

WEDNESDAY, FEBRUARY 21, 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; Solicitor Molly R. Mott; Sean Mott, Steve Nevada, County Administrator; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Crissy Redding, Treasurer; Don Fennimore, Court Administrator; Michele Miller, HR Director; Candi Clark, Court HR Generalist; Phil Swope, Assistant Director of Budget & Purchasing; Todd Garrett, Budget Analyst II; Warden Katy Hileman; Deputy Warden Larry Snyder; Sherri Clayton-Williams, Planning Director; Deana Duvall, Grants Coordinator; Phil Walter, CIO (phone) and Sarah Finkey, CYS Administrator (phone). News Reporter Vanessa Pellechio Sanders, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the February 7, 2024 Commissioner's Meeting as presented.

Motion carried.

Presentation:

At this time Chairman Phiel recognized Warden Katy Hileman to present a plaque and card to Sergeant Cliff Houser, Adams County Adult Correctional Complex, in recognition of over 23 years of dedicated service to the County.

Public Comment:

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

Public Hearing – 2020 Community Development Block Grant Program Budget Modification:

Chairman Phiel opened the Public Hearing at 9:10 a.m. and announced this is the date and time advertised to accept public comment on the proposed budget modification for the 2020 Community Development Block Grant (CDBG) Program. At this time Chairman Phiel recognized Deana Duvall, Grants Coordinator. Ms. Duvall noted this request is to delete the Keystone Health Mobile Clinic for Migrant Farmworkers activity in the amount of \$228,423.00 and to apply these funds as an addition to the Biglerville Borough & Authority Water Main Replacement activity in the amount of \$228,423.00. This is a shifting of funds from one approved activity to another. If there are no questions or concerns from the Board and the Public, a recommendation will be made to the Board of Commissioners to approve the submission of the Budget Modification to the Department of Community & Economic Development.

Chairman Phiel asked the Board if they had any questions to this budget modification. Commissioner Qually asked why Keystone Health could not use these funds. Ms. Duvall responded Keystone Health realized they were not going to be able to complete the project within the guidelines of the CDBG program at this time. Chairman Phiel asked if there was any other public comment to be received. The record shall show no public comment was received.

The Public Hearing was closed at 9:13 a.m. this date.

2020 Community Development Block Grant Program Budget Modification:

With recommendation from Deana Duvall, Grants Coordinator, Mr. Qually moved, seconded by Mr. Martin to approve the submission to the Department of Community & Economic Development the Budget Modification reflecting the change from Keystone Health Mobile Clinic for Migrant Farmworkers to Biglerville Borough & Authority Water Main Replacement in the amount of \$228,423.00.

Motion carried.

Amendment to the Commissioners Agenda dated February 21, 2024:

Solicitor Mudd announced an amendment is needed to be made to this Agenda. There is a need for a second Public Hearing and recommendation to the Board of Commissioners for approval for submission of a Budget Modification to the Department of Community & Economic Development which was completely missed, due to an administrative error, on the original Commissioners Agenda. On behalf of Littletown Borough, we need to add a proposed Budget Modification to request to remove \$8,909.00 of the FY 2020 funds from the Littlestown ADA Curb Activity and apply it to the Littlestown Administration Activity along with approval for submission to the Department of Community & Economic Development. The second Public Hearing has been dully advertised in the *Gettysburg Times*, a newspaper of general circulation, on February 7, 2024. If the Board of Commissioners has no issues and there is no public concern with this amendment, I am requesting a vote from the Board to add this Public Hearing along with the recommendation for submission of the Budget Modification to the Department of Community & Economic Development, to the Commissioners Agenda dated February 21, 2024. Chairman Phiel asked if the Board has any issues with adding this to the agenda – neither Board member had any issues. He then asked if there is any public comment on adding this to the agenda – record shall show no public comment was received.

Mr. Martin moved, seconded by Mr. Qually to approve, and add Public Hearing #2 – 2020 Community Development Block Grant Program Budget Modification along with the recommendation for submission to the Department of Community & Economic Development.

Motion carried.

Solicitor Mudd noted an amended agenda will be posted to the Adams County Website and the Minutes will reflect the change.

Public Hearing #2 – 2020 Community Development Block Grant Program Budget Modification:

Chairman Phiel opened the second Public Hearing at 9:18 a.m. and announced this is the date and time that was advertised to accept public comment on the proposed budget modification for the 2020 Community Development Block Grant (CDBG) Program. At this time Chairman Phiel recognized Deana Duvall, Grants Coordinator. Ms. Duvall noted this request, on behalf of Littlestown Borough, is to move \$8,909.00 of the FY 2020 funds from the Littlestown ADA Curb Activity and add the \$8,909.00 to the Littlestown Administration Activity. If there are no questions or concerns from the Board and the Public, a recommendation will be made to the Board of Commissioners to approve the submission of the Budget Modification to the Department of Community & Economic Development.

Chairman Phiel asked the Board if they had any questions to this budget modification. No questions or concerns was asked by the Board. Chairman Phiel asked if there was any public comment to be received. The record shall show no public comment was received.

The Public Hearing was closed at 9:21 a.m. this date.

2020 Community Development Block Grant Program Budget Modification:

With recommendation from Deana Duvall, Grants Coordinator, Mr. Qually moved, seconded by Mr. Martin to approve the submission to the Department of Community & Economic Development the Budget Modification reflecting the move of \$8,909.00 from the Littlestown ADA Curb Activity to the Littlestown Administration Activity in the amount of \$8,909.00.

Motion carried.

Adams County Community Broadband Advisory Task Force:

At this time a presentation by staff of the Adams County Community Broadband Advisory Task Force was held. Brady Rodgers, Director of Business Outreach with Economic Alliance, announced an advertised public hearing was held on Thursday, February 8, 2024, at the office of Economic Alliance to accept comment from eligible applicants for the COVID-19 ARPA Capital Projects Funds Multi-Purpose Community Facilities Program and members of the public. There were two (2) applications presented – the Adams County Library System and the Adams County Center for Youth and Community Development (CYCD). Harlan Lawson, Project Manager with GMS, reviewed both applications and noted they met the guidelines of the COVID-19 ARPA Capital Projects Funds Multi-Purpose Community Facilities Program. CYCD will be serving the population in the northern part of the county where there is the need for various services, Justice/Equity, Health Access, Education and Workforce preparation, to the underserved population. After both presentations and review of the applications, the Adams County Community Broadband Advisory Task Force elected to support the Center for Youth and Community Development.

Solicitor Mudd announced this is a Multi-Purpose Community Facilities Program Grant Program (hereinafter, “the Facilities Grant”), a grant funded by the Coronavirus Capital Projects Fund established under the American Rescue Plan Act as a \$45 million competitive grant program for community projects that construct, acquire, or improve facilities which are open to the public and will directly enable work, education, and health monitoring at the facility.

Following this public hearing held by the Task Force for entities interested in pursuing Facilities Grant funding, and with recommendation from Solicitor Molly R. Mudd, along with the recommendation of the Task Force, Mr. Martin moved, seconded by Mr. Qually, that a Letter of Support be issued in support of the application of the Center for Youth and Community Development (hereinafter, “CYCD”).

Motion carried.

Court Administration:

With recommendation from Don Fennimore, Court Administrator 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 Co-terminous Addendum to Lease Agreement 500-50255170, originally approved on May 5, 2021, with Cisco Systems Capital Corporation. This Addendum provides for video conferencing equipment for the Courtroom at the Human Services Building. The Addendum is made pursuant to CoStars contract Nos. 003-E22-583 and 006-E22-223. The term of the Lease is thirty-three (33) months, commencing on acceptance of the equipment. Total cost to the County is \$24,706.19, to be paid in three installments of \$8,235.40.

Motion carried.

District Attorney:

With recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the Equitable Sharing Agreement and Certification with the Federal Departments of Treasury and Justice. This Agreement certifies that the District Attorney’s Office received no federal forfeiture funds for fiscal year 2023 and provides terms and conditions relating to receipt and use of any such funds in fiscal year 2024. This Agreement and Certification is effective February 21, 2024.

Motion carried.

Coroner:

With recommendation from Coroner Francis Dutrow, 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 following:

- General Service Proposal #151885 from Overhead Doors, of Lewisberry, PA. Overhead Doors will perform annual general service and preventative maintenance on the rolling door located at the Coroner's Office. The term of the Agreement is two (2) years, commencing on February 21, 2024 and ending on February 20, 2026. The yearly cost to the County is \$325.00, for a total of \$650.00 over the term of the Agreement.
- Hopkins Software Solutions of Commodore, PA, for renewal of the Coroner's H.A.N.D. Notify Access. This software provides notification of Hospice and Nursing Home deaths directly to the Coroner's office. It is further recommended that the Board sign Addendum No. 2 to the End User Licensing Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one (1) year, commencing on March 1, 2024 and terminating on February 28, 2025. Total cost to the County is \$350.00.

Motion carried.

Treasurer:

With recommendation from Treasurer Crissy Redding, Mr. Martin moved, seconded by Mr. Qually, to approve and sign the following:

- ACNB Bank Corporate Authorization Resolutions to confirm Controller Tammy Myers as an authorized signatory for Adams County Accounts: XXX6665, XXX3239, XXX5485, XXX8991, XXX3993, XXX3611, XXX3638, XXX3689, XXX3022, XXX2536, XXX3638 and XXX9901. To initiate and/or confirming wire transfers and/or ACH's accounts XXXX6932, XXXX3611 and XXXX5485.

Motion carried.

- After review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, to approve the following Agreements with Adams County National Bank ("ACNB"):
 - Master Agreement for Treasury Management Services – This Agreement provides the general terms and conditions related to the use of banking services by the County, including online banking, ACH services, wire transfers, and check positive pay. This Agreement is effective February 21, 2024.
 - Addendum to Master Agreement for Treasury Management Services – This Addendum modifies the Master Agreement to include standard County terms and conditions. This Addendum is effective February 21, 2024.
 - Appendix V and Remote Deposit Application – This Appendix adds an expedited check deposit service which enables the County to make deposits from its business offices. This Appendix is subject to the terms and conditions of the Master Agreement. This Appendix is effective February 21, 2024. It is further recommended that the Board approve the Remote Deposit Application required to effectuate the service outlined in Appendix V.

Motion carried.

- After review by Solicitor Molly R. Mudd, to approve the Agreements and Resolutions related to the collection of municipal and county taxes in the boroughs of Abbottstown, Arendtsville, and Bendersville:
 - Abbottstown Borough – Mr. Qually moved, seconded by Mr. Martin, to approve the Agreement for Collection of Municipal and County Taxes with Abbottstown Borough, which provides that the County Treasurer will be

responsible for the collection of 2024 and 2025 municipal and county taxes on behalf of Abbottstown Borough due to a continued vacancy in the borough tax collector office. This Agreement is effective February 21, 2024 through December 31, 2025. It is further suggested that the Board approve Resolution No. 1 of 2024, reflecting the same as follows:

RESOLUTION NO. 1 OF 2024

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE COUNTY OF ADAMS THAT THE COUNTY
TREASURER COLLECT COUNTY AND MUNICIPAL
TAXES FOR THE BOROUGH OF ABBOTTSTOWN**

WHEREAS, the Local Tax Collection Law, Public Law 1050 of 1945, as amended, codified at 72 P.S. § 5511.1, et seq., (the “Act”) provides for the administration of duties for municipal tax collectors in the Commonwealth of Pennsylvania; and

WHEREAS, there exists a vacancy in the Abbottstown Borough Tax Collector office, which has neither been filled by election nor by the Borough’s efforts to appoint an interim tax collector; and

