

**WEDNESDAY, OCTOBER 2, 2024:**

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:04 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; Lindsey Ringquist, Assistant Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Michele Miller, HR Director; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Angie Crouse, Elections/Voter Registration Director; Phil Swope, Assistant Director of Budget & Purchasing; Kevin Miller, Chief Deputy Sheriff; Sherri Clayton-Williams, Planning Director; Deana Duvall, Grants Coordinator; Kelly Koch, Senior Planning 1 – Conservation; Paula Lloyd, Building & Maintenance Assistant Director; Those participating by phone Phil Walter, CIO; 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 September 18, 2024 Commissioner’s Meeting as presented.

Motion carried.

**Public Comment:**

- Ken Cole – Recommendations on public access to the Veterans Wall of Honor. Suggesting opening the Historic Courthouse on certain holidays – Memorial Day, D-Day, Veterans Day. Opening on Veterans Day could be in conjunction with the American Legion Post 202 Program that they hold every year. It is well attended by the community and afterwards the visitors could proceed to the Historic Courthouse for viewing of the Wall of Honor. He has citizens interested in helping and would like to see a committee formed of 5-6 citizens, including Stan Clark, VA Director. Chairman Phiel thanked Mr. Cole for his alternative options.
- Dave Sites – Mr. Sites is in attendance to support Mr. Cole’s initiative. His Father was a gunny during World War II and assisted on 36 missions. He would be happy to provide financial support.

**Presentation:**

Chairman Phiel announced that a long-term employee, John Warner, will be retiring after 35 years of dedicated service to the County. It is unfortunate that he could not be attendance today. Larry Steinour, Director of Building & Maintenance, noted that John was a hard-working employee and would help wherever needed. He also noted that John never missed an election, he worked 70 straight elections.

**Proclamation:**

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim October 2024 as **“YWCA Hanover Safe Home – Adams County “Domestic Violence Awareness Month”** in Adams County. This proclamation was presented to Shauna , of YWCA Hanover Safe Home, who noted that Thursday, October 17<sup>th</sup> is “Go Purple Day” to recognize Domestic Violence Awareness.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to adopt and Proclaim November 9-16, 2024 as **“Kindness Week Worldwide”** in Adams County.

Motion carried.

**Court Administration:**

With recommendation from Court Administrator Don Fennimore, 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 revised Quote #79275 from Sage Technology Solutions, LLC, of Mount Joy, PA, for the purchase and installation of a Tascam recorder. This new recorder will replace the decommissioned Denon recorder at the Courtroom in the Human Services Building. It is further recommended that the Commissioners sign the Addendum to Sage's General Terms and Conditions. The Quote is effective October 2, 2024. Total cost to the County is \$3,216.76, which will be reimbursed by the Court out of its General Fund.

Motion carried.

**Sheriff:**

With recommendation from Sheriff James Muller, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the following:

- Quotes from Quality, a Pennsylvania Company for a Furniture Proposal for a desktop and under desk storage from Global. This quote is made pursuant to PA Contract # 4400025661. Total cost to the County is \$650.00 plus a Proposal for delivery and installation in the amount of \$125.00 with an effective date of October 2, 2024.

Motion carried.

**Register and Recorder:**

With recommendation from Register and Recorder Karen Heflin, 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 following documents:

- The Contract for eRecording Services with Cott Systems, an Ohio company. Cott will undertake the implementation of the eRecording Services. This contract is effective October 2, 2024 and is made pursuant to the Master Services Agreement between the County and Cott. This implementation comes at no additional cost to the County.
- The Electronic Recording Memorandum of Understanding with eRecording Partners Network, LLC (EPN), a Minnesota company. EPN will act as an eRecording vendor for consumers wishing to record documents with the Recorder. It is further recommended that Chairman Phiel sign the Requirements for non-Adams County Hosted Applications/Services. The term of this Agreement is three (3) years, commencing on October 2, 2024 and terminating October 1, 2027. There is no additional cost to the County.
- The CSC Memorandum of Understanding Agreement with Corporation Service Company (CSC), a Delaware company. CSC will act as an eRecording vendor for consumers wishing to record documents with the Recorder. It is further recommended that Chairman Phiel sign the Requirements for non-Adams County Hosted Applications/Services. The term of this Agreement is three (3) years, commencing on October 2, 2024 and terminating October 1, 2027. There is no additional cost to the County.

Motion carried.

