

**WEDNESDAY, NOVEMBER 27, 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; Don Fennimore, Court Administrator; Michele Miller, HR Director; Candi Clark, Court HR Generalist; Todd Garrett, Budget Analyst II; Sarah Finkey, ACCYS Administrator; Phil Walter, CIO; Kelly Koch, Senior Planner I; News Reporters Michael Cooper-White and Elizabeth Caples, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the November 13, 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 by 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 Pennsylvania Commission on Crime and Delinquency (PCCD) Subgrant Award Notification (2024-IP-ST-43985). This PCCD Grant awards the County \$87,070.00 for the purpose of providing services to non-violent eligible offenders sentenced to probation with restrictive conditions for the project period beginning July 1, 2024 through June 30, 2025. This award is effective November 27, 2024.

Motion carried.

**Treasurer:**

With recommendation from Treasurer Christine Redding, and after review by the Solicitor’s Office, and pursuant to the Order of the Adams County Court of Common Pleas dated September 12, 2024, Mr. Martin moved, seconded by Mr. Qually, to authorize the Treasurer’s Office to initiate the process of removing President Judge Michael A. George as a signatory from court financial accounts held with Adams County National Bank (ACNB) due to his pending retirement, that the Board approve the following agreements with ACNB effectuating said Order:

- Corporate Authorization Resolution (Juvenile Restitution Account) – This Resolution certifies Treasurer Christine Redding, Deputy Treasurer Kiersten Green, Court Administrator Don Fennimore, and Judge Thomas R. Campbell are authorized to open deposit or share accounts in the name of the County and endorse checks or otherwise withdraw or transfer funds from the Juvenile Restitution Account. This agreement is effective November 27, 2024.
- Corporate Authorization Resolution (Court Administrative Fund) – This Resolution certifies that Treasurer Christine Redding, Deputy Treasurer Kiersten Green, Court Administrator Don Fennimore, and Judge Thomas R. Campbell are authorized to open deposit or share accounts in the name of the County and endorse checks or otherwise withdraw or transfer funds from the Court Administrative Fund Account. This agreement is effective November 27, 2024.

- Corporate Authorization Resolution (Supervision Fee Restricted Receipts) – This Resolution certifies that the Treasurer Christine Redding, Deputy Treasurer Kiersten Green, Court Administrator Don Fennimore, and Judge Thomas R. Campbell are authorized to open deposit or share accounts in the name of the County and endorse checks or otherwise withdraw or transfer funds from the Supervision Fee Restrict Receipts. This agreement is effective November 27, 2024.
- Corporate Authorization Resolution (Court Offender Treatment Fund) – This Resolution certifies that Treasurer Christine Redding, Deputy Treasurer Kiersten Green, Court Administrator Don Fennimore, and Judge Thomas R. Campbell are authorized to open deposit or share accounts in the name of the County and endorse checks or otherwise withdraw or transfer funds from the Court Offender Treatment Fund. This agreement is effective November 27, 2024.

Motion carried.

**Children & Youth Services:**

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

- Subsidized Permanent Legal Custodianship Agreement with A.D. & E.B. on behalf of H.Y. in the amount of \$912.50/month.
- 2024-2025 Purchase of Service Agreement with Bethany Children Services of Central PA.

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 following Grant Agreements pursuant to the Parks, Recreation, and Green Space Grant Program:

- Land Conservancy of Adams County – This Agreement grants \$87,250.00 for the purpose of preserving approximately 83.5 acres located at 2291 Emmitsburg Road, Gettysburg. This Agreement is effective November 27, 2024, for a term of three (3) years.
- Land Conservancy of Adams County – This Agreement grants \$12,976.00 for the purpose of preserving approximately 14.76 acres located at 190 Mason Dixon Road, Gettysburg. This Agreement is effective November 27, 2024, for a term of three (3) years.
- Land Conservancy of Adams County – This Agreement grants \$39,740.00 for the purpose of preserving approximately 44.51 acres located at 146 Mason Dixon Road, Gettysburg. This Agreement is effective November 27, 2024, for a term of three (3) years.
- Land Conservancy of Adams County – This Agreement grants \$9,086.00 for the purpose of preserving approximately 10.87 acres located at 50 Mason Dixon Road, Gettysburg. This Agreement is effective November 27, 2024, for a term of three (3) years.
- Land Conservancy of Adams County – This Agreement grants \$20,000.00 for the purpose of preserving approximately 39.85 acres located at 1380 Cashtown Road. This Agreement is effective November 27, 2024, for a term of three (3) years.
- Land Conservancy of Adams County – This Agreement grants \$46,000.00 for the purpose of preserving approximately 119.20 acres located at 660 and 760 Winding Road, Biglerville. This Agreement is effective November 27, 2024, for a term of three (3) years.
- Abbottstown Borough – This Agreement grants \$12,110.24.00 for the purchase and installation of a 9-hole disc golf course, gazebo, and two (2) prefabricated bridges at the Borough’s Park. This Agreement is effective November 27<sup>th</sup>, 2024, for a term of 3 years.

