

WEDNESDAY, APRIL 16, 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; Beverly Boyd, Prothonotary; Michele Miller, HR Director; Phil Swope, Budget & Purchasing Assistant Director; Todd Garrett, Budget Analyst II; Sherri Clayton Williams, Planning Director; Sarah Finkey, ACCYS Administrator; Angela Crouse, Elections/Voter Registration Director; Norma Carbaugh, Elections/Voter Registration Assistant Director; Phil Walter, CIO (phone); Lisa Lindsey and Aaron Zepp, Collaborating for Youth; Friends and Family of Nancy Stimer; Josh Fitting; News Reporter Elizabeth Mulewich, *The Gettysburg Times* and Deputy Chief Clerk Lisa A. Moreno-Woodward.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the April 2, 2025 Commissioners' Meeting Minutes as presented.

Motion carried.

Presentation:

Commissioner Phiel called upon Angie Crouse, Director of Elections/Voter Registration Office. Ms. Crouse proudly recognized Nancy Stimer for 46 years of exceptional service as an election poll worker for the County of Adams. Over the years, she has played a vital role in training numerous election judges and has always been ready to lend a hand. A Certificate of Recognition from the County and a Certificate of Recognition from Al Schmidt, Secretary of the Commonwealth, was presented to Ms. Stimer.

Proclamation:

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim April 26, 2025 as **"NATIONAL PRESCRIPTION DRUG TAKE BACK DAY"** in Adams County. This proclamation was presented to Lisa Lindsey and Aaron Zepp of Collaborating for Youth.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim April 13-19, 2025 as **"NATIONAL PUBLIC SAFETY TELECOMMUNICATOR'S WEEK"** in Adams County. This proclamation was presented to Warren Bladen, Director of the Department of Emergency Services and Adams County Telecommunicators.

Motion carried.

Public Comment:

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

District Attorney:

With recommendation from District Attorney Brian Sinnett, Mr. Qually moved, seconded by Mr. Martin, to approve the submission of the STOP Violence Against Women Grant (2024-VA-01/02/03-44102) Amendment #1 Project Modification Request to PA Commission on Crime & Delinquency. This Project Modification Request addresses personnel changes, including title changes and salary rate changes since the initial application, in the Adams County District Attorney's Office, PCAR and Safe Home.

Motion carried.

Children & Youth Services:

- With recommendation from Sarah Finkey, Administrator, Mr. Qually moved, seconded by Mr. Martin, to approve the 2025-2026 Purchase of Service Agreements with the following: Alternative Living Solutions; New Foundations; Hempfield Behavioral Health; Pennsylvania Comprehensive Behavioral Health; Bilingual Conexion; Pennsylvania Counseling Services; PivotStone; Commonwealth Clinical Group, Inc.

Motion carried.

- With recommendation from Sarah Finkey, Administrator, Mr. Martin moved, seconded by Mr. Phiel, to approve the 2025-2026 Purchase of Service Agreement with Hoffman Homes.

Motion carried. Commissioner Qually abstained.

Planning Department:

With recommendation from Sherri Clayton-Williams, Director, Mr. Qually moved, seconded by Mr. Martin, to approve the following appointments for the enforcement of the Adams County Zoning Ordinance as applied in Germany and Menallen Townships and assist in zoning enforcement for East Berlin Borough. The effective date for these appointments will be as long as the County Zoning Ordinance is necessary.

- Re-appointment of Robert Thaeler, Adams County Zoning Officer
- Assistant Zoning Officers – Andrew Merkel; Jenna Smith, Madyson Rosenberry; Miah Gresh; Aaron Ebner

Motion carried.

Act 137 Housing Committee:

With recommendation from Sherri Clayton-Williams, Director, on behalf of the Adams County Act 137 Housing Committee, and after review from Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve a grant from the Housing Trust Fund in the amount of \$250,000.00 to Luminest to support the construction of 40 affordable senior rental housing apartment units, veterans preferred, to be located on a parcel adjacent to Misty Ridge.

Motion carried.

Adams Response and Recovery Fund (ARRF):

- With recommendation by Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve Amendment #2 to the Subrecipient Agreement for Adams Response and Recovery Fund (ARRF) with South Central Community Action Programs (SCCAP). This Amendment amends the scope of SCCAP's original project proposal under the September 13, 2023, Subrecipient Agreement which allocated \$465,000 to add four units of affordable housing to the second floor of the building housing their homeless shelter. The modified scope provides for a commercial handicap inclined chairlift as the means of accessing the second-floor apartments, instead of an elevator. All other terms of the original Subrecipient Agreement, including the amount of grant funding, will remain the same. This Amendment is effective September 13, 2023.

Motion carried.

- With recommendation by Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Amendment to the Adams County Affordable Housing Trust Fund Agreement with SCCAP. This Amendment amends the scope of SCCAP's original Application under the June 12, 2024 Agreement, which allocated \$300,000 for their affordable housing project. The modified application provides for a commercial handicap inclined chairlift as the means of accessing the second-floor apartments, instead of

an elevator. All other terms of the original Agreement, including the amount of grant funding, will remain the same. This Amendment is effective June 12, 2024.

Motion carried.