**Community Development Block Grants (CDBG):**

With recommendation from Deana Duvall, Grants Coordinator, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following:

- On behalf of Gettysburg Borough, the Cooperation Agreement between Adams County and the Borough of Gettysburg for Fiscal Year 2022 CDBG Allocation in the amount of \$129,094.00 for streetscape improvements and ADA complaint sidewalks on North Washington Street.
- On behalf of Littlestown Borough, the Cooperation Agreement between Adams County and the Borough of Littlestown for Fiscal Year 2022 CDBG Allocation in the amount of \$103,226.00 for ADA compliant sidewalks.
- Fiscal Year 2022 CDBG Subrecipient Agreement between Adams County and Hoffman Homes, Inc. in the amount of \$163,339.00 for their safety fencing project.
- Subrecipient Agreements between Adams County and Biglerville Borough and Authority for Fiscal Year 2020 in the amount of \$228,423.00; Fiscal Year 2022 in the amount of \$100,000.00 and Fiscal Year 2023 in the amount of \$263,477.00 for their multi-year water line replacement project.

Motion carried.

**Planning Department:**

With recommendation from Sherri Clayton-Williams, Director, on behalf of the Parks, Recreation & Green Space Grant Program Committee, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the 2024 Adams County Parks, Recreation & Green Space Program Funding for the following Parks & Recreation Projects. It is further recommended that the Board authorize the Planning staff to prepare grant agreements and coordinate review and approval with Solicitor Molly R. Mudd for final execution by the Board of Commissioners.

**Parks & Recreation:**

- Abbottstown Borough - \$12,110.24 – 9-hole disc golf course to an existing walking trail
- Oxford Township - \$25,000.00 – Pavilion
- Hamiltonban Community Park - \$5,807.00 – installation of water foundation, materials, etc.

**Green Space Land Preservation:**

- Boyer Nurseries – 39.85 acres - \$20,000.00
- Boyer Nurseries – 119.2 acres - \$46,000.00
- Brad & Kim Waybright – 14.76 acres - \$12,976.00
- Waybright Main – 44.51 acres - \$39,740.00
- Chris & Jenna Waybright – 10.8 acres - \$9,086.00
- Sara Tatman – 83.85 acres - \$87,250.00

Motion carried.

**IT Department:**

With recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve and designate Chairman Phiel to sign the following:

- Quote from Sideview, LLC, of Oakland, CA, for the renewal of the County’s license, support, and maintenance for Sideview’s App “Cisco CDR Reporting and Analytics.” This product provides the capabilities for the IT network team to navigate and search the data coming from the Cisco VoIP phone system to build any reports and dashboards around that information. The term of the Agreement is one (1) year, commencing on November 20, 2024 and terminating on November 19, 2025. Total cost to the County is \$1,600.00.
- Quote from ePlus Technology, Inc., a Virginia company, for renewal of the County’s Cisco Hyperflex server environment. This quote is made pursuant to PA State Contract #4400029660. The quote is effective October 2, 2024 and the term of the

license is one (1) year. Total cost to the County \$21,039.92, which will be paid out of the general fund.

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:

- Electronically sign the Commonwealth of Pennsylvania State Fiscal Year 2024-2025 Hazardous Material Response Fund Grant Agreement C950004598 between the Pennsylvania Emergency Management Agency (PEMA) and Adams County. This Agreement provides for a grant award of \$13,781.00, to be used to pay for the County's contract with the York County Hazardous Materials Team; to purchase various equipment to develop the County's emergency planning and response capability; and to pay for a portion of the salary of the County's Haz Mat Coordinator/Emergency Planner. The period of performance for this Agreement is July 1, 2024 through June 30, 2025. No County match is required.
- Designate Chairman Randy L. Phiel to sign the Commonwealth of Pennsylvania Federal Fiscal Year 2022 Building Resilient Infrastructure and Communities Grant Agreement PEMA-2024-023 between the Pennsylvania Emergency Management Agency (PEMA) and Adams County. The Agreement provides for a grant award of 80,000.00 to be used for implementation of pre-disaster mitigation activities. The period of performance is November 20, 2023 through November 29, 2026. A County Match of \$25,000.00 is required.

Motion carried.

**Building and Maintenance:**

With recommendation from Larry Steinour, 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 following:

- Quote from GDS Controls, Inc., of New Cumberland, PA, to perform preventative maintenance on the fire pump at the Human Services Building. It is further recommended that the Commissioners sign the accompanying Terms and Conditions. The term of this Agreement is three (3) years, commencing on October 2, 2024 and terminating on October 1, 2027. Total cost to the County is \$3,900.00.
- Donald B. Smith, Inc., of Hanover, PA, for the annual inspections and maintenance of the roofs of the Adams County Courthouse, the Emergency Services Building, Mercy House, and St. Francis Xavier. The term of the Agreement is three (3) years, commencing on October 2, 2024 and terminating October 1, 2027. Total cost to the County is \$18,000.00, to be paid in yearly installments of \$6,000.00.

Motion carried.

**Human Resources:**

With recommendation from Assistant Director Danette Laughman, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the following:

- Submission of Plan Year 2025 Minimum Municipal Obligation Worksheet (MMO) – Adams County Pension Plan (01-000-1N) to the Pennsylvania Municipal Retirement System.

- After review by Solicitor Molly R. Mudd, ratify the Legal Agreement for Duty Evaluations with Wolanin Consulting and Assessment Inc. of Bala Cynwyd, for a flat fee of \$500.00 per exam.

