

WEDNESDAY, NOVEMBER 13, 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; Melissa Devlin, Director of Budget & Purchasing; Phil Swope, Assistant Director of Budget & Purchasing; Todd Garrett, Budget Analyst II; Daryl Drum, Tax Services Director; Sarah Finkey, ACCYS Administrator; Phil Walter, CIO (phone); News Reporter Vanessa Sanders, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the October 30, 2024 Commissioner's Meeting as presented.

Motion carried.

Public Comment:

No Public Comment was addressed to the Board at this time.

Court Administration:

With recommendation from Court Administrator Don Fennimore, and after review by the Solicitor's Office, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Lease Agreement with Reading Township. This Lease renews the existing lease of office space for Magisterial District Judge Little at the Reading Township Municipal Complex located at 50 Church Road, East Berlin, Adams County, at a rate of \$1,800.00 per month (\$21,600.00/year). The lease is effective January 1, 2025, for a two-year term.

Motion carried.

District Attorney:

With recommendation by District Attorney Brian Sinnett, and after review by the Solicitor's Office, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners sign the Addendum to the License and Maintenance Agreement with Corrections Development, Inc. (CDI), which extends the term of the Agreement to December 31, 2025. This Agreement provides twelve (12) user licenses for a criminal justice records management system for the District Attorney's Office. License fees have been paid for through a grant from the Pennsylvania District Attorneys Institute. Maintenance and support fees total \$5,430.00 to the County.

Motion carried.

Office of the Coroner:

With recommendation from Coroner Francis Dutrow 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 Forensic Pathology Associates/HNL Lab Medicine Service Agreement for forensic autopsy services, including anatomic and clinical pathology services. The Term of the Agreement is one (1) year, commencing on January 1, 2025 and terminating December 31, 2025. Routine forensic autopsy services are \$2,500.00, excluding specialized studies and ancillary services, which are further identified in the 2025 Forensic Autopsy Fee Schedule.

Motion carried.

Children & Youth Services:

With recommendation from Sarah Finkey, Administrator, Mr. Martin moved, seconded by Mr. Qually, to approve the Adoption Assistance Agreement between Adams County and C. & A.S. on behalf of M. J. soon to be known as M. JS. in the amount of \$1,216.67 per month.

Motion carried.

Building & Maintenance:

With recommendation from Director Larry Steinour, 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 Herbert, Rowland & Gubric, Inc. (HRG) to develop an Emergency Response Plan in the event that the water storage tank, which serves the Adams County Adult Correctional Complex and the Department of Emergency Services Building, needs to be taken offline. This Plan is required by the Pennsylvania Department of Environmental Protection. It is further recommended that the Commissioners sign the Addendum to the General Conditions, which incorporates the County's standard terms and conditions into the Agreement. This Proposal is effective November 13th, 2024. Total cost to the County is \$5,000.

Motion carried.

IT Department:

With recommendation from CIO Phil Walter, and after review by the Solicitor's Office, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve Quote #1027154 v1 from Link Computer Corporation. This Quote provides a 3-year renewal of 320 VMware vSphere Foundation eight (8) software licenses, which allows IT to manage the County's virtual server environment. In years 1 and 2, the price per license is \$129.00 (\$41,280.00/year). In year 3, the price per license is \$75.00 (\$24,000.00 for year 3). The total 3-year cost is \$106,560.00, the entirety of which will likely be paid for through IT's 2025 budget. This Quote is effective November 13, 2024.

Motion carried.

Tax Services:

- With recommendation from Daryl Crum, Director and after review by the Solicitor's Office, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Contract for County/Municipal Billing with Government Software Services, Inc. ("GSS"). This Agreement provides that GSS will prepare and mail annual real estate and per capita tax statements for the County at a rate of \$0.2495 per statement. This Agreement is effective November 13, 2024, for the tax year beginning January 1, 2025.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, sitting as the Board of Assessment Appeals and with the recommendation from Daryl Crum, Director, pursuant to the Pennsylvania Consolidated Assessment Law, (53 Pa. C.S. § 8844(f), certify the assessed value of real property, value of occupations and the number of persons subject to personal taxes as follows:

- Assessed Value of Real Property = \$10,167,554,600
- Value of Occupations = \$17,582,000
- Number of persons subject to personal taxes (per capita) = 77,997

Motion carried.

Human Resources:

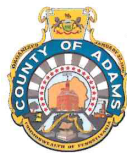
With recommendation from Michele Miller, Director and after review by the Solicitor’s Office, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Stop-Loss Proposal (No. 1718058-04) from Avalon Insurance Company. This Proposal will replace the current stop-loss provider, BCS Insurance Company, for the County’s employee medical insurance. Under the Proposal, Avalon will reimburse the County for individual claims that exceed \$175,000.00. Total estimated annual cost of claims and stop-loss is \$9,263,692.00, with a \$25,000.00 credit to be added towards the County’s ASO plan. This Proposal is effective November 13, 2024, with the stop-loss insurance taking effect on January 1, 2025, for a term of one (1) year.

Motion carried.

Adams County Adult Correctional Complex (ACACC):

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 following:

- Office of Detention Services Intergovernmental Agreement (“IGA”) with the U.S. Department of Justice, acting through the U.S. Marshals Service. This IGA replaces the prior October 1, 2019, IGA and provides an increase to the rates associated with housing and transporting federal inmates at the County jail. Under the IGA, the federal government will pay the County \$101.00 per diem per federal inmate (formerly \$80/day), and \$45.00 per hour for the guard/transportation rate (formerly \$32/hr). The General Assembly’s Local Government Commission approved the terms of this IGA on November 1, 2024, as required by the Intergovernmental Cooperation Authorities Act (53 Pa.C.S 2314). This IGA is effective November 13, 2024. It is further recommended that the Board approve Resolution #17 of 2024 as follows, effectuating the terms and conditions of the IGA, as required by the Act:



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. Pheil, James E. Martin, Marty Karsteter Qually
Chief Clerk: Paula V. Neiman | County Administrator: Steven A. Nevada
Solicitor: Molly R. Mudd, Esquire

RESOLUTION NO. 17 OF 2024

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF ADAMS THAT THE COUNTY ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE U.S. MARSHALS SERVICE.

WHEREAS, the Intergovernmental Cooperation Authority Act, 53 Pa.C.S. 2301 *et seq.*, provides the authority for local governments to enter into intergovernmental agreements with other state or federal government entities in the exercise or delegation of any function, power or responsibility; and

WHEREAS, the County of Adams previously entered into an intergovernmental agreement with the Department of Justice, acting through the U.S. Marshals Service, on October 1st, 2019, which provided certain rates to be paid by the U.S. Marshals Service to the County as reimbursement for the housing and transport of federal inmates in the County’s Adult Correctional Complex; and

WHEREAS, the rates under the prior intergovernmental agreement with the U.S. Marshals Service have since been renegotiated and a new intergovernmental agreement reflecting the new rates has been executed between the County and the U.S. Marshals Service.

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

1. The Board hereby authorizes the execution of the Office of Detention Services Intergovernmental Agreement (No. 67-07-0012) (“Agreement”), attached hereto and incorporated herein by reference to the same.
2. The Agreement provides that the Federal Government shall reimburse the County at a rate of \$101.00 per day per federal inmate housed in the County Adult Correctional Complex. The hourly

reimbursement rate for guards and transportation is set at \$45.00. Mileage shall be reimbursed by the Federal Government at the current General Services Administration (GSA) Federal Travel Regulation Mileage Rate.


3. Pursuant to the Intergovernmental Cooperation Authority Act, 53 Pa.C.S 2314, the County submitted this Agreement for review by the General Assembly's Local Government Commission, which approved the terms and conditions thereof on November 1st, 2024.

4. The Agreement is effective as of the date approved by the Federal Government.

THIS RESOLUTION IS DULY ADOPTED ON this 13th day of November, 2024, at a duly advertised meeting of the Board of Commissioners of the County of Adams.

ATTEST

ADAMS COUNTY COMMISSIONERS

By: 
Paula V. Neiman, Chief Clerk

By: 
Randy L. Phiel, Chairman

By: 
James E. Martin, Vice-Chairman

By: 
Marty Karsteter Qually, Commissioner

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:

- Food Services Agreement with Summit Food Services, LLC, a subsidiary of Elior North America. Summit's headquarters are located in Sioux Falls, SD. As a result of a duly advertised public bidding process, three (3) proposals were received and carefully reviewed by the County. Summit was determined to be the lowest responsible bidder, offering the County the lowest cost, thirty years of experience in correctional food service, and the highest quality in food and services. This Agreement augments Summit's base proposal with the addition of daily milk at breakfast, which will increase satisfaction for inmates. Despite this augmentation, Summit remains the lowest responsible bidder. The scope of Summit's services will include provision of meals to all inmates and staff; maintenance of the Adams County Adult Correctional Complex's kitchen facilities and supervision of inmate kitchen workers; enhancement of the Officer Dining Room, to include a grab-n-go market; and the Outside/Inside program, which allows family and friends of inmates to purchase premium meals for inmate consumption. The term of the contract is December 1, 2024 to November 30, 2027. For the first year of the Agreement, the County will be paying \$2.705 per inmate meal and \$2.950 per staff meal, plus a \$0.04 maintenance fee per meal. The price per year for years two and three may be increased based on the increase in the Bureau of Labor Statistics Consumer Price Index, all Urban Consumers (CPI-U).

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to designate Chairman Randy L. Phiel to sign the Pennsylvania Opioid Misuse and Addiction Abatement Trust (“Trust”) Certification Form for 2024. This annual certification certifies that the opioid settlement funds received by the County from the Trust will be used in a manner consistent with the eligible uses outlined in the opioid settlement agreements. This certification is effective November 13, 2024.

