

**WEDNESDAY, OCTOBER 30, 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 Director; Candi Clark, Court HR Generalist; Phil Swope, Assistant Director of Budget & Purchasing; Todd Garrett, Budget Analyst II; Daryl Drum, Tax Services Director; Kristi Fields, Chief of Probation; those participating by phone Phil Walter, CIO and Sarah Finkey, ACCYS Administrator; 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 October 16, 2024 Commissioner's Meeting as presented.

Motion carried.

**Public Comment:**

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

**Probation Services:**

With recommendation from Chief Kristi Fields, and after review by the Solicitor's Office, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Application for County Adult Probation Grant-In-Aid with the Pennsylvania Commission on Crime and Delinquency (PCCD). This Application seeks \$122,966.00 in State grant funding to support the salaries and benefits for Adult Probation and Parole staff. The project period for this grant is July 1, 2024 through June 30, 2025. No county match is required. This Application is effective October 30, 2024.

Motion carried.

**Controller:**

With recommendation from Controller Tammy Myers, and after review by the Solicitor's Office, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the West Proflex Modification Addendum with Thompson Reuters. This Addendum modifies the Master West Proflex Agreement executed May 15, 2024, as amended on September 4, 2024, to correct the allocation of billing amongst the County departments to accommodate a centralized billing method. There is no additional cost to the County. This Addendum is effective October 30, 2024.

Motion carried.

**Children & Youth Services:**

With recommendation from Sarah Finkey, Administrator, Mr. Qually moved, seconded by Mr. Martin, to approve the following FY 2024-2025 Contracts: CONCERN Professional Services for Children, Youth & Families; Business Associate Appendix Language; CHOR Youth & Family Services, Inc.

Motion carried.

**Adams County Conservation District:**

Mr. Phiel moved, seconded by Mr. Qually, to approve the following:

- Approve to re-appoint Michelle Kirk as Farmer Director to the Adams County Conservation District Board for another four (4) year term effective January 1, 2025 through December 31, 2028.
- Re-appoint Commissioner James E. Martin as the Commissioner Representative for another one (1) year term, effective January 1, 2025 thru December 31, 2025.

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. Qually, that the Board of Commissioners approve the Amendment to Subrecipient Agreement for Adams Response and Recovery Fund with East Berlin Area Joint Authority (EBAJA). This Amendment clarifies that ARRF subrecipients are not subject to the December 31, 2024, deadline to "obligate" federal funds under 31 CFR 35.5, so long as the funds are actually expended by December 31, 2026. All other terms and conditions of the August 7, 2024, Subrecipient Agreement remain in full force and effect. This Amendment is effective October 30, 2024.

Motion carried.

**IT Department:**

With recommendation from CIO Phil Walter, and after review by the Solicitor's Office, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve Quote No. 3000182019073.1 with Dell Technologies. This Quote provides renewal of 700 Quest InTrust Licenses at a cost of \$4.23 per license for a total cost of \$2,961.00. Quest InTrust is a software solution that gives the IT Department the ability to monitor activity on County network devices for security purposes. This renewal is effective December 15, 2024, for a term of one (1) year.

Motion carried.

**Tax Services:**

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

- Parcel #08001-0104 for a home on .27 acres located in Conewago Township
- Parcel #43013-0026 for a home on .67 acres located in Carroll Valley Borough
- Parcel #43007-0064 for a home on .53 acres located in Carroll Valley Borough
- Parcel #23K04-0056 for a home on 2.04 acres located in Latimore Township
- Parcel #25AA0-0005 for a home on 1.03 acres located in Liberty Township
- Parcel #28002-0093 for a home on .28 acres located in McSherrystown Borough
- Personal Tax Exemption for the following who meet the guidelines of the County Policy, effective October 30, 2024: Josephine Cline and Shirley Knouse, both of Cumberland Township; Robert Reifsnider, Straban Township.

Motion carried.

