

AGENDA, WEDNESDAY, MARCH 19, 2025:

9:00 A.M. Convening of the Adams County Board of Commissioners' Meeting.

Pledge of Allegiance

Minutes:

Approve the February 19, 2025 and the March 5, 2025 Commissioners' Meeting Minutes as presented.

Proclamation:

- **“PENNSYLVANIA 4-H WEEK”** – March 16 – 22, 2025

Public Comment:

*Individuals may listen to the meeting or comment during the public comment portion of the agenda by calling **1-415-655-0001, 132-798-3497#**. Any comments related to the agenda or county business are limited to 5 minutes and the individual is to state their name and address prior to commenting.*

Court Administration:

Recommendation from Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve Amendment #1 to the Legal Representation Agreement with the Law Offices of Entwistle and Roberts. Pursuant to the terms of this Amendment, Entwistle and Roberts will provide legal representation for plaintiffs seeking relief through the Protection From Abuse Act, 23 Pa.C.S. 6101 et seq., in cases where other legal service providers, such as MidPenn Legal Services, have a conflict of interest. Attorneys at Entwistle and Roberts will be compensated at a rate of \$90.00/hour for such representation, while paralegals will be compensated at a rate of \$50.00/hour. This Amendment is effective March 19, 2025.

Controller:

Recommendation from Controller Tammy Myers, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the February 18, 2025 Letter of Engagement with Zelenkofske Axelrod, LLC (“ZA”), a certified public accounting firm. This Agreement provides that ZA will audit the County’s financial records for compliance with major federal and PA Department of Human Services grant requirements for calendar year 2024. The total cost of the audit shall not exceed \$77,123.00. This Agreement is effective March 19, 2025.

- GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

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IT Department:

Recommendation from CIO Phil Walter, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Agreement with B.E.S.T. Service, Inc., a Dallas, PA company, for renewal of the Formax Hard Drive Shredder Maintenance Agreement. The Formax Hard Drive Shredder provides a safe and efficient way to properly destroy various types of hard drives. The term of the Agreement is April 19, 2025 to April 18, 2026. The total cost to the County is \$1,096.00.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the following Amendments to Adoption Assistance Agreements, effective March 19, 2025:

- L.C. on behalf of T.J. in the amount of \$1,293.62 per month
- L.C. on behalf of S.J. in the amount of \$1,293.62 per month

Ag Land Preservation:

Recommendation from Ellen Dayhoff, Rural Resource Manager, to approve the appointment of Tyler Nell to the Adams County Ag Land Preservation Board as a Contractor Board Member, effective now through January 2027. Mr. Nell is completing the term of Chad Collie, Contractor Board Member, who resigned.

Planning & Development:

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Agreement For The Sale And Purchase Of An Agricultural Conservation Easement with Diane and Ronald Resh, the owners of certain property located in Huntington Township. This Agreement provides that the County and Commonwealth of Pennsylvania will jointly purchase a conservation easement on 50 acres of farmland owned by the Resh's at a price of \$139,500.00. Of that total price, the County will pay 10%, or \$13,950.00, with the remaining balance and closing costs to be paid by the Commonwealth. This Agreement is effective as of the date last approved by the Commonwealth.

Tax Services:

- Recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Maintenance Agreement with B.E.S.T. Service, Inc., a Dallas, PA company, for Tax Services' Formax document folder/sealer. The term of the Agreement is one (1) year, commencing on February 9, 2025 and terminating February 10, 2026. The total cost to the County is \$1,100.00.

Tax Services cont'd:

- Recommendation from Susan Miller, Chief Assessor, to approve the following:

Disabled Veterans Real Property Tax Exemption Certifications, effective with the 2025-2026 School Taxes Parcel:

- Parcel #36K08-0121 for a home on 1.11 acres located in Reading Township
 - Parcel #09E13-0894 for a home on .05 acres located in Cumberland Township
 - Parcel #27004-0206 for a home on .19 acres located in Littlestown Borough
 - Parcel #04L12-0013A—197 for a home on 1 acre located in Berwick Township, effective with the 2025 County/Municipal Taxes
- Personal Tax Exemption for Kaiden D. Miller, Mt. Pleasant Township, for meeting the guidelines of County policy.

Emergency Services:

Recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Ratify the Report Certification with the Pennsylvania Emergency Management Agency (PEMA). This Report certifies the accuracy of the County's Annual Hazardous Materials Emergency Response Preparedness Report and that funds generated from Act 165 of 1990 (relating to the establishment of a statewide hazardous material program) will be expended in accordance with the Act's standards. This Agreement is effective March 17, 2025.
- Ratify the License and Maintenance renewal for DES's ArcGIS Mapping software from Environmental Systems Research Institute, Inc., a California Company. This renewal is made pursuant to PA State Contract #4400022588. The term of the license commences on February 23, 2025 and terminates on February 22, 2026. The total cost to the County is \$1,750.00.