Motion carried.

Tentative Adoption of the 2025 Adams County Budget:

At this time Chairman Phiel thanked the staff for their hard work, which started in July and continues throughout the year, for the preparation of the 2025 Adams County Budget. He recognized Melissa Devlin, Director of Budget and Purchasing. Director Devlin presented a power point presentation with the following highlights:

- Total revenues, expenditures that are needed for the services that are provided to our citizens.
- Comparison of the revenues and expenditures from 2024 to 2025.
- A tax increase of 7/10 of a mill required to continue offering a satisfactory level of service to Adams County residents for the next 4 years. For the average Adams County residential property valued at \$217,300.00 will show an increase of \$12.68 per month.
- Capital Budget of \$2.9 million for – HSB solar panels; HVAC replacement units at the Emergency Services Building and Prison; 911 Microwave Radio/Tower Site Upgrades & Camera Equipment.

Director Devlin noted for public review the budget will be posted to the website by the end of today and a hard copy will be available in the Commissioner’s Office.

Chairman Phiel – this budget is looking ahead 4-years, not just the current year and we have the highest bond rating per our demographics. To help keep our budget under control, we have formed a fiscal financial governance management team consisting of the Treasurer, Budget, Controller and Commissioners Departments. As we all know, costs are skyrocketing for goods, services, etc. And where would we be without our services.

Commissioner Qually noted the importance of looking ahead to 4 years. We had a good process with tough decisions. The budget will be available for public inspection by the end of the day on the County website and a hard copy will be on the counter in the Commissioner’s Office. If anyone has issues, call the Commissioners so that we can help you understand the budget.

Commissioner Martin noted to keep costs down we did our best to end the rent cycle through the Human Services Building. The holding of federal inmates through the Marshall’s Services was completed in good time to help with revenue.

Mr. Qually moved, seconded by Mr. Martin, to approve to tentatively adopt the 2025 Adams County Budget as follows:

| <u>ALL FUNDS</u> | <u>REVENUES</u> | <u>EXPENDITURES</u> |
|---|------------------------|----------------------------|
| General Fund | \$66,789,834 | \$74,818,713 |
| Special Funds | \$15,006,343 | \$15,006,343 |
| Bridge Funds | \$ 1,233,688 | \$ 1,181,868 |
| <u>Hotel Tax Fund</u> | <u>\$ 3,052,500</u> | <u>\$ 3,052,500</u> |
| Subtotal | \$86,082,365 | \$94,059,424 |
| Reserves (Appropriated Fund Balance) | \$ 1,528,879 | -- |
| <u>Re-budget ARRF Projects</u> | <u>\$ 6,500,000</u> | <u>--</u> |
| TOTAL County Budget | \$94,111,244 | \$94,059,424 |

Motion carried.

Mr. Qually moved, seconded by Mr. Martin, to approve to tentatively adopt the 2025 Capital Budget in the amount of \$2,927,577.00.

Motion carried.

Personnel Report:

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

Court:

- Probation Services: Separation of employment for Marco Carbajal, Probation Officer, effective November 15, 2024.

Children & Youth Services:

- Employment of Nicole Billet, Caseworker 1-Intake, effective November 4, 2024 and Jessica M. Ford, Fiscal QA/Office Assistant, effective November 18, 2024.

Separation of Employment with permission to post:

- Gerard Lombardi, Lead Security Officer, effective November 22, 2024
- Zoe Luedtke, Office Assistant, Children & Youth Services, effective November 26, 2024
- Lacey Neikirk, Corrections Officer, effective November 12, 2024

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period October 28, 2024 through November 8, 2024:

| | |
|----------------------------|------------------------|
| General Fund – Operational | \$ 426,467.32 |
| Deb Service Payments | \$ |
| Payroll – Week #45 | <u>\$ 1,089,572.55</u> |
| Total General Fund | \$ 1,516,039.87 |
| | |
| Children & Youth Services | \$ 108,216.74 |
| Liquid Fuels | \$ 167,491.03 |
| HazMat Fund | \$ 728.00 |
| CDBG | \$ 14,160.00 |
| Commissary Fund | \$ - 569.71 |
| Records Management | \$ 1,438.00 |
| Human Services | \$ 1,656.00 |
| Capital Projects | \$ 38,446.60 |
| 911 Fund | \$ 17,591.23 |
| Internal Service Fund | \$ 717,388.66 |
| Unclaimed Money | <u>\$ 120.00</u> |
| Total Special Funds | \$1,066,666.55 |
| | |
| Total Expenditures | \$2,582,706.42 |

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 9:44 a.m. this date.

Motion carried.

Respectfully submitted,

Handwritten signature of Paula V. Neiman in blue ink.

Paula V. Neiman

Chief Clerk