

**WEDNESDAY, FEBRUARY 5, 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: Commissioner James E. Martin; Sean A. Mott, First Assistant Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Crissy Redding, Treasurer; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Melissa Devlin, Budget & Purchasing Director; Phil Swope, Budget & Purchasing Assistant Director; Daryl Crum, Tax Services Director; Warren Bladen, Department of Emergency Services Director; Kevin Miller, Chief Deputy Sheriff. Those participating by phone: Sarah Finkey, CYS Administrator; Phil Walter, CIO; Sherri Clayton-Williams, Planning Director; Lisa Angstadt, GIS Manager; News Reporter Michael Cooper-White, *Gettysburg Times* (phone) and Chief Clerk Paula V. Neiman.

**Minutes:**

Mr. Martin moved, seconded by Mr. Phiel, to approve the Minutes of the January 22, 2025 Commissioner’s Meeting as presented.

Motion carried.

**Proclamation:**

- Mr. Martin moved, seconded by Mr. Phiel, to adopt and proclaim February 1-8, 2025 as “**Court Reporting and Captioning Week**” in Adams County. This proclamation was presented to Court Reporters Corrie Ondrizek, Jen Nice and Karen Brown.

Motion carried.

**Public Comment:**

- Tammie Knight, Conewago Township Tax Collector, 179 Linden Avenue, Hanover, PA – Ms. Knight wanted to thank the Commissioners, on behalf of the Adams County Tax Collectors, for giving them the time to meet with the Board and discuss their compensation rates and being fair to all involved.

**Court Administration:**

With recommendation from Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the purchase of forty (40) annual subscriptions to Duolingo, a Pennsylvania Company. This Program will enable the Court to provide access to training in basic conversational Spanish for interested staff. Total cost to the County is \$2,671.60, which will be reimbursed to the County from Court funds.

Motion carried.

**Probation Services:**

With recommendation by Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve two (2) Enrollment Agreements with The Professional Leadership Academy, sponsored through the National Association of Counties (NACo). These Agreements provide one-week leadership trainings for four (4) Probation staff members, three (3) enrollments in “Leading on Purpose” and one (1) enrollment in “High Performance”). Total cost of enrollment for the Probation staff members is \$3,495.00. The Court will reimburse the County in full for the expense from court-controlled funds. These Agreements are effective February 5, 2025.

Motion carried.

### **Planning & Development:**

With recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the Affordable Housing Trust Fund Agreement with the Adams County Housing Authority. This Agreement grants \$70,000.00 from the County's Affordable Housing Trust Fund to the Housing Authority to assist with the continuing provision of affordable housing in the County upon notice of the U.S. Department of Housing and Urban Development temporary suspension of Affordable Housing Vouchers. This Agreement is effective February 5, 2025, for a one-year term.

Motion carried.

### **Children & Youth Services (CYS):**

With recommendation from Sarah Finkey, Administrator and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Change In Lease Terms Addendum To Residential Lease ("Amendment") with SAG Real Estate. This Amendment extends the current term of a Gettysburg area apartment lease used for CYS's Independent Living Program for a period of one (1) year beginning March 1, 2025 and ending February 28, 2026. In addition, the Amendment increases the monthly rent from \$1,260.00 per month to \$1,295.00 per month (\$15,540.00 per year). This Amendment is effective February 5, 2025.
- 2024-2025 Purchase of Service Agreement with Commonwealth Clinical Group, Inc.

Motion carried.

### **Tax Services:**

- With recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the CAMA Software Implementation Agreement with Vision Government Solutions, Inc. This Agreement provides necessary updates to the County's legacy computer-assisted mass appraisal ("CAMA") software. The implementation of the new Vision 8 CAMA software costs \$382,890.00. It is further recommended that the Board approve the CAMA Software Subscription Agreement, which provides licenses for 25 users for the Vision 8 Cama Software, at a rate of \$55,300.00 per year following implementation. These Agreements are effective February 5, 2025.

Motion carried.

- With recommendation from Susan Miller, Assistant Director/Chief Assessor, Mr. Martin moved, seconded by Mr. Phiel, to approve the Disabled Veterans Real Property Tax Exemption Certification for the following:
  - Parcel #35K12-0166 for a home on .58 acres located in Oxford Township, effective with the 2025 County/Municipal Taxes
  - Meeting the Guidelines of County Policy – approve the personal tax exemption for Marlene Mills-Smith and Joyce Connor, both of Oxford Township

Motion carried.

### **IT Department:**

With recommendation from CIO Phil Walter, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the quote from Link Computer Corporation, a Pennsylvania Company, for licensing of security software which will further build out a zero-trust architecture on County systems. This Quote is made pursuant to Carahsoft Government

Contract #343477385. Total cost to the County is \$14,568.00, which is accounted for in the 2025 IT budget.

Motion carried.

**Department of Emergency Services:**

With recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Federal Fiscal Year 2024 State Homeland Security Grant Program Agreement C950004782 between the Pennsylvania Emergency Management Agency (PEMA) and the South Central Pennsylvania Counter Terrorism Task Force (SCTF), of which Adams County is a member. This Agreement provides for a grant award of \$1,086,766.00 to support planning, training, preparedness, and response to acts of terrorism and other catastrophic events. The term of this Agreement is the date of last Commonwealth signature through December 29, 2027. The Period of Performance is September 1, 2024 through August 31, 2027. No County match is required.
- Intergovernmental Agreement For Talkgroups with the Pennsylvania State Police (PSP). This Agreement establishes a radio talkgroup between PSP and the County to promote situational awareness regarding PSP-involved incidents for the purpose of improving cooperation between PSP and the County 911 Center. There is no additional cost to the County. This Agreement is effective as of the date last signed by the Commonwealth for a term of twenty (20) years, unless terminated earlier by either party. It is further recommended that the Board approve Resolution #2 of 2025, which effectuates the terms of the aforementioned Agreement, as required by the Intergovernmental Cooperation Authority Act, 53 Pa.C.S. § 2301 *et seq.*

Motion carried.

**Victim Witness:**

With recommendation from Samantha Hoffman, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Subgrant Award Notification for the Awareness, Notification, and Restitution Grant (#44544) through the PA Commission on Crime and Delinquency (PCCD) for an award of \$83,347.00 in State funds. These funds will be used to support victim services, by providing necessary staff salaries and supplies. The project period is January 1, 2025 through December 31, 2025. No County match is required.

Motion carried.

**Adams County Adult Correctional Complex (ACACC):**

With recommendation by Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Ratify the signature of Chairman Randy L. Phiel on the Annual Service Agreement with Tek84, a California company. This Agreement covers all repair parts, labor, and shipping as needed; one (1) preventative maintenance visit; a software system review; and one (1) radiation safety survey of the ACACC's Intercept Whole Body Scanner. The term of the Agreement is one (1) year, commencing on January 24, 2025 and terminating January 23, 2026. Total cost to the County is \$11,225.00.
- Designate Chairman Randy L. Phiel to sign the quote from Governmentjobs.com, Inc., D/B/A NEOGOV, a California company, for renewal of the ACACC's PowerDMS and Power Ready software. PowerDMS is the ACACC's Policy Management Software, and allows the ACACC to provide documentation to the Pennsylvania Department of

Corrections for Title 37 Inspections. PowerReady is utilized in conjunction with the field training officer program for the on-the-job training portion of the Basic Training Academy. The term of the Agreement is one (1) year, commencing April 24, 2025 and terminating April 23, 2026. Total cost to the County is \$15,632.80.

Motion carried.

**Elections & Voter Registration:**

With recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners ratify the Election Integrity Grant Program Post-Election Report to be submitted to the PA Department of State. This Report details eligible expenditures for the Election Integrity Grant Program pursuant to Act 88 of 2022 and certifies the accuracy of such expenditures. Eligible expenditures for the 2024 General Election totaled \$255,197.07.

Motion carried.

**Adams County Industrial Development Authority (ACIDA):**

With recommendation from Robin Fitzpatrick, President, on behalf of the ACIDA Board of Directors, Mr. Martin moved, seconded by Mr. Phiel, to approve to re-appoint Ken Farabaugh to a five-year term on the ACIDA Board that will expire on December 31, 2029.

Motion carried.

**Adams County General Authority (ACGA):**

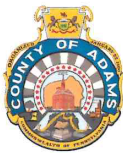
With recommendation from Robin Fitzpatrick, President, on behalf of the ACGA Board of Directors, Mr. Martin moved, seconded by Mr. Phiel, to approve to appoint Justin Hockley to a five-year term on the ACGA Board that will expire on December 31, 2029.

Motion carried.

**Commissioners:**

With recommendation by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Resolution #3 of 2025 – A Resolution of the County of Adams, Commonwealth of Pennsylvania, establishing and setting the rate of compensation for the collection of County Taxes for Fiscal Years 2026, 2027, 2028 and 2029 as follows:



# Office of the Adams County Commissioners

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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. 3 OF 2025

### A RESOLUTION OF THE COUNTY OF ADAMS, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING AND SETTING THE RATE OF COMPENSATION FOR THE COLLECTION OF COUNTY TAXES FOR FISCAL YEARS 2026, 2027, 2028 AND 2029

WHEREAS, the County of Adams ("County"), Pennsylvania, by the Adams County Board of Commissioners ("Board of Commissioners"), has a duty to establish and set rates related to the collection of taxes on behalf of the County, pursuant to the Local Tax Collection Law, Act of May 25, 1945, P.L. 1050, as amended. 72 P.S. § 5511.35 and 72 P.S. § 5511.36a; and

WHEREAS, the said Board of Commissioners desire to establish the tax collection rate for all tax collectors collecting tax on behalf of the County for the 2026, 2027, 2028, and 2029 County tax years, each ending December 31st of the respective years.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners, and it is hereby RESOLVED by authority of the same Board of Commissioners, as follows:

- Pursuant to and in accordance with the aforementioned provisions in the Local Tax Collection Law, as amended, 72 P.S. § 5511.35 and 72 P.S. § 5511.36a, tax collectors in the County shall receive compensation for the collection of each County per capita tax account collected at a rate of One Dollar and Eighty Five Cents (\$1.85) per account collected; and each County real property tax account collected at the rate of Two Dollars and Fifteen Cents (\$2.15) per account collected for the 2026, 2027, 2028 and 2029 County tax years.
- In addition to such stated compensation per account collected, tax collectors in the County shall also receive compensation for the collection of County taxes in the form of additional compensation in the following amounts: (a) for townships with up to 2,500 total bills, those being both real estate and per capita accounts, as of the November 13, 2024 certification, there shall be additional compensation of Four Hundred Sixty Five Dollars (\$465.00); (b) for townships with between 2,501 and 6,500 total bills, those being both real estate and per capita accounts, as of the November 13, 2024 certification, there shall be additional compensation of Five Hundred Fifty Dollars (\$550.00); and (c) for townships with 6,501 or greater total bills, those being both real estate and per capita accounts, as of the November 13, 2024 certification, there shall be additional compensation of Six Hundred Sixty Five Dollars (\$665.00).
- This compensation shall be for each of the four (4) years of the next proceeding term, which annual additional compensation shall be paid between May 1st and May 31st of each year, and such other tax account payments shall be paid as collections are deposited with the County Treasurer and processed.
- Additionally, tax collectors in the County shall be reimbursed by the County for the County's proportionate share of any statutorily required supplies or support. Further, the County shall reimburse its share of costs to mail late per capita and real estate tax notices at a rate of Five Cents (\$0.05) per notice. For a tax collector whose municipality does not charge a per capita and/or a real estate tax, a rate of Ten Cents (\$0.10) per notice for any notices for which the County's tax is the only tax charged.
- This Resolution shall be effective as of February 5, 2025, for the County fiscal years of 2026, 2027, 2028, and 2029.
- Any Resolution or any portion of Resolution or past action of the Board of Commissioners which is inconsistent with this present Resolution shall be and the same is hereby repealed.

This Resolution is executed this 5th day of February, 2025.

ATTEST

ADAMS COUNTY COMMISSIONERS

By: Paula V. Neiman  
Paula V. Neiman  
Chief Clerk

By: Randy L. Phiel  
Randy L. Phiel  
Chairman

By: James E. Martin  
James E. Martin  
Vice-Chairman

By: Not Present  
Marty Karsteter Qually  
Commissioner

**Personnel Report:**

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

District Attorney:

- Change the hours from a 40-hour work week to a 37.5-hour work week for Tammy Gida, Legal Assistant, effective December 30, 2024.
- Kristyan Gates-Clabaugh, Legal Assistant, effective February 10, 2025. Please note that Ms. Gates-Clabaugh is transferring from the Clerk of Courts Office.

Clerk of Courts:

- Promotion of Wendy Abplanalp from Deputy Clerk 2/New Case Clerk to Court Specialist 1, effective February 10, 2025 with permission to post the vacant Deputy Clerk2/New Case Clerk position.

Children & Youth Services:

- Promotion for Pamela Stinnett from Caseworker 1 to Caseworker 2, effective January 27, 2025.
- Employment of Charissa Woodward, Caseworker 1, effective February 3, 2025.

Veterans' Affairs:

- Employment of Michael Meehan, Veterans Service Officer, effective February 3, 2025.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Collin Smith and Mark Bauer, effective February 3, 2025

Separation of Employment with permission to post:

- Jeffery Prawdzik, Deputy First Class, Sheriff's Department, effective February 14, 2025
- Rescind the employment offer for Collin Smith, Corrections Officer, effective February 3, 2025

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Phiel, to approve the following expenditures for the period January 20, 2025 through January 31, 2025:

General Fund – Operational	\$ 1,133,163.50
Payroll – Week #05	<u>\$ 1,230,773.45</u>
<b>Total General Fund</b>	<b>\$ 2,363,936.95</b>
Children & Youth Services	\$ 427,129.88
Liquid Fuels	\$ 14,525.28
HazMat Fund	\$ 79.64
Commissary Fund	\$ 6,159.71
Act 137 (Affordable Housing)	\$ 111,213.20
Coroner VISA	\$ 50.00
Capital Projects	\$ 65.87
911 Fund	\$ 173,117.01
Internal Service Fund	<u>\$ 291,085.30</u>
<b>Total Special Funds</b>	<b>\$1,023,425.89</b>
<b>Total Expenditures</b>	<b>\$3,387,362.84</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. Phiel, to adjourn the Commissioner's Meeting at 9:45 a.m. this date.

Motion carried.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paula V. Neiman". The signature is written in a cursive style.

Paula V. Neiman  
Chief Clerk