

**WEDNESDAY, JULY 10, 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; Molly R. Mudd, Solicitor; President Judge Michael A. George; Judge Thomas R. Campbell; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Danette Laughman, HR Assistant Director; Melissa Devlin, Budget & Purchasing Director; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Phil Walter, CIO; Daryl Crum, Tax Services Director; Sherri Clayton-Williams, Planning Director; Ellen Dayhoff, Rural Resources Manager; Warren Bladen, Department of Emergency Services Director; Sarah Finkey, CYS Administrator; Andrew Hansen, DES; Kristi Fields, Chief of Probation Services; Probation Services staff; Brooke Braham, IT Department (phone); News Reporter Vanessa Pellechio Sanders, *Gettysburg Times* and Deputy Chief Clerk Lisa Moreno-Woodward.

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the June 26, 2024 Commissioner's Meeting as presented.

Motion carried.

**Presentation:**

At this time Commissioner Phiel recognized Warren Bladen to say a few words to recognize the retirement of Andrew Hansen, 911 Telecommunicator Supervisor with the Adams County Department of Emergency Services, for his 36 years of service to the County. The Board of Commissioners thanked him for his service.

**Proclamation:**

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim July 21 -27, 2024 as **"PRETRIAL, PROBATION, AND PAROLE SUPERVISION WEEK"** in Adams County. Judge Thomas Campbell and Chief Kristi Fields both spoke regarding the dedicated Probation Services staff. The proclamation was presented to Chief Fields and staff.

Motion carried.

**Public Comment:**

No Public Comment was brought before the Board at this time.

**2024 Community Development Block Grant (CDBG) Public Hearing:**

Chairman Phiel opened the Public Hearing at 9:23 a.m. this date and announced this is the date and time to hold Public Hearing #1 on the 2024 Community Development Block Grant program. At this time Chairman Phiel recognized Sherri Clayton-Williams, Director of Planning and Development. Ms. Clayton-Williams noted this Public Hearing will allow citizens an opportunity to make their comments known regarding what types of eligible activities Adams County should apply for under the 2024 CDBG Program and to solicit citizen input on possible activities to be included in the application, as well as past performance. Ms. Clayton-Williams noted the CDBG allocation is \$317,474.

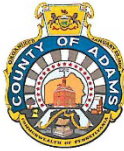
Chairman Phiel asked if there were any questions. Commissioner Qually asked if the Adams County Library would be able to apply for these funds? Ms. Clayton-Williams gave examples of what types of projects are eligible for funding. Any government or non-profit agency with an eligible project can contact Deanna Duvall, Grants Coordinator with any questions and can apply to the Adams County Office of Planning & Development for 2024 CDBG funding by Friday, July 26, 2024.

Chairman Phiel asked if there was any Public Comment to be received? The record shall show no public comment was received.

The Public Hearing ended at 9:30 a.m. this date.

**Treasurer:**

With recommendation from Treasurer Christine Redding, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the Agreement For Collection Of School Taxes with Littlestown Area School District. This Agreement provides that the County Treasurer will collect school taxes on behalf of Littlestown Area School due to a vacancy in the Germany Township tax collector office. The Agreement was approved by the School District on June 17, 2024, at a duly advertised public meeting. This Agreement is effective July 1, 2024 through June 30, 2025. It is further recommended that the Board adopt Resolution No. 11 of 2024, effectuating the Agreement as required by the Local Tax Collection Law 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

**RESOLUTION NO. 11 OF 2024**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
THE COUNTY OF ADAMS THAT THE COUNTY TREASURER  
COLLECT SCHOOL TAXES FOR LITTLESTOWN AREA  
SCHOOL DISTRICT**

**WHEREAS**, the Local Tax Collection Law, Public Law 1050 of 1945, as amended, codified at 72 P.S. § 5511.1, et seq., (the "Act") provides for the administration of duties for municipal tax collectors in the Commonwealth of Pennsylvania; and

**WHEREAS**, Littlestown Area School District ("School District") is a school district organized and existing pursuant to the laws of the Commonwealth of Pennsylvania and is a taxing district as defined in the Local Tax Collection Law; and

**WHEREAS**, the School District has determined it to be in the best interest of the School District to enter into an Agreement for the collection of taxes levied by the School District by the County Treasurer to fill a vacancy in the Germany Township Tax Collector Office, which is responsible for tax collection in the School District; and

**WHEREAS**, as authorized by Section 4b of the Local Tax Collection Law, 72 P.S. 5511.4b, the County and School District may enter into an Agreement for the collection of taxes levied by the School District by the County Treasurer under certain circumstances.

**WHEREAS**, the County and the School District wish to mutually acknowledge this assignment of responsibilities to the County Treasurer.

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

1. The Adams County Treasurer, Ms. Christine Redding, as assisted by her duly appointed and bonded staff, is appointed to collect all School District taxes from July 1<sup>st</sup>, 2024, through June 30<sup>th</sup>, 2025. Should a tax collector be duly elected in Germany Township prior to June 30<sup>th</sup>, 2025, any agreement with the County to collect taxes on behalf of the School District shall terminate at the time the German Township Tax Collector takes office.