WHEREAS, the Abbottstown Borough Council has resolved to enter into an agreement with the County for the collection of municipal and county taxes, as evidenced by Borough Resolution 2024-04; and

WHEREAS, the Adams County Board of Commissioners, by action taken this date, have directed the County Treasurer, Ms. Christine Redding, to collect municipal and county taxes due and owing in Abbottstown Borough, pursuant to 72 P.S. § 5511.4d(a), due to a vacancy in the position of the Abbottstown Borough Tax Collector; and

WHEREAS, the County Treasurer may collect the taxes for the local municipality when a vacancy exists in the office of local tax collector, the County Treasurer has been appointed or directed by the Board of County Commissioners to collect County taxes in that municipality, and an agreement is made between the governing body of the local municipality and the Board of County Commissioners providing that the County Treasurer undertake such collection for the municipality, 72 P.S. § 5511.4d(a); and

WHEREAS, the County and Abbottstown Borough wish to mutually acknowledge this assignment of responsibilities to the County Treasurer.

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

1. The Adams County Treasurer, Ms. Christine Redding, as assisted by her duly appointed and bonded staff, is appointed to collect all municipal and county taxes due and owing through December 31, 2025, in the Borough of Abbottstown.
2. This collection shall occur at the Adams County Courthouse, at the times and dates noted in the municipal and county tax bills provided to Abbottstown Borough real property owners, or

WHEREAS, the Local Tax Collection Law, Public Law 1050 of 1945, as amended, codified at 72 P.S. § 5511.1, et seq., (the “Act”) provides for the administration of duties for municipal tax collectors in the Commonwealth of Pennsylvania; and

WHEREAS, there exists a vacancy in the Arendtsville Borough Tax Collector office, which has neither been filled by election nor by the Borough’s efforts to appoint an interim tax collector; and

WHEREAS, the Arendtsville Borough Council has resolved to enter into an agreement with the County for the collection of municipal and county taxes, as evidenced by Borough Resolution 2024-1; and

WHEREAS, the Adams County Board of Commissioners, by action taken this date, have directed the County Treasurer, Ms. Christine Redding, to collect municipal and county taxes due and owing in Arendtsville Borough, pursuant to 72 P.S. § 5511.4d(a), due to a vacancy in the position of the Arendtsville Borough Tax Collector; and

WHEREAS, the County Treasurer may collect the taxes for the local municipality when a vacancy exists in the office of local tax collector, the County Treasurer has been appointed or directed by the Board of County Commissioners to collect County taxes in that municipality, and an agreement is made between the governing body of the local municipality and the Board of County Commissioners providing that the County Treasurer undertake such collection for the municipality, 72 P.S. § 5511.4d(a); and

WHEREAS, the County and Arendtsville Borough wish to mutually acknowledge this assignment of responsibilities to the County Treasurer.

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

1. The Adams County Treasurer, Ms. Christine Redding, as assisted by her duly appointed and bonded staff, is appointed to collect all municipal and county taxes due and owing through December 31, 2025, in the Borough of Arendtsville.
2. This collection shall occur at the Adams County Courthouse, at the times and dates noted in the municipal and county tax bills provided to Arendtsville Borough real property owners, or at such other location as may be duly determined and advertised by the Adams County Treasurer.
3. The Board of Commissioners of the County of Adams (“Board”) hereby authorizes the County to enter into an agreement between the County of Adams and the Borough of Arendtsville, under the terms and conditions set forth in the agreement which is attached hereto as Exhibit “A,” and incorporated herein by reference.
4. The Office of the Adams County Treasurer shall have the duties and responsibilities to bill and collect all municipal and county taxes due and owing in the Borough of Arendtsville, to

properly manage all collected revenue, to pay over all collected taxes as required by statutes, laws and regulations, and to properly update all related tax duplicates and records.

5. The agreement between the County of Adams and the Borough of Arendtsville shall continue through the end of the 2025 calendar year, that being December 31, 2025. Such tax collector duties shall then be undertaken by a duly elected Arendtsville Tax Collector, who will be elected in the 2025 Municipal Election, and who shall take office January 1, 2026, or by such other successor as elected or appointed in accordance with the law.

THIS RESOLUTION IS DULY ADOPTED ON this 21st day of February 2024, at a duly advertised meeting of the Board of Commissioners of the County of Adams.

ATTEST

ADAMS COUNTY COMMISSIONERS

By: /s/
Paula V. Neiman, Chief Clerk

By: /s/
Randy L. Phiel, Chairman

By: /s/
James E. Martin, Vice-Chairman

By: /s/
Marty Karsteter Qually, Commissioner

Motion carried.

- Bendersville Borough – Mr. Martin moved, seconded by Mr. Qually, to approve the Agreement for Collection of Municipal and County Taxes with Bendersville Borough, which provides that the County Treasurer will be responsible for the collection of 2024 and 2025 municipal and county taxes on behalf of Bendersville Borough due to a continued vacancy in the borough tax collector office. This Agreement is effective February 21, 2024 through December 31, 2025. It is further suggested that the Board approve Resolution No. 3 of 2024, reflecting the same as follows:

RESOLUTION NO. 3 OF 2024

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE COUNTY OF ADAMS THAT THE COUNTY
TREASURER COLLECT COUNTY AND MUNICIPAL
TAXES FOR THE BOROUGH OF BENDERSVILLE**

WHEREAS, the Local Tax Collection Law, Public Law 1050 of 1945, as amended, codified at 72 P.S. § 5511.1, et seq., (the “Act”) provides for the administration of duties for municipal tax collectors in the Commonwealth of Pennsylvania; and

WHEREAS, there exists a vacancy in the Bendersville Borough Tax Collector office, which has neither been filled by election nor by the Borough’s efforts to appoint an interim tax collector; and

WHEREAS, the Bendersville Borough Council has resolved to enter into an agreement with the County for the collection of municipal and county taxes, as evidenced by Borough Resolution 2024-1; and

WHEREAS, the Adams County Board of Commissioners, by action taken this date, have directed the County Treasurer, Ms. Christine Redding, to collect municipal and county taxes due and owing in Bendersville Borough, pursuant to 72 P.S. § 5511.4d(a), due to a vacancy in the position of the Bendersville Borough Tax Collector; and

WHEREAS, the County Treasurer may collect the taxes for the local municipality when a vacancy exists in the office of local tax collector, the County Treasurer has been appointed or directed by the Board of County Commissioners to collect County taxes in that municipality, and an agreement is made between the governing body of the local municipality and the Board of County Commissioners providing that the County Treasurer undertake such collection for the municipality, 72 P.S. § 5511.4d(a); and

WHEREAS, the County and Bendersville Borough wish to mutually acknowledge this assignment of responsibilities to the County Treasurer.

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

1. The Adams County Treasurer, Ms. Christine Redding, as assisted by her duly appointed and bonded staff, is appointed to collect all municipal and county taxes due and owing through December 31, 2025, in the Borough of Bendersville.
2. This collection shall occur at the Adams County Courthouse, at the times and dates noted in the municipal and county tax bills provided to Bendersville Borough real property owners, or at such other location as may be duly determined and advertised by the Adams County Treasurer.
3. The Board of Commissioners of the County of Adams (“Board”) hereby authorizes the County to enter into an agreement between the County of Adams and the Borough of Bendersville, under the terms and conditions set forth in the agreement which is attached hereto as Exhibit “A,” and incorporated herein by reference.
4. The Office of the Adams County Treasurer shall have the duties and responsibilities to bill and collect all municipal and county taxes due and owing in the Borough of Bendersville, to properly manage all collected revenue, to pay over all collected taxes as required by statutes, laws and regulations, and to properly update all related tax duplicates and records.
5. The agreement between the County of Adams and the Borough of Bendersville shall continue through the end of the 2025 calendar year, that being December 31, 2025. Such tax collector duties shall then be undertaken by a duly elected Bendersville Tax Collector, who will be elected in the 2025 Municipal Election, and who shall take office January 1, 2026, or by such other successor as elected or appointed in accordance with the law.

