administer these benefits. This rate is effective January 1, 2025 through December 31, 2025.

Motion carried.

Adams County Adult Correctional Complex:

With recommendation from Warden Katy Hileman, and after review by the Solicitor's Office, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Installation/Services Agreement with BH Security, LLC (d/b/a Monitronics International, Inc.). This Agreement provides monitoring and inspection services of the facility's fire suppression system at a monthly rate of \$252.07 (\$3,024.84/year). This Agreement is effective December 11, 2024, for a five (5) year term.

Motion carried.

Commissioner's Office:

With recommendation from the Solicitor's Office, Mr. Martin moved, seconded Mr. Phiel, that the Board of Commissioners approve the following:

- CFY Subrecipient Agreement for Adams County Opioid Settlement Funds Program with Collaborating For Youth Program ("CFY"), a non-profit that provides services to reduce risks facing community youth. This Agreement grants \$40,000.00 in County opioid settlement moneys to CFY for the purpose of funding media campaigns to prevent opioid use and to support community anti-drug coalitions and stigma reduction efforts. This Agreement is effective December 11, 2024, and expires December 31, 2025.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign the Allocation of County opioid settlement funds towards the payment of the MAT Licensed Practical Nurse at the jail provided through the PrimeCare Medical Master Agreement. The cost of the nurse is currently \$40.30 per hour, with an estimated total cost of \$78,343.20 for services provided from September 1, 2024 through December 31, 2025. This allocation is for the 2024 opioid settlement fund obligation period.

Motion carried.

Personnel Report:

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

Court:

- Probation Services – Separation of employment for Walter J. Jackson, Probation Officer, effective December 20, 2024

Children & Youth Services:

- Employment of Jessica Hartman, Caseworker 1-Intake, effective December 16, 2024
- Promotion of the following from Caseworker 2 to Caseworker 3, effective December 16, 2024: Sarah Woodland, Andrea Norcross , Caroline Brehm
- Promotion of Destiny Clouser from Caseworker 1 to Caseworker 2

Security:

- Promotion of Patrick Hazel to Lead Security Officer, effective December 2, 2024.

Building & Maintenance:

- Employment of Samuel Eicholtz, Maintenance Tech 3, effective December 9, 2024

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Preston Smith, effective December 2, 2024
- Promotion of Adam Sachse from Corrections Officer to Correctional Program Specialist, effective December 4, 2024
- Status change for Tyler Kunkel, Corrections Officer, from fulltime to part-time regular, not to exceed 29 hours/week, effective January 6, 2025

Separation of Employment with permission to post:

- Retirement of Carl Boyer, Deputy First Class, Sheriff’s Department, effective December 27, 2024
- Brooks Heflin, Deputy Sheriff, effective December 3, 2024
- Kayla Klinedinst, 911 Telecommunicator, effective December 2, 2024
- Corrections Officers: KLa Bissett, effective November 25, 2024; Wayne Prenter, effective November 27, 2024

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period November 25, 2024 through December 6, 2024:

General Fund – Operational	\$ 563,502.11
Payroll – Week #49	\$ <u>1,164,647.90</u>
Total General Fund	\$ 1,728,150.01
Children & Youth Services	\$ 312,045.75
Liquid Fuels	\$ 21,021.85
Ag Land Funds	\$ 6,131.70
Law Enforcement	\$ 1,000.00
Commissary Fund	\$ 2,427.94
Records Management	\$ 1,901.60
Human Services	\$ 1,863.00
911 Fund	\$ 20,899.48
Internal Service Fund	\$ <u>401,348.44</u>
Total Special Funds	\$ 768,639.76
Total Expenditures	\$2,496,789.77

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. Qually moved, seconded by Mr. Martin, to adjourn the Commissioner's Meeting at 9:19 a.m. this date.

Motion carried.

Respectfully submitted,

Handwritten signature of Paula V. Neiman in blue ink.

Paula V. Neiman
Chief Clerk