

### **WEDNESDAY, APRIL 30, 2025:**

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; Sean A. Mott, First Assistant Solicitor; Steve Nevada, County Administrator; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Melissa Devlin, Budget & Purchasing Director; Phil Swope, Budget & Purchasing Assistant Director; Sarah Finkey, ACCYS Administrator; Phil Walter, CIO; Warren Bladen, Ellen Dayhoff, Rural Resources Manager; News Reporter Richard Franki, *The Gettysburg Times* and Chief Clerk Paula V. Neiman.

### **Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the April 16, 2025 Commissioners' Meeting Minutes as presented.

Motion carried.

### **Presentation:**

At this time Chairman Phiel recognized Chief Kristi Fields, Probation Services. She noted that Tim started his career with Adams County as a Juvenile Probation Officer in 2001, specifically as a school-based officer in the Littlestown School District. He fully embraced his role as a probation officer through his gentle yet firm supervision of the youth. Tim strived to teach and coach others to embrace the work we do as a probation officer but also to be human with those we serve. There were many youths and families that thanked Tim for his help, guidance, care and concern. Tim truly exemplifies the impact that a probation officer can have on those we serve. We all thank you for your 23 years of service to Adams County Probation Services.

### **Proclamations:**

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim May 4-10, 2025 as **"CORRECTIONS EMPLOYEE WEEK"** in Adams County. This proclamation was presented to Warden Katy Hileman and Staff Members.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim May 2025 as **"MOTORCYCLE SAFETY AWARENESS MONTH"** in Adams County. This proclamation was presented to Sonya Maulk and Bob LeGore from A.B.A.T.E.

Motion carried.

### **Public Comment:**

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

### **Court Administration:**

With recommendation from Court Administrator Donald Fennimore, 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 Quotes from Quality, a Pennsylvania Company, for new office furniture at Magistrate District Judge Tony Little's office:

- A Furniture Proposal for new office furniture manufactured by Global. This quote is made pursuant to PA Contract #4400025661. Total cost to the County is \$21,882.60.
- A Furniture Proposal for new office furniture manufactured by Evolve. This quote is made pursuant to PA Contract #4400025848. Total cost to the County is \$16,909.90.

- A Furniture Proposal for new office furniture manufactured by Hi5. Total cost to the County is \$4,016.00.
- A Proposal for Delivery and Installation of the above items by Quality. Total cost to the County is \$2,250.00.

It is further recommended that Commissioner Phiel sign the Purchase Order for the Global and Evolve products. These Quotes are all effective April 30, 2025. Total cost of the project is \$45,058.50. Of the total cost, \$7,343.65 is to be paid by the Court using Court discretionary funds, the balance is to be paid out of the General Fund.

Motion carried.

**Office of the Coroner:**

With recommendation from Coroner Francis Dutrow, 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 approve the invoice from Hopkins Software Solutions, of Commodore, PA, for renewal of the Coroner’s H.A.N.D. Notify Access. This software provides notification of hospice and nursing home deaths directly to the Coroner’s office. The term of the Agreement is one (1) year, commencing on March 1, 2025 and terminating on February 28, 2026. Total cost to the County is \$350.00.

Motion carried.

**Controller:**

With recommendation from Controller Tammy Myers, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board approve the Letter Agreement dated April 10, 2025, with Zelenkofske Axelrod, LLC (“ZA”) to extend audit services pursuant to the terms of the February 18, 2025, Letter of Engagement previously approved by the Board at the March 19, 2025, public meeting. This extension Letter Agreement provides that ZA will provide the County with financial and single audit services for the next three (3) fiscal years at the following rates: FY 2027 - \$79,435.00; FY 2026 - \$81,820.00; FY 2027 - \$84,275.00. The fees reflect a 3% yearly increase from the fees established in 2024. This Agreement is effective April 30, 2025.

Motion carried.

**Children & Youth Services:**

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

- 2024-2025 Benchmark Family Services
- 2025-2026 – Penn State Health Milton S. Hershey; DMP Group; Perseus House, Inc.; Merakey Pennsylvania; Chad Shaeffer-Spirit & Associates Evaluation Services

Motion carried.

**Tax Services:**

With recommendation from Susan Miller, Chief Assessor/Assistant Director, Mr. Qually moved, seconded by Mr. Martin, to approve the following:

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

- Parcel #12C11-0088-000 for a home on 28.58 acres located in Franklin Township. Note that 26.95 acres of this parcel is occupied by a third party/business and does not qualify for the exemption and will remain taxed.
- Parcel #04L11-0233-000 for a home on .65 acres located in Berwick Township

- Parcel #09F12-0073B-000 for a home on 2.24 acres located in Cumberland Township
- Parcel #43002-0033-000 for a home on .46 acres located in Carroll Valley Borough
- Parcel #16010-0274-000 for a home on .12 acres located in Gettysburg Borough, effective with the 2024 County/Municipal Taxes

Personal Tax Exemptions:

- The following have met the guidelines of County Policy: Scott Ackerman, Conewago Township; Tabbatha Haynes, Cumberland Township; Dean Rosser, Gettysburg Borough; Robert Goodman, Oxford Township; Charles Brouse, Straban Township

Motion carried.