Information Technology:

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

- Designate Chairman Randy L. Phiel to approve the quote from Exucom Systems, Inc., an Illinois company, for a FaxFinder Cloud annual subscription. FaxFinder provides the ability for all offices to securely and digitally send and receive faxes. It is further recommended that the Commissioners sign the Addendum to the Exucom and Faxfinder Hybrid and Full Cloud Terms of Service, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one year, commencing April 16, 2025 and terminating April 15, 2026. Total cost to the County is \$5,745.60.
- The Board of Commissioners designate Chairman Randy L. Phiel to sign the Web Enrollment Agreement with the County Commissioners Association of Pennsylvania (CCAP), which allows the County to leverage CCAP IT resources including website framework and training resources. The term of the Agreement is three (3) years, commencing April 16, 2025 and terminates April 15, 2028. Total cost to the County for year one is \$10,000.
- The Board of Commissioners sign Memorandums of Understanding with the following municipalities concerning Website services provided by County IT:
 - Abbottstown Borough
 - Arendtsville Borough
 - Bendersville Borough
 - Biglerville Borough
 - Bonneauville Borough
 - Butler Township
 - Cumberland Township
 - Freedom Township
 - Hamiltonban Township
 - Highland Township
 - Huntington Township
 - Liberty Township
 - Littlestown Borough
 - McSherrystown Borough
 - Mount Pleasant Township
 - Reading Township
 - Reading Township Municipal Authority
 - Tyrone Township

The terms of the MOUs commence on April 16, 2025 and terminate December 31, 2025.

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 approve the Project Modification Request related to PA Commission on Crime and Delinquency (PCCD) Subgrant # 41001 ("Transition to Recovery"). This Request seeks to reallocate \$91,691.00 of the total \$249,483.00 in PCCD grant funds anticipated to be used for the MAT LPN position, which position is now being funded through opioid settlement funds. Funding totaling \$91,691.00 earmarked for the MAT LPN will be reallocated to make the MAT Case Manager position full time; increase medication doses supported by the grant; provide MAT staff trainings; and to support individualized treatment planning. This Request is effective April 16, 2025, for the project period beginning January 1, 2024, through December 31, 2025.

Motion carried.

Human Resources:

With recommendation by Director Michele Miller, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board approve the following Agreements with Capital Blue Cross (CBC) and Capital Advantage Assurance Company:

- Administrative Services Only Group Contract – This Agreement provides that CBC will administer County health benefits and enrollment of members on behalf of the County. Administrative fees for years 2025 and 2026 are \$43.75 per contract per month for PPO and Rx, and vision is \$1 per contract per month. This Agreement is effective April 16, 2025 through December 31st, 2026.
- PPO Group Preferred Provider Benefits Booklet – This Agreement outlines the terms of coverage and benefits available to members of the PPO plan. This Agreement is effective for 2025.
- Rx Card Plan Benefits Booklet - This Agreement outlines the terms of coverage and benefits available to members related to prescription drugs. This Agreement is effective for 2025.
- Capital Blue Cross Vision Benefits Booklet - This Agreement outlines the terms of coverage and benefits available to members of the vision plan. This Agreement is effective for 2025.

Motion carried.

Commissioners:

- With recommendation from Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve the appointment of Commissioner James E. Martin to the Adams County Housing Authority Board of Directors for a four-year term, effective April 1, 2025 through March 31, 2029.

Motion carried.

- With recommendation from County Administrator Steve Nevada, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners review and approve the April 14, 2025 Application & Certificate for Payment #2 by Contractor The Efficiency Network for payment totaling \$85,453.20 for materials and installation of the solar array at the Human Services Building site.

Motion carried.

Personnel Report:

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

Clerk of Courts:

- Approve the employment of Maribel Alvarez Rico, Court Specialist 1, effective April 14, 2025, pending successful completion of all pre-employment requirements.

District Attorney:

- Approve Rose Seabrooks as an Unpaid Intern, effective May 12, 2025, pending successful completion of all pre-employment requirements.

Children & Youth Services:

- Approve Makenna Taylor as an Unpaid Intern, effective May 5, 2025 through January 30, 2026, pending successful completion of all pre-employment requirements.

Emergency Services:

- Employment of Yuliana Zuniga, Telecommunicator, effective April 7, 2025, pending successful completion of all pre-employment requirements.

Elections/Voter Registration:

- Employment of Nina Walter. General Clerk, Part time as Needed, effective April 14, 2025

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Travis Reifsnider, Jordan Jones, Hilda Negura and Quentin Green, Tristan Kuhn, effective May 5, 2025
- Employment of Reagan Rhoades, Correctional Program Specialist, effective May 5, 2025
- Rayton Walker, Correctional Program Specialist, effective April 21, 2025. Mr. Walker is being promoted from Corrections Officer.
- Aimee Rosenblatt, Sergeant, effective April 7, 2025. Sergeant Rosenblatt is being promoted from Corrections Officer.

Separation of Employment with permission to post:

- Corrections Officers: Christian Logue, effective March 31, 2025; Sharif Welton, effective April 1, 2025;

Motion carried.

Expenditures:

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period March 31, 2025 through April 11, 2025:

General Fund	\$ 410,300.73
Payroll – Week #15	<u>\$ 1,129,341.41</u>
Total General Fund	\$ 1,539,642.14
Children & Youth Services	\$ 150,965.83
Commissary Fund	\$ 506.50
Records Management	\$ 2,836.00
Act 137	\$ 8,031.22
Hotel Tax Fund	\$ 221,111.84
Human Services	\$ 1,633.00
Parks, Recs & Green Space Prgm	\$ 6,090.00
Capital Project	\$ 584.35
911 Fund	\$ 699,725.93
Internal Service Fund	<u>\$ 6,292.00</u>
Total Special Funds	\$1,097,776.67
Total Expenditures	\$2,637,418.81

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 9:57 a.m. this date.

Motion carried.

Respectfully submitted,



Lisa A. Moreno-Woodward
Deputy Chief Clerk