

**WEDNESDAY, DECEMBER 18, 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: Commissioner Marty Karsteter Qually; Steve Nevada, County Administrator; Sean A. Mott, First Assistant Solicitor; President Judge Michael A. George; Judge Thomas Campbell; Judge Christina Simpson; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Michele Miller, HR Director; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Phil Swope, Budget & Purchasing Assistant Director; Sarah Finkey, ACCYS Administrator; Warden Katy Hileman; Deputy Warden Larry Snyder; Phil Walter, CIO; Sherri Clayton-Williams, Planning Director; Mark Clowney, Planning; Daryl Crum, Tax Services Director; Employees from several departments; News Reporter Michael Cooper-White, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

**Minutes:**

Mr. Qually moved, seconded by Mr. Phiel, to approve the Minutes of the December 11, 2024 Commissioner's Meeting as presented.

Motion carried.

**Moment of Silence:**

A Moment of Silence was held at this time for county employee Hauer Spicknell, Jr. who passed on December 9, 2024.

**Presentation:**

Chairman Phiel recognized President Judge Michael A. George who will be retiring with over 23 years of dedicated service to the Adams County community promoting the rule of law and preserving justice. Employees from several departments within the County were present. Remarks were made by Judge Thomas Campbell; Sarah Finkey, Administrator of Children & Youth Services; Chairman Randy Phiel; and Commissioner Marty Qually. President Judge George provided his remarks and thanked everyone for their support.

Court Administrator Don Fennimore, on behalf of the Adams County Bar Association revealed the portrait of President Judge George that will reside in Courtroom #1.

**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. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the Technical Support and Software Maintenance Agreement with Judicial Systems, Inc., a Texas company, for software support and maintenance for the Court's Jury Administration System, JURY2023PLUS, and annual Jury Wheel database updates. The term of the Agreement is one (1) year, commencing on January 1, 2025 and terminating December 31, 2025. Total cost to the County is \$11,049.48.

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. Phiel, that the Board of Commissioners designate Chairman Randy L. Phiel and District Attorney Brian Sinnett to sign the SAVIN Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute

and Adams County. The Agreement provides for the maintenance of the PA SAVIN System, a statewide automated victim information and notification system, in Adams County. This System provides victims with notification of the release, escape, and/or apprehension of incarcerated individuals. The term of the Agreement is January 1, 2025 through December 31, 2025. There is no additional cost to the County.

Motion carried.

**IT Department:**

With recommendation from CIO Phil Walter, and after review by the Solicitor's Office, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve Quote #1027154 v1 from Link Computer Corporation. This Quote provides a 3-year renewal of 320 VMware vSphere Foundation 8 software licenses, which allows IT to manage the County's virtual server environment. In years 1 and 2, the price per license is \$129.00 (\$41,280.00 per year). In year 3, the price per license is \$75.00 (\$24,000.00 for year 3). The total 3-year cost is \$106,560.00. This Quote is effective December 18, 2024. It is noted that this Quote rescinds and replaces a prior Quote for same licenses approved by the Board on November 13, 2024, as the COSTARS contract cited in that original quote has now expired. This new Quote is made pursuant to Carahsoft Government Contract #34377385.

Motion carried.

**Emergency Services:**

With recommendation from Warren Bladen, Director and after review by the Solicitor's Office, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve Quote #1027227 with Link Computer Corporation. This Quote provides Hewlett Packard Nimble storage arrays to support the Department of Emergency Services Computer-Aided Dispatch (CAD) environment at a total cost to the County of \$4,984.00. This pricing is made pursuant to Carahsoft Government Contract #343477385. This Quote is effective December 18, 2024.

Motion carried.

**Planning & Development:**

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

- Amended Master Grant Agreement (C920001360) with the PA Department of Transportation (PennDOT). This Agreement amends the prior Master Grant Agreement approved on March 23, 2022, to extend the expiration date from June 30, 2028, to June 30, 2031. It further provides that the total awarded budget for eligible transportation projects will be increased from \$1,600,000 to \$3,600,000. This Agreement is effective December 18, 2024. It is further recommended that the Board adopt Resolution No. 18 of 2024, effectuating the amended Master Grant Agreement, as required by the Intergovernmental Cooperation Authority Act (Act of June 5, 1991, P.L. 9, No. 6).

Motion carried.

**Agricultural Land Preservation:**

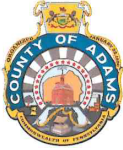
With recommendation from Ellen Dayhoff, Rural Resource Manager, and after review by the Solicitor's Office, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve the Agreement For The Sale And Purchase Of An Agricultural Conservation Easement between Shirley J. Mummert, the Commonwealth of Pennsylvania, and Adams County. This Agreement provides for the purchase of a conservation easement on 104.13 acres of agricultural land located in Reading Township and owned by Shirley J. Mummert. The total purchase price of the easement is \$307,391.76, with \$292,022.17 to be

paid for by the Commonwealth, and the remaining \$15,369.59 to be paid for by the County. This Agreement is effective as of the date last executed by the parties.

Motion carried.