THIS RESOLUTION IS DULY ADOPTED ON this 21st day of February 2024, at a duly advertised meeting of the Board of Commissioners of the County of Adams.

ATTEST

ADAMS COUNTY COMMISSIONERS

By: /s/
Paula V. Neiman, Chief Clerk

By: /s/
Randy L. Phiel, Chairman

By: /s/
James E. Martin, Vice-Chairman

By: /s/
Marty Karsteter Qually, Commissioner

Motion carried.

Children & Youth Services:

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

- Amendment to Purchase of Service Agreement with Pressley Ridge, a Pennsylvania non-profit. This Amendment modifies the Purchase of Service Agreement of June 6, 2023, to include therapeutic supervised visitation services at a rate of \$87.89 per hour. This Amendment is effective February 21, 2024, and terminates upon expiration of the Purchase of Service Agreement on June 30, 2024.

- Agreements with Avanco International, Inc.:
 - AFCARS Upgrade and Maintenance Agreement – This Agreement provides that Avanco will provide regular upgrades and maintenance to the federal Adoption and Foster Care Analysis and Reporting System (“AFCARS”), which provides data on children in foster care who have been adopted with title IV-E agency involvement through the Child Accounting and Profile System (“CAPS”) used by the County. The cost of the upgrades is \$220,000.00, distributed among the 56 counties using CAPS. Total cost to the County is \$2,481.61. This Agreement is effective January 1, 2024, through June 30, 2024.
 - HIPAA Business Associate Agreement – This Agreement outlines the relative responsibilities under HIPAA between the County and Avanco regarding the handling of protected health information. This Agreement is effective February 21, 2024.
 - Consulting Services Addendum To CAPS Service Provider Agreement - This Addendum amends the Master CAPS Service Provider Agreement for Fiscal Year 2023-2024 to include consulting services as needed, not to exceed \$30,000.00 annually. This Agreement is effective February 21, 2024.
 - CWIS Maintenance Agreement FY23-24 – This Agreement provides that Avanco will conduct regular maintenance and upgrades to the PA Child Welfare Information System (“CWIS”) for fiscal year 2023-2024. The cost of the maintenance and upgrades is \$350,000.00, distributed among the 56 counties using CAPS. Total cost to the County is \$3,948.01. This Agreement is effective February 21, 2024.
 - CAPS Service Provider Agreement – This Agreement provides access to the Child Accounting and Profile System (“CAPS”) to 65 County users at a rate of \$36,196.28 per year (\$9,049.07 quarterly). This Agreement is effective July 1, 2023 through June 30, 2024.

Motion carried.

Planning Department:

With recommendation from Sherri Clayton-Williams, Director, Mr. Martin moved, seconded by Mr. Qually, to approve the following for the Adams County Act 137 Housing Committee:

- Resignation of Alan Fleckner, effective February 21, 2024
- Appointment of Stacey Rice, @Home in Adams County Coordinator, to fill the remainder of the term of Alan Fleckner that will expire on December 31, 2025

Motion carried.

- After review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the proposal from GeographIT, a Lancaster, PA company, for Professional GIS Support Services. The term of the Agreement is one (1) year, commencing on January 1, 2024 and terminating on December 31, 2024. The County will be billed on a time and material basis, with a not-to-exceed amount of \$5,000.00.

Motion carried.

Agricultural Land Preservation Board:

With recommendation by Ellen Dayhoff, Rural Resource Manager, Mr. Martin moved, seconded by Mr. Qually, to approve and re-appoint the following Adams County Agricultural & Land Preservation Board Members and Reorganization:

- Ben Mearns, George Taughinbaugh and George Weikert – Citizen Board Members for another 3-year term
- Re-appoint Craig Yingling as Chairman, appoint Dave Wenk as Vice-Chairman and to appoint Staff in the following capacities: Ellen Dayhoff, Treasurer, LeighAnn Abraham, Secretary, Mark Clowney, Assistant Secretary

Motion carried.