**Information Technology:**

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

- Ratify the signature of Chairman Randy L. Phiel on the Letter of Authorization with etherFAX. This Letter of Authorization will allow etherFAX to coordinate the porting of the County's fax numbers to the new cloud-based FaxFinder Solution, which was approved by the Commissioners on April 16, 2025. This Letter of Authorization is effective April 17, 2025.
- Designate Chairman Randy L. Phiel to sign the Quote from the Central Susquehanna Intermediate Unit for renewal of the County's Cloud Hosted Web Application Firewall. This Quote is made pursuant to PEPPM Contract # 533902-046. It is further recommended that the Board designate Chairman Phiel to sign the Notice of Terms for the Subscription. The term of the Agreement is thirty-six (36) months, commencing on July 1, 2025 and terminating June 30, 2028. Total cost to the County is \$16,800.00 per year, for a total of \$50,400.00 over the entirety of the term.
- Designate Chairman Randy L. Phiel to sign the Quote from Sectri, LLC, of Allentown, PA. Sectri will provide a proprietary platform to track the County's National Institute of Standards and Technology ("NIST") Alignment Progress. It is further recommended that the Commissioners sign the Addendum to Sectri's Main Subscription Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one (1) year, commencing on June 5, 2025 and terminating June 4, 2026. Total cost to the County is \$9,995.00.
- Designate Chairman Randy L. Phiel to approve the Engagement Letter with Crowe, LLP, a Florida Company, for a subscription for managed cybersecurity services which includes quarterly check in and as-needed incident response triage support and subject matter expertise. The term of the Agreement is one (1) year, commencing on April 30, 2025 and terminating on April 29, 2026. The total cost to the County is \$20,400.00, which will be paid in monthly installments of \$1,700.00, with an hourly rate of \$285.00 for any additional services.
- Designate Chairman Randy L. Phiel to approve Quote No. 23309628 with ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Varonis products. The cloud-based Varonis subscription will give the County the ability to scan systems to determine where sensitive data is located. This Quote is made pursuant to PA State Contract #4400029260. It is further recommended that Chairman Phiel sign the Subscription Services Agreement with Varonis. The term of the subscription is three (3) years, commencing on April 30, 2025 and terminating April 29, 2028. Total cost to the County is \$149,961.48, to be paid in yearly installments of \$49,987.16.
- In coordination with Court Administrator Don Fennimore, Acting Security Director Benjamin Jones, Planning Director Sherri Clayton-Williams, and Emergency Services Director Warren Bladen, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve Quote No. 23312957 with ePlus Technology,

Inc., a Virginia Company which is an authorized reseller of Cisco products. This quote is for the renewal of the County's Meraki licenses, as follows:

- (700) Mobile device management licenses for County IT
- public wireless access point for Planning and Development
- public wireless access point for the Courts
- (2) public access points for the Department of Emergency Services
- camera license for Security

This Quote is made pursuant to Cooperative Purchasing Agreement US-PEPPM-PA. The term of the licenses is March 27, 2025 to March 26, 2026. Total cost to the County is \$20,005.68, with each Department to be allocated shared budgeted cost for the Meraki technology as itemized above.

Motion carried.

### **Planning & Development:**

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Mr. Martin moved, seconded by Mr. Qually, to approve and sign Amendment to the Subrecipient Agreement for Adams Response and Recovery Fund (ARRF) with Adams County Economic Development Alliance (ACEDA). This Amendment removes the reference to the federal obligation deadline, as the County does not seek to enforce this against Subrecipients. Further, it amends the scope of ACEDA's original project proposal under the October 4, 2023, Subrecipient Agreement which allocated \$323,100.00 for the creation of a revolving loan fund to support housing down payments for qualified Adams County Residents. The modified scope adjusts the program guidelines to increase the income limits to align with the Pennsylvania Housing Finance Agency Keystone Home Loan Program Maximum Purchase Price and Income Limits for Adams County, which is a part of Region 3. All other terms of the original Subrecipient Agreement, including the amount of grant funding, will remain the same. This Amendment is effective October 4, 2023.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve the 0% interest rate for a short-term installment purchase of an agricultural conservation easement on certain farmland owned by David and Fabienne Gladfelter located in Mt. Pleasant Township. The term of the installment purchase will not exceed five (5) years and will be a joint purchase by the Commonwealth of Pennsylvania and the County. The 0% interest rate is recommended by the Adams County Agricultural Land Preservation Board and is authorized under County guidelines and state regulations pursuant to the Agricultural Area Security law (7 Pa. Code 138e.104(b)).