- Oxford Township - This Agreement grants \$25,000.00 for the purchase and installation of a pavilion at the Township's Park. This Agreement is effective November 27, 2024, for a term of three (3) years.
- Hamiltonban Township – This Agreement grants \$5,807.00 for the purchase and installation of a water fountain, lattice, and fencing at the Township's Park. This Agreement is effective November 27, 2024, for a term of three (3) years.

Motion carried.

With recommendation from Sherri Clayton-Williams, Director and after review by the Solicitor's Office, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following Amendments to the Subrecipient Agreements for Adams Response and Recovery Fund (ARRF), effective November 27, 2024:

- With Gettysburg Combined Area Resources for Emergency Shelter (CARES), amending the scope of CARES's project proposal under the August 23, 2023 Subrecipient Agreement and August 14, 2024 Amendment allocating \$368,900.00 for health and safety features for the homeless shelter located on the third floor of St. James Lutheran Church and the purchase of a building to be converted into a multi-unit temporary "next-step" supportive housing solution for the County's unsheltered population. The modified scope allows for renovations to the building purchased for the supportive housing solution. Further, the Agreement is amended to remove the reference to the federal obligation deadline, as the County does not seek to enforce this against Subrecipients. All other terms of the original Subrecipient Agreement, including the amount of grant funding, will remain the same.
- With Anthony's Way, removing the reference to the federal obligation deadline, as the County does not seek to enforce this against Subrecipients. All other terms of the original Subrecipient Agreement, as amended on April 17, 2024, including the amount of grant funding, will remain the same.
- With South Central Community Action Programs (SCCAP), removing the reference to the federal obligation deadline, as the County does not seek to enforce this against Subrecipients. All other terms of the original Subrecipient Agreement, including the amount of grant funding, will remain the same.

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 designate Chairman Randy L. Phiel to sign the following Estimates related to the installation of a new card reader for the IT office at the Courthouse:

- Estimate No. 8797 from LowV Systems, Inc., of Mechanicsburg, PA, for provision and installation of a new card reader. This estimate is made pursuant to the Master Services Agreement between LowV and the County, executed on December 9, 2022. The estimate is effective November 27, 2024. Total cost to the County is \$2,344.00.
- Estimate No. 5701 from MidPoint Technology Group, a Maryland company, for provision of a Two-reader Board, which is needed to connect the card reader at the IT door back to the door/alarm system. This quote is effective November 27, 2024. Total cost to the County is \$1,472.80.
- Quote 2001724056783-03 from Presidio Networked Solutions, LLC. This Quote provides the County with a 36-month voice enterprise plan (Collaboration Flex Plan 3.0) with Cisco. Total cost of the on-premises calling licenses for 423 County users is \$23,958.72 per year, for a total 3-year cost of \$71,876.16 (\$4.72 per license). This pricing was obtained through the Pennsylvania DGS Cisco Networking Solutions and Related Services Contract 440002966. The Quote is effective November 27, 2024, with services to begin January 1, 2025. It is further recommended that the Board approve the End User Information Form for End Users

of the Cisco Flex Plans with Cisco. This Form outlines the terms and conditions of the use of the Cisco Flex Plan purchased through Presidio and is effective on January 1, 2025.