**District Attorney:**

With recommendation from District Attorney Brian Sinnett, and after review by the Solicitor's Office, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Project Modification Request (PMR) for the 2022-2024 STOP Grant (#36055) with the Pennsylvania Commission on Crime and Delinquency (PCCD). This PMR seeks to reallocate \$405.00 from the consultants budget to the personnel budget, due to staff turnover, title changes, and modifications to hours. The total grant budget of \$375,000.00 remains unchanged. This PMR is effective October 30, 2024.

Motion carried.

**Department of Emergency Services:**

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

- Designate Chairman Randy L. Phiel to sign the quote from Carbyne, a New York Company, for the Bridge Desk Essentials platform. This platform will provide additional features for the County's 911 Call Handling System, which the County shares with Cumberland, Dauphin, and Franklin Counties, as a member County of the South Central Inter-County Phone Network ("SCIPNet"). The term of the Agreement shall commence on October 30, 2024 and will be co-termed with the County's APEX license. This platform comes at no additional cost the County.
- Statement of Work Agreement with Global Data Consultants, LLC ("GDC"). This Agreement provides that GDC will provide consulting services relating to the County's Live Incident Status Board to ensure that the program operates as intended and in accordance with the law and best cybersecurity practices. Total cost of the services provided under the Agreement is \$525.00. This Agreement is effective October 30, 2024.
- Authorize Dauphin County, as the fiduciary and fiscal agent of the South Central Inter-County Communications Network (SCICNET), of which the County is a member, to approve the quote from Motorola Solutions, Inc., to add the CirrusCentral Management Basic solution to SCICNET's ASTRO 25 System Platform. CirrusCentral Management is a cloud-based solution that strengthens the system management suite for the ASTRO 25 system. CirrusCentral's interface improves response time by providing a more efficient way to monitor, troubleshoot, and optimize public safety communications. The term of the Agreement is two (2) years. This solution comes at no additional cost to the member Counties.

Motion carried.

**Building & Maintenance:**

With recommendation from Director Larry Steinour, in coordination with Department of Emergency Services Director Warren Bladen, 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 Quote from McClure Company, of Harrisburg, PA, to replace the computer room air conditioning units at the DES building. It is further recommended that the Commissioners sign the Addendum to the General Terms with McClure Company. This quote is made pursuant to Costars Contract #008-E23-1046 and is effective October 30, 2024. Total cost to the County is \$287,177.00.

Motion carried.

**Adams County Adult Correctional Complex (ACACC):**

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 approve the following:

- Addendum to the February 4, 2022 Memorandum of Understanding between the County and YWCA Hanover Safe Home. This Addendum extends the term for the provision by Safe Home of domestic violence and human trafficking victim services to the residents of the ACACC, as well as professional training for employees and staff of the ACACC. The new term commences on September 23, 2024 and will terminate on September 23, 2025. There is no additional cost to the County.

- Ratify the signing of the Subgrant Award (No. 2024-GO-MA-44348) from the Pennsylvania Commission on Crime and Delinquency (PCCD). PCCD has awarded the County \$92,656.00 for the Prison's vivitrol program, which will be used towards funding a MAT Case Manager, training, and treatment materials. The grant project period is from October 1, 2024, through September 30, 2026. This award is effective October 30, 2024.
- Amendment To Comprehensive Health Care Services Agreement with PrimeCare Medical, Inc. This Amendment extends the December 28, 2016, Agreement with PrimeCare Medical for the provision of health care services at the Prison for a term of one (1) year, beginning January 1, 2025. During the renewal term, PrimeCare will be compensated \$1,913,770.16 per year, or \$159,480.85 monthly, based on the updated staffing plan. This Amendment is effective October 30, 2024.

Motion carried.

### **Human Resources:**

With recommendation by Director Michele Miller, and after review by the Solicitor's Office, Mr. Qually moved, seconded by Mr. Martin, that the Board approve Adoption Agreement Amendment with the Pennsylvania Municipal Retirement System (PMRS). This Amendment amends Section 11.03 of the County's Defined Benefit Plan Adoption Agreement with PMRS relating to Members who participate in qualified military service, eliminating the need for Members on military leave to make required contributions in order to receive Credited Service. This Amendment is effective January 1<sup>st</sup>, 2024. It is further recommended that the Board approve Resolution 16 of 2024, effectuating the Amendment with PMRS.

Motion carried.

### **2023-2024 Human Services Grant:**

Mr. Martin moved, seconded by Mr. Qually, to approve the submission and sign the Certification Statement for the 2023-2024 Human Services Income & Expenditure Report for year-end reporting for Fiscal Year 2023-2024, reflecting a total of Homeless Assistance Grant in the amount of \$106,894.00 and Human Services Development Fund Grant in the amount of \$57,826.00.

Motion carried.

### **Personnel Report:**

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

#### Court:

##### Domestic Relations:

- Rescind the separation of employment for Leyda Hernandez, General Clerk, effective December 31, 2024.
- Change of status for Leyda Hernandez, General Clerk, from Part Time 30 hours/week to fulltime (37.5), effective November 4, 2024
- Promotion of Xiomari Jimenez from General Clerk to Case Management Officer, effective October 21, 2024.
- Employment of Laura Cosyn, Case Management Officer, effective October 21, 2024.
- Employment of Kirstie Little and Tabitha Welch, General Clerks, effective October 21, 2024.

##### Probation Services:

- Separation of employment for Emily Simpson, General Clerk, effective October 22, 2024.

Children & Youth Services:

- Promotion of Destiny Riley, from Caseworker 2 to Caseworker 3, effective October 21, 2024.
- Amend the separation of employment date for Dylan Harris, Office Assistant, from October 11 to October 4, 2024.

Security Department:

- Employment of Stephen Adams, Part Time as Needed Security Officer, effective October 21, 2024.

District Attorney:

- Rescind the offer of employment to Katlyne Reyna, Legal Assistant, effective October 30, 2024.

Building & Maintenance:

- Employment of Anna Newman, Part Time Regular Custodian, 3:30 p.m.- 8:30 p.m., Monday thru Friday, effective October 28, 2024.

Separation of Employment with permission to post:

- Elisabeth Alexander, Customer Service Assessor, effective October 30, 2024
- Austin Gorby, Caseworker 2-Intake, Children & Youth Services, effective November 19, 2024
- Michel Pujazon, 911 GIS Coordinator, effective October 23, 2024
- Corrections Officers: Tiffany French, effective October 23, 2024; Brayden Miller, effective October 24, 2024.

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period October 14, 2024 through October 25, 2024:

General Fund – Operational	\$ 738,671.85
Deb Service Payments	\$
Payroll – Week #43	<u>\$ 1,123,888.14</u>
<b>Total General Fund</b>	<b>\$ 1,862,559.99</b>
Children & Youth Services	\$ 315,701.45
HazMat Fund	\$ 129.28
Commissary Fund	\$ 37,798.86
Hotel Tax Fund	\$ 90,000.00
Human Services	\$ 1,656.00
Pass Through Grant-Interest	\$ 288,035.45
County Records Improvement	\$ 1,720.00
Opioid Settlement	\$ 16,000.00
Capital Projects	\$ 58,513.20
911 Fund	\$ 40,502.18
Internal Service Fund	<u>\$ 566,000.77</u>
<b>Total Special Funds</b>	<b>\$1,416,057.19</b>
<b>Total Expenditures</b>	<b>\$3,278,617.18</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. Qually moved, seconded by Mr. Martin, to adjourn the Commissioner's Meeting at 9:23 a.m. this date.

Motion carried.

Respectfully submitted,

Handwritten signature of Paula V. Neiman in blue ink.

Paula V. Neiman  
Chief Clerk