Motion carried.

**Adams County Board of Elections:**

With recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Elections appoint Matthew Moon, Robin Fitzpatrick, and Jim Waybright, all residents of Adams County, to act as employees of the Board on Election Day, November 5, 2024, for purposes of assisting local election officials as may be required. These temporary appointments are made pursuant to the authority granted to the Adams County Board of Elections under the Election Code (25 Pa.C.S. §2642). Each appointee shall receive compensation at a rate of \$190.00 per diem plus mileage.

Motion carried.

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

**Food Services Bid Opening:**

Chairman Phiel announced this is the date and time to announce the Bids that were received for the Adams County Adult Correctional Complex Food Service. He introduced our Controller – Ms. Tammy Myers. Ms. Myers noted the County utilized PennBid, an online bid management and e-procurement system, to seek proposals for the food services at the Complex. The Request for Proposal (RFP) is for a 3-year Agreement, beginning on December 1, 2024 through November 30, 2027. The RFP process opened on August 27<sup>th</sup> and closing today, October 2, 2024 at 7:59 a.m. and at 8:02 a.m. the Controller’s Department opened the bids received.

The RFPs were viewed by 31 vendors, with only three (3) vendors submitting bids. The following bids were received:

1. Aramark Correctional Services, LLC, headquartered in Philadelphia, PA
  - \$2.85/meal for both the Inmates and Staff.
  - Year 2 and 3 - 3% increase or CPI Index – whichever is greater.
2. Summit Food Service, headquartered in Sioux Falls, SD
  - \$2.60/meal for Inmates and \$2.95/meal for Staff
  - Year 2 and 3 – 3% increase or CPI Index – whichever is greater.
3. Trinity Services Group, Inc., headquartered in Oldsmar, Florida
  - \$2.85/meal for both the Inmates and Staff
  - Year 2 and 3 – 3% increase or CPI Index – whichever is greater.

Chairman Phiel announced these bids will be taken under advisement, reviewed by our Legal Department and Staff, and will be awarded at the Wednesday, October 16, 2024 Commissioners Meeting.

**Commissioners:**

With recommendation by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve and appoint Chairman Randy Phiel to sign the fee increase letter from Salzman Hughes, P.C., Special Counsel for Adams County. This letter notifies the County of the annual 3% increase to the hourly rates assessed by Salzman Hughes for legal services performed for the County under the Engagement & Representation Agreement dated November 15<sup>th</sup>, 2023. Effective January 1<sup>st</sup>, 2025, attorney fees will be \$197/hour and paralegal, project manager, and law clerk fees will be \$133/hour.

Motion carried.

**Personnel Report:**

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

Clerk of Courts:

- Employment of Wendy Abplanalp, Deputy Clerk 2/New Case Clerk, effective October 7, 2024, pending successful completion of all pre-employment requirements.

Children & Youth Services:

- Employment of Sylvia Neiderer, Office Manager/IT Coordinator, effective September 30, 2024 pending successful completion of all pre-employment requirements.
- Tammy Brooks, from Caseworker 1 to Caseworker 2, effective September 9, 2024.

Department of Emergency Services:

- Employment of Miles Hughes, Telecommunicator, effective October 7, 2024 and Michel Pujazon, 911 GIS Coordinator, amended from October 14 to October 7, 2024.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Dakota Keefer, effective October 7, 2024

Separation of Employment:

- Dylan Harris, Office Assistant/Fiscal QA, Children & Youth Services, effective October 11, 2024
- Corrections Officers: Harrison Coffey, Rainey Richmond, effective September 22, 2024; Spencer Head, effective October 7, 2024; Karen Swartz, effective October 10, 2024

Motion carried.

**Expenditures:**

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period September 16, 2024 through September 27, 2024:

General Fund – Operational	\$ 676,850.10
Payroll – Week #39	<u>\$ 1,081,636.18</u>
<b>Total General Fund</b>	<b>\$ 1,758,486.28</b>
Children & Youth Services	\$ 261,421.38
HazMat Fund	\$ 161.96
Ag Land Funds	\$ 851,284.40
Commissary Fund	\$ 7,841.55
Hotel Tax Fund	\$ 10,000.00
Human Services	\$ 1,673.25
Capital Projects	\$ 65,018.80
911 Fund	\$ 88,418.56
Internal Service Fund	<u>\$ 292,786.67</u>
<b>Total Special Funds</b>	<b>\$ 1,578,606.57</b>
<b>Total Expenditures</b>	<b>\$ 3,337,092.85</b>

Motion carried.

**Other Business:**

Commissioner Phiel mentioned the Apple Harvest is the next two weekends in October.

**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 9:53 a.m. this date.

Motion carried.

Respectfully submitted,

Handwritten signature of Paula V. Neiman in blue ink.

Paula V. Neiman  
Chief Clerk