- Change Request with ePlus Technology, Inc. This Agreement modifies the prior terms and conditions of the existing Master Service Agreement between the parties (Adams County-BSA-137056) for general network/system services, extending the expiration date for the purpose of expending the remaining funds originally allocated under the Master Agreement (\$2,315.00 of the total \$4,000.00 remaining). This Agreement is effective November 27, 2024, for a term of one (1) year.
- Designate Chairman Randy L. Phiel to approve Quotation #1027383 from Link Computer Corporation, a Pennsylvania Company, for the renewal of the license for the GFI Archiver software. The GFI Archiver system provides the County the ability to easily search, manage, and store email communications from employees. The GFI Archiver securely archives all the email communications sent and received for 6 months to meet the County's email retention policy requirements. The term of the Agreement is one (1) year, commencing on January 4, 2025 and terminating on January 3, 2026. Total cost to the County is \$4,849.50.
- Quote from T-Mobile US, Inc. This quote is procured through the National Association of State Procurement Officials (NASPO) Master Agreement # MA176, as amended, and is subject to the terms thereof. The quote provides 396 employee cell phones and accompanying T-Mobile data plans for a total 3-year contract price of \$410,313.60. It is estimated that this contract will save the County around \$27,000.00 annually by replacing its existing Verizon service. It is additionally recommended that the Board approve the buy-back quote from T-Mobile for the existing County devices that are being replaced. It is estimated that the buy-back value for the 396 devices will range between \$11,000.00 and \$30,000.00, depending on the condition of the devices. These Agreements are effective November 27, 2024, with rollout expected in the first quarter of 2025, for a three-year term.
- Master Service Agreement with Coeo Solutions, LLC, an Illinois company, for provision of the County's new VoIP telephone services. This Agreement is made pursuant to Costars Contract #003-E24-689. It is further recommended that the Commissioners sign the Addendum to the Service Agreement, which incorporates the County's standard terms into the Agreement. The term of the Agreement is thirty-six (36) months and shall commence upon acceptance of the service. Total cost to the County is \$47,492.64, to be paid in monthly installments of \$1,319.24. It is noted that this Agreement and Addendum rescind and replace the prior Coeo Master Service Agreement previously approved by the Board on September 4, 2024. The purpose of replacing the prior agreement is to include additional converter hardware. The inclusion of the converter hardware comes at no additional cost to the County. This Agreement also reduces the monthly cost by \$0.41 (previously cost was \$1,319.65).
- Equipment Lease Agreement (450-7407123-029) with Kyocera Document Solutions Mid Atlantic, Inc. This Lease provides 35 scanning/copying/printing devices to various County departments at a total cost of \$1,647.75 per month (\$19,773.00 per year), plus printing costs ranging from \$0.0075 - \$0.095 per page depending on the machine and color options. It is further recommended that the Board approve the Quality (a Kyocera subsidiary) Maintenance Agreement, which provides services for the leased devices. Maintenance costs are included in the price-per-page costs. Both the Lease and Maintenance Agreement are effective November 27, 2024, for a term of five (5) years.
- Following quotes from ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Cisco products:

- Quote #23254212 for renewal of the County's Cisco SmartNet. The Cisco SmartNet provides technical support and hardware coverage for select Cisco devices throughout the County network that are mission critical. This quote is made pursuant to NCPA/Omnia contract #R200803. The term of the Agreement is one (1) year, commencing on January 2, 2025 and terminating January 1, 2026. Total cost to the County is \$48,064.30.
- Quote #23253659, which modifies the County's license for the Hyperflex Server environment to co-term with SmartNet. The Hyperflex license will now terminate on January 1, 2026. Additional cost to the County is \$4,411.64.

Motion carried.

**Emergency Services:**

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

- Ratify the Emergency Management Performance Grant Agreement for Federal Fiscal Year 2024 with the Commonwealth of Pennsylvania, acting through the Pennsylvania Emergency Management Agency (PEMA). This Agreement allocates \$59,336.00 in federal funds for the support of the Department of Emergency Services' Emergency Management Coordinator and Administrative Assistant 1 during the project period of October 1, 2023, through September 30, 2024. A County match of \$59,336.00 is required, which has been budgeted. This Agreement is effective as of the date last approved by the Commonwealth and terminates January 28, 2027.
- Designate Chairman Randy L. Phiel to approve the Quote from Link Computer Corporation, a Pennsylvania Company, for the renewal of the license for the Paessler PRTG 500 software. This software is used by DES to monitor the server components on the Computer Aided Dispatch (CAD) system and alert them of any issues. The term of the Agreement is one (1) year, commencing on April 11, 2025 and terminating on April 10, 2026. Total cost to the County is \$1,645.00.

Motion carried.

**Building and Maintenance:**

With recommendation from Larry Steinour, Director and after review by the Solicitor's Office, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the following quotes from Control Systems 21, of Dillsburg, PA:

- Quote #E24-1070 for the Supervisory Control and Data Acquisition (SCADA) system upgrade for the water plant at the County Complex. This quote is made pursuant to CoStars contract #016-E23-286 and is effective November 27, 2024. Total cost to the County is \$62,221.85.
- Quote #E24-1701 for a 15" fanless panel PC, to be used in conjunction with the SCADA upgrade. This quote is effective November 27, 2024. Total cost to the County is \$3,497.18.