**Tax Services:**

With recommendation from Daryl Crum, Director and after review by the Solicitor's Office, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners adopt Resolution No. 19 of 2024. This Resolution reauthorizes the imposition of a \$5 per capita county tax, effective January 1, 2025, pursuant to the County Code and the Local Tax Enabling Act. It further provides exemption to said tax for qualified individuals whose annual income is less than \$12,000.00. This Resolution is effective December 18, 2024 and 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

**RESOLUTION NO. 19 OF 2024**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE COUNTY OF ADAMS FOR THE IMPOSITION OF  
PER CAPITA TAXES AND EXEMPTION THEREFROM**

**WHEREAS**, the County Code, 16 P.S. § 101 *et seq.*, authorizes county commissioners in counties of the third through eighth classes, by resolution, to levy and collect an annual per capita tax on persons for county purposes not to exceed a total of five dollars (\$5), pursuant to 16 P.S. §§ 12509(a), 14970(g)(1), and 14970(h)(1); and

**WHEREAS**, the County Code further provides that any county may, by ordinance or resolution, exempt any person whose total income from all sources is less than the dollar amount per annum as provided in section 301.1(b) of the act of December 31, 1965 (P.L. 1257, No. 511), known as "The Local Tax Enabling Act," from any per capita tax levied under the County Code, pursuant to 16 P.S. § 14970(h)(2); and

**WHEREAS**, The Local Tax Enabling Act, 53 P.S. § 6924.101 *et seq.*, permits counties to exempt any person whose total income from all sources is less than twelve thousand dollars (\$12,000) per annum from per capita taxes and to adopt regulations for the processing of claims for exemptions, pursuant to 53 P.S. § 6924.301.1(b); and

**WHEREAS**, the Adams County Board of Commissioners wishes to reauthorize the collection of a per capita tax for county purposes and reestablish an exemption from such tax for persons whose total income from all sources is less than twelve thousand dollars (\$12,000) per annum, as provided under the County Code and The Local Tax Enabling Act.

**NOW, THEREFORE, BE IT RESOLVED** by the Adams County Board of Commissioners as follows:

1. The Adams County Board of Commissioners hereby reauthorizes the imposition, assessment, and collection of a per capita tax of five dollars (\$5) for county purposes from all persons over the age of 18 who reside in Adams County as of January 1<sup>st</sup> of the applicable taxable year, as authorized by the County Code and as provided for in this Resolution.
  
2. Taxpayers who pay such per capita tax within the first 60 days after the date of the tax notice shall receive a discount of two per centum (2%). Taxpayers who pay such per capita tax after 60 days, but before 90 days after the date of the tax notice shall pay the tax at its par amount. All taxpayers who fail to make timely payment of any such per capita taxes charged against them for 90 days after the date of the tax notice shall be charged a penalty of ten per centum (10%) which penalty shall be added to the par tax. All taxes paid within the tax year by December 31<sup>st</sup> shall be collected by the duly elected tax collector in the municipality where the taxable person resides. After December 31<sup>st</sup>, the County may collect unpaid delinquent taxes from the taxpayer owing such taxes by any legal means provided under the Local Enabling Tax Act, the County Code, or any other authorizing legislation.
  
3. The Adams County Board of Commissioners further reestablishes an exemption from the imposition of the aforesaid per capita tax for any person whose total income from all sources is less than twelve thousand dollars (\$12,000) per annum, as authorized by the County Code, The Local Tax Enabling Act, and as provided for by this Resolution.
  
4. The Adams County Tax Services Department ("Department") is hereby empowered to levy, assess, and collect a per capita tax of five dollars (\$5) for county purposes from all taxable persons in Adams County pursuant to this Resolution. The Department shall have all duties and responsibilities to manage and pay over any and all collected per capita taxes in accordance with all applicable laws, regulations, and County policies.
  
5. The Department shall establish and adopt regulations and forms for the processing of claims for exemption made pursuant to Paragraph 3 herein, the content of which may be amended from time to time by the Department.

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6. The imposition of the per capita tax and the exemption therefrom as provided by this Resolution shall be effective beginning the 2025 taxable year.

**THIS RESOLUTION IS DULY ADOPTED ON** this 18th day of December 2024, at a duly advertised meeting of the Board of Commissioners of the County of Adams.

ATTEST

ADAMS COUNTY COMMISSIONERS

By:   
Paula V. Neiman, Chief Clerk

By:   
Randy L. Phiel, Chairman

By: Not Present  
James E. Martin, Vice-Chairman

By:   
Marty Karsteter Qually, Commissioner

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Motion carried.

**Human Resources:**

With recommendation from Michele Miller, Director and after review by the Solicitor’s Office, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve the Adams County Compensation Plan for Children & Youth Services employees effective January 1, 2025, for submission to the Pennsylvania Department of Human Services, in conformance with the equitable compensation principles of the Federal Merit Hire System codified at 5 C.F.R. Section 900.601-900.605 and Title II of the Federal Office of Personnel Management regulations and Title II of the Intergovernmental Personnel Act of 1970, as amended, relating to federally required merit personnel systems in State and Local Agencies. The County Compensation Plan is submitted yearly pursuant to DHS’ Policy and Fiscal Regulations for Merit Systems in County Children & Youth Agencies.