Motion carried.

### **Department of Emergency Services:**

With recommendation from Warren Bladen, 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 Early Access Program Proposal from Carbyne, Inc., a New York Company. This Program offers the ability to test and evaluate new products and services Carbyne is in the process of developing. It is further recommended that the Commissioners sign the Addendum to the Early Access Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. The proposal is effective April 30, 2025. There is no additional cost to the County.

Motion carried.

### **Budget & Purchasing:**

With recommendation from Melissa Devlin, Director 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 Equipment Lease Agreement with Kyocera Document Solutions Mid Atlantic Inc., of York, PA, for twenty-three (23) new copiers and/or printers for various County Departments to replace those which are being decommissioned, as well as the execution letter. It is further recommended that Commissioner Phiel sign the Amendment to Equipment Lease Agreement, which incorporates the County's standard terms and conditions into the Agreement. Finally, it is recommended that Commissioner Phiel sign the Maintenance Agreement with Quality: a Kyocera Group Company, also of York, PA, for maintenance of the copiers. The term of the Agreements is sixty (60) months and shall commence upon delivery of the equipment. Total cost to the County is \$43,188.00 over the term of the lease, to be paid in monthly installments of \$719.80, plus printing fees as outlined in the Maintenance Agreement.

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 Proposal from McClure Company, of Harrisburg, PA, to replace two (2) rooftop HVAC units at the Department of Emergency Services Building. This proposal is being made pursuant to CoStars Contract #008-E23-1046. It is further recommended that the Commissioners sign the Addendum to the Terms and Conditions, which incorporates the County's standard terms into the Agreement. This Proposal is effective April 30, 2025. Total cost to the County is \$107,374.00.

Motion carried.

### **Adult Correctional Complex:**

With recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners ratify the signature of Chairman Randy L. Phiel on the Master Service Agreement with COEO Solutions, LLC, an Illinois company, to add a dedicated fax line for PrimeCare Medical, Inc., the ACACC's contracted health care provider. This Agreement is made pursuant to Costars Contract #003-E24-689. It is further recommended that the Commissioners ratify the signatures on 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 \$1,087.20, to be paid in monthly installments of \$30.20. This expense will be paid for out of the Inmate Commissary Fund.

Motion carried.

### **Commissioners:**

With recommendation from Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the

- Recommendation by County Administrator Steve Nevada, and after review by Solicitor Molly R. Mudd that the Board of Commissioners designate Chairman Randy L. Phiel to approve Quote #23316786 from ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Cisco products, for renewal of the Commissioners' Cisco Webex License. This License provides the Commissioners with a conference phone number with which they can telephonically host Public Meetings. The term of the License is one (1) year, commencing on June 21, 2025 and terminating June 20, 2026. Total cost to the County is \$188.56.

Motion carried.

**Personnel Report:**

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

Court:

- Note for matter of record the completion of the unpaid externships for Law Clerks Peter Clark, effective April 17, 2025 and Daryn Kent, effective April 24, 2025

Emergency Services:

- Promotion of Amanda Thoday from Telecommunicator to Assistant Supervisor, effective April 21, 2025.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Brandon McCauley, Colin Lockard, Merko Skupnick and Michael Baylor, effective May 5, 2025

Separation of Employment with permission to post:

- Elizabeth Winebrenner, Caseworker 3, amend separation date from June 11, 2025 to July 11, 2025
- Margaret Cramer, Program Specialist 1, Children & Youth Services, effective May 2, 2025
- Dustin Sites, Custodian/Maintenance Helper, effective April 24, 2025
- Corrections Officers: Markie Rogers, effective April 15, 2025; Cristal Perez Gomez, effective April 18, 2025; Kristen Wilson, effective May 1, 2025

Motion carried.

**Expenditures:**

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period April 14, 2025 through April 25, 2025:

General Fund	\$ 912,438.01
Payroll – Week #17	<u>\$ 1,152,941.52</u>
<b>Total General Fund</b>	<b>\$ 2,065,379.53</b>
Children & Youth Services	\$ 331,024.21
HazMat Fund	\$ 364.47
Commissary Fund	\$ 16,542.97
Records Management	\$ 2,836.00
Hotel Tax Fund	\$ 117,366.27
Human Services	\$ 1,644.50
Capital Project - Reserve	\$ 502,261.45
Capital Projects	\$ 287,177.00
911 Fund	\$ 33,088.11
Internal Service Fund	<u>\$ 254,308.55</u>
<b>Total Special Funds</b>	<b>\$1,546,613.53</b>
<b>Total Expenditures</b>	<b>\$3,611,993.06</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. Qally, to adjourn the Commissioner's Meeting at 10:07 a.m. this date.

Motion carried.

Respectfully submitted,

*Paula V. Neiman*

Paula V. Neiman  
Chief Clerk