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 following documents relating to County healthcare benefits:

- Group Health Plan Representatives Authorized To Receive Sensitive Information Form – This Form authorizes Danette Laughman, Assistant Director of Human Resources, and representatives of the Alera Group, to receive sensitive data from Avalon Insurance Company for the purpose of managing the County’s healthcare plan. The Form is effective November 27, 2024.
- Authorization of Solicitation Letter – This Letter authorizes William Straw of Alera Group to solicit proposals on behalf of the County for group benefit programs offered by Avalon Insurance Company. This Letter is effective November 27, 2024.
- Application For Stop Loss Reimbursement – This Application seeks stop loss reimbursement for medical and prescription drug claims from Avalon Insurance Company for an estimated total enrollment of 399 County employees and their families. This Application is effective November 27, 2024, for coverage beginning January 1, 2025.
- Taxpayer and Payment Information Form – This form provides County financial information to Capital Blue Cross, the County’s third-party administrator (TPA) of its employee healthcare plan.
- Proposed Program Costs – This form permits Capital Blue Cross, as the County’s TPA, to retain applicable Rx and Stop Loss credits and rebates. This form is effective January 1, 2025 through December 31, 2025.

Motion carried.

**Commissioner’s Office:**

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

- Plan of Action Form with Pennoni Associates, Inc., the County’s contracted engineering firm for the local bridge inspection program. This recommended Plan of Action follows the completion of Pennoni’s 6-Month Other Special Interim Bridge Inspection for Bridge No. 123 on Goulden Road over Rock Creek, in Cumberland and Mount Joy Townships, on November 12<sup>th</sup>, 2024. The inspection found deficiencies in the Pier 1 Bearings and Far Abutment Bearings. The Plan of Action suggests that Pennoni perform another 6-month inspection to monitor the condition of the structure for varying temperatures. This Plan of Action Form is effective November 27, 2024.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board a Memorandum of Understanding with the International Brotherhood of TEAMSTERS Local 776, Court-Appointed Support Unit, whereby the County agrees to facilitate the payment of recruitment and retention incentives to members of the bargaining unit, using discretionary funds managed by the Court. This MOU is effective November 27<sup>th</sup>, 2024.

Motion carried.

**Personnel Report:**

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

Court:

- Separation of employment for Cameron Randolph, Probation Officer Intern, effective December 3, 2024.

Tax Services:

- Promotion of Abby Simmons from Customer Service Assessor to Customer Service Assessor 2/Permit Officer, effective November 18, 2024

Building & Maintenance:

- Employment of Dustin Sites, Custodian/Maintenance Helper, effective November 19, 2024.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Christian Logue, Crystal Matthews, Kyla Taft, Holli Waldon, effective December 2, 2024
- Promotion of the following from Corrections Officers to Correctional Program Specialist, effective December 4, 2024: Envie Peachlum and Evan Welsford
- Employment of the following Correctional Program Specialists, pending successful completion of all required pre-employment screenings: Alicia Irwin, Zariah Kennedy, effective December 2, 2024
- Employment of Ronald Glass, Maintenance Tech 3, effective November 18, 2024

Separation of Employment with permission to post:

- Nikki Keefer, Caseworker 1, Children & Youth Services, effective November 18, 2024
- Cecilia Buglar, Independent Living Caseworker 2, effective December 4, 2024
- Christian Sweger, Assistant District Attorney, effective December 13, 2024
- James Martin, Corrections Officer, effective November 19, 2024
- Correctional Program Specialists: Mauricio Guerra, effective November 20, 2024 and Sharon Gladfelter, effective December 9, 2024
- Rescind the offers of employment for the following Corrections Officers Crystal Matthews, and Kyla Taft, effective December 2, 2024

Motion carried.

Expenditures:

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period November 11, 2024 through November 22, 2024:

General Fund – Operational	\$ 1,436,879.91
Deb Service Payments	\$ 2,387,167.03
Payroll – Week #47	<u>\$ 1,099,663.99</u>
<b>Total General Fund</b>	<b>\$ 4,923,710.93</b>
Children & Youth Services	\$ 333,657.59
HazMat Fund	\$ 5,394.07
Commissary Fund	\$ 7,648.99
Hotel Tax Fund	\$ 258,017.90
Coroner VISA	\$ 100.00
County Records Improvement	\$ 880.00
Capital Projects	\$ 27,101.00
911 Fund	\$ 221,800.46
Internal Service Fund	<u>\$ 499,697.78</u>
<b>Total Special Funds</b>	<b>\$1,354,297.79</b>
<b>Total Expenditures</b>	<b>\$6,278,008.72</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 9:22 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