2. This collection shall occur at the Adams County Courthouse, at the times and dates noted in the school district tax bills provided to real property owners within the School District, or at such other location as may be duly determined and advertised by the Adams County Treasurer.

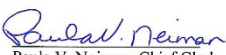
3. The Board of Commissioners of the County of Adams ("Board") hereby authorizes the County to enter into an agreement between the County of Adams and the School District, under the terms and conditions set forth in the agreement which is attached hereto as Exhibit "A," and incorporated herein by reference.

4. The Office of the Adams County Treasurer shall have the duties and responsibilities to bill and collect all school taxes due and owing in the School District, to properly manage all collected revenue, to pay over all collected taxes as required by statutes, laws and regulations, and to properly update all related tax duplicates and records.

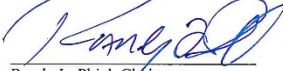
5. The agreement between the County and the School District shall continue through June 30<sup>th</sup>, 2025. Such tax collector duties shall then be undertaken by a duly elected Germany Township Tax Collector, or by such other successor as elected or appointed in accordance with the law.

**THIS RESOLUTION IS DULY ADOPTED ON** this 10<sup>th</sup> day of July 2024, at a duly advertised meeting of the Board of Commissioners of the County of Adams.


ATTEST

By:   
Paula V. Neiman, Chief Clerk

ADAMS COUNTY COMMISSIONERS

By:   
Randy L. Phiel, Chairman

By:   
James E. Martin, Vice-Chairman

By:   
Marty Karsteter Qually, Commissioner

Motion carried.

**Sheriff:**

With recommendation from Sheriff James Muller, 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 proposal from Cody Systems, of Pottstown, PA, for renewal of support and maintenance services and hosting of the Sheriff's Records Management System. The term of the contract is one (1) year, commencing on July 1, 2024 and terminating June 30, 2025. Total cost to the County is \$10,108.08.

Motion carried.

**Information Technology:**

With recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the Consent Form with Cisco Systems, Inc. This Consent Form authorizes the sharing of certain non-sensitive Cisco licensing information with EPLUS Technology, a reseller of technology solutions, for the purpose of obtaining an accurate quote for a VOIP system. The Consent Form is effective July 10, 2024, and may be revoked at any time by the County.

Motion carried.

**Children & Youth Services:**

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

- Fiscal Year 2024-2025 Agreements: Pennsylvania Comprehensive Behavioral Health Services, LLC; Pennsylvania Counseling Services, Inc.; Penn State Health Children's Hospital; White Deer Run LLC, dba Cove Prep; Children's Aid Society of Southern PA District Church of the Brethren; Franklin Family Services, Inc.; ~~Dan Worley, Esquire~~; Youth Advocate Program; Pinkney Vineyard of Faith Ministries; Diversified Treatment Alternative Center; Children's Choice, Inc.; New Foundations, Inc.; Adelphoi Village-In-Home; Bethany Home, Inc.; The Center for Youth & Community Development-Strengthening Families Program; The Center for Youth & Community Development-Integrated Children Service; Hugh S. Smith, Ph.D & Associates; Chad Shaeffer, Spirit & Associates Evaluation Services; Respective Solutions Group Center for Families; Children's Home of York; Catholic Charities of the Diocese of Harrisburg, PA

At this time, Solicitor Mudd requested the Board of Commissioners remove from the list of FY 2024-2025 Agreements the Dan Worley, Esquire agreement. The agreement will be submitted for approval, after her review, at the next Board of Commissioner's Meeting.

Mr. Martin moved, seconded by Mr. Phiel, to approve the Amended List of Fiscal Year 2024-2025 Agreements to omit the Dan Worley, Esq. agreement.

Motion carried with Commissioner Qually abstaining.

#### **Tax Services:**

Board Chairman Phiel recognized Director Daryl Crum, for a matter of record, announced per County Ordinance #3 of 2013, on an annual basis as of July 1, the Adams County Tax Services Department will calculate the Coefficient of Dispersion (COD) based upon sales which occurred in Adams County between January 1<sup>st</sup> and December 31<sup>st</sup> of the previous year. The 2023 COD is calculated at 12.79, which is well within the acceptable range as stated by the International Association of Assessing Officers (IAAO).

#### **Planning & Development:**

With recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the 3-Year Project Activity Completion Extension Request to be sent to the PA Department of Community & Economic Development ("DCED"). This Request seeks an extension of the completion date for the Biglerville Borough water main replacement project from July 28, 2024 to May 31, 2025 under Community Development Block Grant ("CDBG") Contract #C000080369 (FY 2020). The purpose of the request is to accommodate a recently-approved reallocation of certain 2020 CDBG grant funds towards the project by DCED.

Motion carried.