Elections & Voter Registration:

Recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners appoint Chairman Randy L. Phiel to approve, on behalf of the Board, the March 10, 2025 Quote from ES&S Inc. for fifty-seven (57) Backup Batteries for the DS 200 Machines and fifty-five (55) Backup Batteries for the ExpressVote Machines, and for fifty-seven (57) Coin Cell Batteries for the DS 200 Machines. Total cost to the County is \$21,347.00, which will be paid for using Election Grant funds.

Human Resources:

Recommendation from Michele Miller, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Wellness Screening Agreement with PrimeCare Medical, Inc., of Harrisburg, Pennsylvania. PrimeCare shall offer Wellness Screenings to County Employees, to include blood pressure screenings, height/weight measurements, Body Mass Index calculations, and laboratory testing. The term of the Agreement is one (1) year, commencing on March 1, 2025 and terminating February 28, 2026. The cost to the County is \$60.00 per employee.
- To include in the Payroll Record Keeping Requirements/Employment Classifications Section of the County Handbook the definition of Seasonal Employee – Seasonal employees are non-benefit employees who may work a fulltime (or more) schedule but who are employed for less than six months during the year.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Estimate from On the Fly Pest Solutions, Inc., a Maryland Company, for pest control services at the ACACC. The term of the Agreement is one (1) year, commencing March 22, 2025 and terminating March 21, 2026. Total cost to the County is \$3,665.16, to be paid in monthly installments of \$305.43.

Commissioners:

Recommendation from Solicitor Molly R. Mudd that the Board of Commissioners approve the following:

- Adopt Resolution No. 4 of 2025 effectuating an Agreement between the Adams County Conservation District (hereinafter, “the District”) and the Pennsylvania Counties Risk Pool (hereinafter, “the PCoRP”) for the purpose of the District obtaining insurance coverage(s) from the PCoRP as a County-Related Entity and according to the terms of the PCoRP Coverage Document. The Conservation District approved Resolution No. 1 of 2025 on February 27, 2025 authorizing the Board of Commissioners to enact on the District’s behalf an ordinance or resolution for the purpose of effectuating the Intergovernmental Agreement between the District and the PCoRP under the terms of the Intergovernmental Cooperation Act, as amended.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board of Commissioners the Intergovernmental Agreement and Bylaws of the PCoRP, as amended.

Personnel Report:

Court:

- Separation of employment for Theresa Finkenbinder, Tipstaff, effective March 14, 2025
- Probation Services – Retirement of Tim Duff, Director, effective May 2, 2025

Controller:

- Transfer of Jeannette Athey from the Junior Staff Accountant AP-AR to the Accounts Payable Specialist position, effective March 10, 2025
- Promotion of Michelle Garrett to the Lead Auditor position, effective March 10, 2025

Clerk of Courts:

- Employment of Adrienne Leshner, New Case Clerk/Deputy Clerk II, effective March 17, 2025

District Attorney:

- Employment of Nicholas Nagy, County Detective, effective March 24, 2025

Conservation District:

- Employment of Maya Callenbach, Resource Conservation Technician, effective March 24, 2025

Security:

- Employment of Glen Knobel, Part Time As Needed Security Officer, effective March 10, 2025

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Tiffany Myers, John Main, effective March 31, 2025
- Employment of Olivia Sykes, Correctional Program Specialist, effective March 31, 2025, pending successful completion of all required pre-employment screenings.

Separation of Employment with permission to post:

- Rescind the employment offer to Nicholas Nagy, County Detective, effective March 24, 2025

Expenditures:

Approve the following expenditures for the period March 3, 2025 through March 14, 2025:

General Fund – Operational	\$	497,492.51
Debt Service Payments	\$	214,228.13

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Expenditures cont'd:

Payroll – Week #11	\$ 1,096,869.83
Total General Fund	\$ 1,808,590.47
Children & Youth Services	\$ 189,429.38
Ag Land Funds	\$ 42,148.24
Commissary Fund	\$ 32,198.00
Records Management	\$ 719.00
Coroner VISA	\$ 350.00
911 Fund	\$ 8,816.01
Internal Service Fund	\$ 468,566.77
Total Special Funds	\$ 742,227.40
Total Expenditures	\$2,550,817.87

Other Business:

Solicitor Mudd
Commissioner Qually
Commissioner Martin
Commissioner Phiel

Salary Board Meeting:

The Salary Board Meeting will be held following the Commissioners' Meeting.

Adjournment: