

WEDNESDAY, JULY 9, 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; Steve Nevada, County Administrator; Lindsey Ringquist, Assistant Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Michele Miller, HR Director; Candi Clark, Court HR Generalist; Phil Swope, Assistant Director of Budget & Purchasing; Sarah Finkey, ACCYS Administrator. Those participating by phone: Phil Walter, CIO; Kristi Fields, Chief of Probation Services; News Reporter Richard Franki, *The Gettysburg Times* and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the June 25, 2025 Commissioners' Meeting Minutes as presented.

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, that the Board of Commissioners ratify the signature of Chairman Randy L. Phiel on the Quote from Cellebrite, a New Jersey Company, for renewal of the UFED 4PC Software License, used by the detectives in the DA's office. The term of the license is one (1) year, commencing on April 16, 2025 and terminating on April 15, 2026. Total cost to the County is \$10,200.00.

Motion carried.

Clerk of Courts:

With recommendation from Clerk of Courts Kelly Lawver, 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 proposal from GovOS, Inc., a Texas company, for renewal of the Clerk of Court's Records and Case Management Software and eFiling Solution. It is further recommended that the Board sign the Addendum to the Agreement for Records Management and Imaging System, which incorporates the County's standard terms and conditions into the Agreement. The Term of the Agreement is forty-two (42) months, commencing on June 1, 2025 and terminating November 30, 2028. The cost for a 6-month bridge term for the Case Management system only is \$7,612.50, Year 1 is \$28,525.85, Year 2 is \$29,381.62, and Year 3 is \$30,263.08, for a total cost to the County over the full term of \$95,783.05.

Motion carried.

Probation Services:

With recommendation from Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve Quote #251567 with Witmer Public Safety Group, Inc. The purpose of this Quote is to upgrade the existing firearms used by Probation Officers. This Quote provides 38 Glock 45 Gen5 firearms with accessories for a total price of \$27,363.14 after a trade-in credit of \$10,600.00. The Quote is made pursuant to the terms of NJ State Contract No. 17DPP00046, a cooperative purchasing agreement, and is made effective July 9, 2025.

Motion carried.

Children & Youth Services:

With recommendation from Sarah Finkey, Administrator, Mr. Martin moved, seconded by Mr. Qually, to approve the following FY 2025-2026 Purchase of Service Agreements: Pinkney's Vineyard of Faith Ministries; Catholic Charities of the Diocese of Harrisburg, PA Inc.; Roger Bruce Kelly and Diversified Treatment Alternative Center, LLC.

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, that the Board of Commissioners designate Chairman Randy L. Phiel to sign Quote #22349463 from ePlus Technology, Inc., a Virginia Company, for the renewal of the subscription for the PRTG application of 1000 sensors within the County network. The PRTG tool sends notifications to IT staff when there are problems or unusual metrics with network equipment. This quote is made pursuant to NCPA/Omnia contract #R200803. The term of the Agreement is July 21, 2025 through July 21, 2026. Total cost to the County is \$2,428.40.

Motion carried.

Tax Services:

With recommendation from Susan Miller, Assistant Director/Chief Assessor, Mr. Martin moved, seconded by Mr. Qually, to approve the following effective with the 2025-2026 School Taxes:

Disabled Veterans Real Property Tax Exemption Certifications:

- Parcel #06005-0011 for a home on .26 acres located in Bonneauville Borough
- Parcel #06004-0004 for a home on .34 acres located in Bonneauville Borough
- Parcel #43016-0110 for a home on 1.03 acres located in Carroll Valley Borough
- Parcel #43030-0068 for a home on 1.81 acres located in Carroll Valley Borough
- Parcel #08007-0131 for a home on .51 acres located in Conewago Township
- Parcel #35K12-0197 for a home on .46 acres located in Oxford Township

Personal Tax Exemptions:

Meeting the guidelines of County Policy for the following: Morgan Shoemaker, Littlestown Borough; Elnora Miley, Menallen Township; Shirley Thoman and Phyllis P. Kroupa, Oxford Township.

Motion carried.

Commissioners:

With recommendation from Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners ratify the signature of Chairman Randy L. Phiel on the Plan of Action for Adams County Bridge No. 108 (Lobaugh Road), which spans Bermudian Creek between Huntington and Tyrone Townships. The Plan of Action provides that the County will patch the asphalt over a pothole and then a concrete repair will occur this summer as part of the Adams County Bridge Maintenance Project. The Plan of Action is effective July 3, 2025.

Motion carried.

Personnel Report:

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

Court:

- Probation Services – Jordan Heeney, Probation Officer Intern, effective June 30, 2025 through August 1, 2025
- Sandy King, General Clerk, MDJ Little’s Office, effective July 14, 2025. Ms. King is transferring from the Administrative Assistant position in Probation Services.

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

- Children & Youth Services – Joanna King, Caseworker 2-Intake, effective July 14, 2025; Justin Perez, Caseworker 1-Family Support, effective July 21, 2025
- Sheriff’s Department:
 - Deputy First Class Jeffrey Prawdzik, effective June 23, 2025
 - Deputy First Class James Zettlemoyer, effective June 23, 2025
- Department of Emergency Services:
 - Andrea Helsley, Telecommunicator, effective July 7, 2025
- Security:
 - Note the return from an extended Military duty, and reinstate Mark Masemer as Security Director, effective July 7, 2025
 - Ben Jones, Lead Security Officer, effective July 7, 2025 which coincides with the completion of his time as the Interim Security Director.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers – William Baker, effective July 14, 2025; Andrew Voltattorni and Jayden Moore, effective August 4, 2025
- Note the revised date of hire for Summer Conners, Correctional Program Specialist from June 16 to July 14, 2025

Separation of Employment with permission to post:

- Revised date for Melissa Luft, Office Assistant – IL from July 8, 2025 to June 26, 2025
- Devin Denton, Security Officer, Part Time as needed, effective June 20, 2025
- Rescind the offer of employment to Madison Kreitz, Caseworker 1-Intake, effective July 14, 2025.
- Jameal Leath, Lieutenant, Adams County Adult Correctional Complex, effective July 10, 2025
- Correction Officers – Jordan Jones, effective June 12, 2025
- Revised Retirement date for Robert Swartz, Sergeant, from July 15, 2025 to June 16, 2025.
- Envie Peachlum, Correctional Program Specialist, effective July 13, 2025.

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period June 23, 2025 through July 4, 2025:

General Fund	\$ 569,429.82
Payroll – Week #27	<u>\$ 1,096,405.89</u>
Total General Fund	\$ 1,665,835.71
Children & Youth Services	\$ 289,257.95
Liquid Fuels	\$ 9,417.94
HazMat Fund	\$ 456.29
CDBG	\$ 317,775.00
Ag Land Funds	\$ 15,369.59
Commissary Fund	\$ 2,861.94
Records Management	\$ 2,836.00
Hotel Tax Fund	\$ 228,711.76
Human Services	\$ 1,684.75

Opioid Settlement	\$ 4,903.17
911 Fund	\$ 205,575.39
Internal Service Fund	<u>\$ 495,109.21</u>
Total Special Funds	\$1,573,958.99
Total Expenditures	\$3,239,794.70

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 9:13 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman

Paula V. Neiman
Chief Clerk