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. Phiel, that the Board of Commissioners approve the following quotes from Proac Corporation:

- Quote #240014082NSP (Kitchen Exhaust Maintenance) – This quote provides that Proac will clean and inspect the jail’s kitchen exhaust system at a cost of \$2,957.00 in 2025, \$3,076.00 in 2026, and \$3,199.00 in 2027. This Agreement is effective December 18, 2024 for a 3-year term.
- Quote #240014083NSP (HVAC Maintenance) – This quote provides that Proac will clean and inspect the jail’s HVAC system at a cost of \$7,506.00 in 2025, \$7,806.00 in 2026, and \$8,119.00 in 2027. This Agreement is effective December 18, 2024 for a 3-year term.

Motion carried.

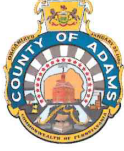
**Adoption of the 2025 Adams County Budget:**

- Mr. Qually moved, seconded by Mr. Phiel, to approve and adopt the 2025 Adams County Budget and the 2025 Capital Budget as follows:

<b><u>ALL FUNDS</u></b>	<b><u>REVENUES</u></b>	<b><u>EXPENDITURES</u></b>
General Fund	\$66,789,834	\$73,341,654
Special Funds	\$14,742,225	\$14,742,225
Bridge Funds	\$ 1,233,688	\$ 1,181,868
Hotel Tax Fund	\$ 3,052,500	\$ 3,052,500
Subtotal	\$85,818,247	\$92,318,247
Reserves (Appropriated Fund Balance)	\$ --	--
Re-budget ARRF Projects	\$ 6,500,000	--
<b>TOTAL COUNTY BUDGET</b>	<b>\$92,318,247</b>	<b>\$92,318,247</b>
<b>CAPITAL BUDGET</b>	<b>\$ 2,927,817</b>	<b>\$ 2,927,817</b>

Motion carried.

- Mr. Qually moved, seconded by Mr. Phiel, to approve and adopt Resolution No. 20 of 2024 Establishing, Levying and Setting the Taxes and Tax Rates on Real Property and Persons for Fiscal Year 2025 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

**A RESOLUTION OF THE COUNTY OF ADAMS, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING, LEVYING AND SETTING THE TAXES AND TAX RATES ON REAL PROPERTY AND PERSONS FOR FISCAL YEAR 2025**

**RESOLUTION NO. 20 OF 2024**

**NOW THEREFORE, BE IT RESOLVED**, and it is hereby **RESOLVED**, by the County of Adams, Pennsylvania, by its governing body, the duly elected and incumbent Board of County Commissioners, Randy L. Phiel, James E. Martin, and Marty Karsteter Qually, as follows:

- 1. **Real Property Tax:** A tax be and the same is hereby levied on all real property within the said County subject to taxation for County purposes for the fiscal year 2025, pursuant to authority contained in the County Code, 16 P.S. § 1770, as follows: Tax rate for general County purposes, 5.1393 mills, which includes on each dollar of assessed valuation.
- 2. **Per Capita Tax:** That a per capita tax on persons be and the same is hereby levied on all persons subject to taxation for County purposes for the fiscal year 2025, at the rate of Five Dollars (\$5.00) per capita.
- 3. **Effective Date:** This Resolution is adopted this 18<sup>th</sup> day of December 2024 and shall be effective for and during the fiscal year 2025.

IN WITNESS WHEREOF, the present Resolution has been duly adopted this 18<sup>th</sup> day of December 2024 in a duly advertised and convened public session.

ATTEST:

ADAMS COUNTY COMMISSIONERS

  
Paula V. Neiman  
Chief Clerk

  
Randy L. Phiel, Chairman

Not Present  
James E. Martin, Vice-Chairman

  
Marty Karsteter Qually, Commissioner

**Personnel Report:**

Mr. Qually moved, seconded by Mr. Phiel, to approve the Court - Personnel Report as presented:

Court:

- Employment of Helen Meissner, Part Time General Clerk, up to 29.5 hours/week, for MDJ Harvey's Office, effective December 31, 2024
- Separation of Employment of Natalie Lunde-Socash, Probation Officer, effective December 16, 2024

Motion carried.

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

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Joshua Crim, effective January 6, 2025

Separation of Employment with permission to post:

- Hauer Spicknall, Jr., Custodian, effective December 9, 2024
- Retirement of Wade Lauer, Chief County Detective, effective January 10, 2024
- Deanna Pasciak, Office Manager, District Attorney's Department, effective December 27, 2024
- Jessica Allmon, Veteran Service Officer, effective December 27, 2024
- Amanda Burkman, Children & Youth Caseworker, effective December 13, 2024
- Robert Hatfield, Corrections Officers Robert Hatfield, effective December 16, 2024
- Erin Culp, Correctional Program Specialist, effective December 16, 2024

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. Phiel, to adjourn the Commissioner's Meeting at 10:08 a.m. this date.

Motion carried.

Respectfully submitted,



Paula V. Neiman  
Chief Clerk