

## **AGENDA, WEDNESDAY, JUNE 25, 2025:**

9:00 A.M. Convening of the Adams County Board of Commissioners' Meeting.

### **Pledge of Allegiance**

### **Minutes:**

Approve the June 11, 2025 Commissioners' Meeting Minutes as presented.

### **Public Comment:**

*Individuals may listen to the meeting or comment during the public comment portion of the agenda by calling **1-415-655-0001, 132-798-3497#**. Any comments related to the agenda or county business are limited to 5 minutes and the individual is to state their name and address prior to commenting.*

### **Maintenance Repairs of Forty County Bridges – Sealed Bids:**

Date and time advertised to receive and open sealed bids for the performance of maintenance repairs of 40 Adams County Bridges. Sealed bids were received via online on PennBid until 8:00 a.m. this date and now will be publicly read aloud.

### **Probation Services:**

Recommendation by Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Academic Internship Agreement with Indiana University of Pennsylvania (IUP), a Commonwealth Undergraduate Institution. This Agreement outlines the terms by which criminal justice students enrolled at IUP may participate in an unpaid internship with the County Department of Probation Services for academic credit. This Agreement is effective June 25, 2025.

### **Treasurer:**

Recommendation from Treasurer Christine Redding, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Order Form from OpenGov, Inc., a California company for renewal and maintenance of the Treasurer's Hotel Tax Program. It is further recommended that Commissioners sign the Master Services Agreement with OpenGov. The term of the Agreement is one (1) year, commencing on January 1, 2025 and terminating December 31, 2025. Total cost to the County is \$3,150.00.

### **Clerk of Courts:**

Recommendation from Clerk of Court Kelly Lawver, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the invoice from OCV, LLC, an Alabama company, for renewal of the Annual Support and Maintenance of the Clerk of Court's Mobile Application. The term of the Agreement is one (1) year, commencing August 1, 2025 and terminating July 31, 2026. Total cost to the County is \$5,995.00.

**District Attorney:**

Recommendation by District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Project Modification Request to the STOP Violence Against Women Grant for 2025-2027 (Subgrant No. 2024-V-01/02/03-44102). This Request seeks to decrease personnel expenditures by \$3,949.00 and training costs by \$242.00 for the purpose of reallocating those funds for employee benefits. The total grant fund amount of \$125,000.00 will not change. This Request is effective June 25, 2025.

**Children & Youth Services:**

Recommendation from Sarah Finkey, Administrator, to approve the following FY 2025-2026 Purchase of Service Agreements: Adelphoi Village Inc.; Drug & Alcohol Rehabilitation Services, Inc.; Bethany Home Inc. (Bethany Children's Home); Respective Solution Group-Families Unidas; Respective Solution Group-Incredible Years; Adams County Children's Advocacy Center; York County Youth Development Center; Memorandum of Understanding SWAN Legal Service Initiative; City Mission-Living Stones, Inc.

**Information Technology:**

Recommendation from CIO Phil Walter, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the following:

- Quote from TeamViewer, a German Company, for renewal of the County's TeamViewer licenses. The TeamViewer application allows IT staff to remotely view and manage technology issues happening on County and Court desktops, laptops, and tablets. The term of the agreement is July 8, 2025 through July 7, 2026. Total cost to the County is \$5,358.88.
- Agreements with Microsoft Corporation and CDW Government, LLC, ("CDW-G"), an authorized reseller of Microsoft products, made pursuant to a Master Pricing Agreement executed by the County Commissioners Association of Pennsylvania (CCAP) on September 23, 2020:
  - Microsoft Enterprise Update Statement verifying that there has been no increase in the number of required licenses for our Microsoft enrollment this year.
  - Microsoft Enterprise Update Statement verifying that there has been no increase in the number of required licenses for our SQL/Azure Server Enterprise enrollment this year.
- Agreement with CDW Government, LLC, ("CDW-G"), an authorized reseller of Microsoft products, made pursuant to a Master Pricing Agreement executed by the County Commissioners Association of Pennsylvania (CCAP) on September 23, 2020, for the County's second year of payments in a three-year term:
  - CDW-G SQL/Azure Server and Microsoft software Enterprise Quote - SQL Server/Azure licenses and various Microsoft product licenses (Office 365, Exchange, Windows, etc.) at a quoted price of \$228,706.77 annually. Effective

Information Technology cont'd:

July 1, 2024, for a 3-year term. Total cost to the County is \$228,706.77 reflecting the year-2 cost.

**Planning and Development:**

- Recommendation from Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Affordable Housing Trust Fund Agreement with Luminest, Inc. Pursuant to the award granted by the Board at the public meeting held on April 16, 2025, this Agreement provides Luminest with \$250,000.00 from the County's Affordable Housing Trust Fund for the purpose of constructing 40 affordable senior rental housing apartment units on Misty Ridge Road in Cumberland Township. This Agreement is effective June 25, 2025, and expires June 30, 2026.

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

Recommendation from Deana Duvall, Grants Coordinator and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Cooperation Agreement with the Borough of Gettysburg for FY 2024 Community Development Block Grant (CDBG) Program Administration. This Agreement provides that the County will administer the FY 2024 CDBG funds totaling \$127,011.00 on behalf of the Borough for the purpose of ensuring ADA-compliant sidewalks throughout the Borough. This Agreement is effective June 25, 2025.
- Cooperation Agreement with the Borough of Littlestown for FY 2024 Community Development Block Grant (CDBG) Program Administration. This Agreement provides that the County will administer CDBG funds totaling \$101,825.00 on behalf of the Borough for the purpose of ensuring ADA-compliant sidewalks throughout the Borough. This Agreement is effective June 25, 2025.

**Tax Services:**

- In accordance with the Consolidated County Assessment Law, public notice is provided that the Adams County Tax Services Department has completed the updating of the Adams County Tax Assessment Rolls to be effective July 1, 2025.
- For Matter of Record – 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 to determine whether to engage a reassessment task force. This year's COD is calculated at 12.57, which is well within the acceptable range as stated by the International Association of Assessing Officers.

**Office of Budget and Purchasing:**

Recommendation from Assistant Director Phillip Swope, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Open-End (Equity) Lease Rate Quote 8855971, which is made pursuant to the County's Master Equity Lease Agreement with Enterprise Fleet Management Trust, a Missouri Company. The Quote is for a Chrysler Voyager Passenger Van, which will be used by the Children and Youth Services Department. The term of the lease will be sixty (60) months. Total cost to the County, including maintenance and administrative fees, will be \$41,844.00.

**Public Defender's Office:**

Recommendation from Chief Public Defender Scott Harper, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Legal Nurse Consulting Agreement with Annette Sanders, a licensed nurse in PA. Ms. Sanders will provide medical consulting services to the Public Defender's Office related to the criminal case *Commonwealth v. Deatherage* (CP-01-CR-315-2025) at a rate of \$100.00/hour as needed. This Agreement is effective June 25, 2025.
- Consulting Agreement with Peter Mazari, M.D., Ph.D. This Agreement provides that Dr. Mazari will perform forensic pathology consulting services on behalf of the Public Defender's Office in connection with the criminal case docketed at *Commonwealth v. Deatherage*, CP-01-CR-315-2025, at a rate of \$500.00/hour as needed. This Agreement is effective June 25, 2025.

**Commissioners:**

Recommendation from Solicitor Molly R. Mudd that the Board of Commissioners approve Amendment 1 to the Professional Service Agreement with the County's engineering firm C.S. Davidson, Inc., dated April 28, 2004. The scope of this Amendment covers Phase I of a Feasibility Study of the County's polling places to assess compliance with the Americans with Disabilities Act (ADA) and provide an estimate for a more comprehensive study and remediation if necessary. Phase I will not exceed \$10,000.00. This Amendment is effective June 25, 2025. Fees are to be paid from Election Integrity Grant funds.

**Personnel Report:**

Courts:

- Domestic Relations – Separation of employment for Ernesto Fierro, Director, effective June 18, 2025 and Mary Churchey, General Clerk, effective July 18, 2025

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Personnel Report cont'd:

Employment Offers – pending successful completion of all required pre-employment screenings:

- Security – Adam Bradley, Security Officer, Part Time as Needed, effective June 23, 2025
- Children & Youth Services – Madison Kreitz, Caseworker 1-Intake, effective June 16, 2025

Promotions/Transfers:

- Children & Youth Services –
  - Promotion for Madison Kohler from Caseworker 2-Truancy to Caseworker 3-Screener, effective June 16, 2025
  - Promotion of Matia Foreman from Office Assistant Legal to Office Manager, effective June 16, 2025

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers – Brennan Moodie, effective June 4, 2025; Demetre Forney, effective June 30, 2025; Eric Turvin, effective July 7, 2025; Hansel Ortega, Carleigh Haugh, Angelica Lopez Aranda, David Schumacher, Eric Gibbons, effective July 14, 2025
  - Revised date of hire for Summer Connors, Correctional Program Specialist, from July 14, 2025 to June 16, 2025
  - Promotion of Wesley Garner from Corrections Officer to Lieutenant, effective June 9, 2025.
  - Change of status for Dakota Keefer from fulltime Corrections Officer to part time regular, effective June 6, 2025.
  - Revised date of hire for Summer Connors, Correctional Program Specialist, from June 16, 2025 to July 14, 2025

Separation of Employment with permission to post:

- Destiny Riley, Caseworker 3-Family Engagement, Children & Youth Services, effective July 3, 2025
- Melissa Luft, Office Assistant-IL, Children & Youth Services, effective July 8, 2025
- Wendy Abplanalp, Court Specialist 1, Clerk of Courts, effective June 26, 2025
- Raymond Schott, Systems Administrator, IT Department, effective June 30, 2025
- Deborah Morningstar, Assistant Voter Registration, effective June 18, 2025
- Revised date for Elizabeth Winebrenner, Caseworker III-Intake, from July 11 to July 1, 2025
- Revised date for Caitlyn Binderup, Deputy Clerk 3-Orphans Court, from June 12 to June 11, 2025

**Expenditures:**

Approve the following expenditures for the period June 9, 2025 through June 20, 2025:

General Fund	\$ 732,773.28
Payroll – Week #25	<u>\$ 1,093,323.87</u>
<b>Total General Fund</b>	<b>\$ 1,826,097.15</b>

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Expenditures cont'd:

Children & Youth Services	\$ 249,305.52
HazMat Fund	\$ 1,168.90
Commissary Fund	\$ 4,345.14
Coroner VISA	\$ 331.50
911 Fund	\$ 30,919.54
Internal Service Fund	\$ 651,505.73
<b>Total Special Funds</b>	<b>\$ 937,576.33</b>
<b>Total Expenditures</b>	<b>\$2,763,673.48</b>

**Other Business:**

Solicitor Mudd  
Commissioner Qually  
Commissioner Martin  
Commissioner Phiel

**Salary Board Meeting:**

The Salary Board Meeting will be held following the Commissioners' Meeting.

**Adjournment:**