#### **Ag Land Preservation:**

With recommendation from Ellen Dayhoff, Rural Resource Coordinator, to approve the following:

- Mr. Martin moved, seconded by Mr. Qually, to approve the Sanders Agreement of Sale and Conservation Easement - This Agreement, made between the County, John E. Sanders, and the Commonwealth of Pennsylvania, provides for the purchase of an agricultural conservation easement of 28.05 acres located in Mt. Pleasant Township, Adams County for a total of \$83,308.50. Of that total purchase price, the County shall pay \$4,165.42 (5%), with the remainder to be paid for by the Commonwealth. This Agreement is effective as of the date last approved by the Commonwealth.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve the Roche Agreement of Sale and Conservation Easement - This Agreement, made between the County, Clay and Judith Roche, and the Commonwealth of Pennsylvania, provides for the purchase of an agricultural conservation easement of 15.44 acres located in Hamilton Township, Adams County for a total of \$38,325.68. Of that total purchase price, the County shall pay \$1,966.28 (5%), with the remainder to be paid for by the Commonwealth. This Agreement is effective as of the date last approved by the Commonwealth.

Motion carried.

**Building and Maintenance:**

With recommendation from Larry Steinour, 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 following from BFPE International, of York, PA:
  - Quote #20519 to replace a smoke detector with a heat detector in the kitchen at Mercy House. It is further recommended that the Board sign the Terms and Conditions between the County and BFPE. This Quote is effective July 10, 2024. Total cost to the County is \$614.00.
  - Quote for annual fire extinguisher inspection at the Adams County Adult Correctional Complex. This quote is effective July 10, 2024. Total cost to the County is \$442.00.

Motion carried.

**Commissioners:**

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

- Mr. Qually moved, seconded by Mr. Martin, to approve the Professional Services Agreement with Cornogg Appraisal Group. This Agreement provides an appraisal to determine the fair market value of a 4.3 acre lot owned by the County and located at Greenamyer Lane in Gettysburg (Tax Parcel 38H11-0040—000). The total cost of the appraisal is \$1,250.00, which will be paid for by the County and reimbursed by Adams Regional Emergency Medical Services (“AREMS”). This Agreement is effective July 10, 2024.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve the Memorandum of Understanding (MOU) with Adams Regional Emergency Medical Services (“AREMS”). This MOU provides that AREMS shall bear the costs of any appraisal, development, permitting, engineering, and zoning applications relating to the proposed development of a County-owned lot located at Greenamyer Lane in Gettysburg (Tax Parcel 38H11-0040—000). This MOU is effective July 10, 2024.

Motion carried.

**Personnel Report:**

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

Court:

- Separation of employment for Omar Rayo-Vazquez, Court Technical & Operations Analyst, effective July 12, 2024

- Probation Services  
Employment of Amber Mickley and Natalie Lunde-Socash, Probation Officers, effective July 22, 2024

Domestic Relations

- Status change for Leyda Hernandez, General Clerk, from fulltime 37.5 to Part time 30, Monday-Thursday, benefit eligible, effective July 15, 2024

Children & Youth Services:

- Employment of Amanda Torello and Nikki Keefer, Caseworkers I/Independent Living, effective July 8, 2024
- Margaret Cramer, Program Specialist, Pay Grade S-14, fulltime (40), benefit eligible, effective July 1, 2024.
- Promotion of Megan Perry-Costic from After Hours Caseworker Supervisor to Administrative Officer, effective July 15, 2024

Department of Emergency Services:

- Employment of Joy Barrena, Telecommunicator, effective July 8, 2024

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Janny Donfack, Malcolm Erb, effective July 15, 2024
- Promotion of Quincy Noland from Corrections Officer to Correctional Program Specialist, effective July 8, 2024

Separation of Employment with permission to post:

- Carla Lloyd, Office Manager, District Attorney’s Office, effective June 25, 2024
- Abbaccus Dokie Jr., Caseworker 1-Intake, Children & Youth Services, effective July 1, 2024
- David Cortes, Caseworker 1/Family Support, Children & Youth Services, effective July 2, 2024
- Corrections Officers: Alexis Gibson, effective June 24, 2024; Cassandra Pagan, effective July 3, 2024
- Rescind the offer of employment for Dustin Kline, Corrections Officer, effective June 18, 2024

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period June 24, 2024 through July 5, 2024:

General Fund – Operational	\$ 306,826.66
Payroll – Week #27	<u>\$ 1,076,503.21</u>
<b>Total General Fund</b>	<b>\$ 1,383,329.87</b>
Children & Youth Services	\$ 297,539.45
HazMat Fund	\$ 531.16
CDBG	\$ 3,584.00
Commissary Fund	\$ 26,049.61
Records Management	\$ 17,675.08
Capital Projects	\$ 163.65
911 Fund	\$ 20,172.63
Internal Service Fund	<u>\$ 232,534.98</u>
<b>Total Special Funds</b>	<b>\$ 598,250.56</b>
<b>Total Expenditures</b>	<b>\$ 1,981,580.43</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 9:58 a.m. this date.

Motion carried.

Respectfully submitted,



Lisa A. Moreno-Woodward  
Deputy Chief Clerk