Public Defender:

With recommendation from Public Defender Scott Harper, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Professional Services Agreement with Kristin L. Rice, Esquire. This Agreement provides that Ms. Rice will serve as co-defense counsel with Mr. Harper in the criminal case of *Commonwealth v. Bartram* (Docket No. CP-01-CR-1472-2023) at a rate of \$100.00/hour. This Agreement is effective February 21, 2024, and shall continue for the duration of the criminal matter.

Motion carried.

Information Technology:

With recommendation by CIO Phil Walter, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the invoice from SR Business Systems, Inc., a Connecticut company, for the County's Annual DocStar Software Maintenance and DocStar Advanced Support. It is further recommended that the Commissioners sign the Terms and Conditions with SR Business Systems. The term of this Agreement is one (1) year, commencing January 1, 2024 and terminating December 31, 2024. Total cost to the County is \$39,435.20.

Motion carried.

Human Resources:

With recommendation from Michele Miller, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Adams County Compensation Plan for Children & Youth Services employees effective January 1, 2024, for submission to the Pennsylvania Department of Human Services (DHS), in conformance with the equitable compensation principles of the Federal Merit Hire System codified at 5 C.F.R. Section 900.601-900.605 and Title II of the Federal Office of Personnel Management regulations and Title II of the Intergovernmental Personnel Act of 1970, as amended, relating to federally required merit personnel systems in State and Local Agencies. The County Compensation Plan is submitted yearly pursuant to DHS' Policy and Fiscal Regulations for Merit Systems in County Children & Youth Agencies.

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:

- Ratify receipt and approval of the Pennsylvania Commission on Crime & Delinquency ("PCCD") ACACC COVID-19 Mitigation Project Subgrant Award Notification Number 2022-DM-01-40934 totaling \$103,516.00 received in grant funding, including federal funds.
- Residential Substance Abuse Treatment ("RSAT") Subgrant Award between the Pennsylvania Commission on Crime and Delinquency ("PCCD") and Adams County. This Agreement provides for a grant award of \$165,745.00, to be used to expand the ACACC's Transition to Recovery Program, which provides Medically-Assisted Treatment ("MAT") to residents of the ACACC. The project period for the Agreement is January 1, 2024 to December 31, 2025. The total award amount is \$187,112.00, with the County contributing \$21,367.00 as a match, which will be provided from the ACACC's Commissary fund.

Motion carried.

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

- Quotes from PROAC Corporation, a Pennsylvania company:
 - Quote 220013334NSP for once yearly proactive HVAC maintenance of the dryer ductwork, including cleaning of approximately 375 feet of the duct system by a certified technician.
 - Quote 230013335NSP for once yearly maintenance of the kitchen exhaust system, including cleaning of exhaust hoods, fans, and ductwork.

It is further recommended that the Board sign the Terms and Conditions. The period of performance for this Agreement is February 21, 2024 through December 1, 2025. Total cost to the County is \$19,495.00, with \$9,454.00 to be paid in 2024 and \$10,041.00 to be paid in 2025.

Motion carried.

- 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 PREA Auditing Services Agreement with Corrections Consulting Services, LLC ("CCS"). Under this Agreement, CCS will provide an audit of the Adult Correctional Complex as required by the Prison Rape Elimination Act of

2003 (“PREA”) and pursuant to the guidelines established by the US Department of Justice. The audit will cost \$6,495.00. This Agreement is effective February 21, 2024.

Motion carried.

Department of Emergency Services:

With recommendation by Director Warren Bladen, 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 Quotation #1023946 from Link Computer Corporation, a Pennsylvania company, for renewal of the software maintenance and hardware support for the Nimble Storage Appliance, which is used to run the Computer Aided Dispatch system. This quote is made pursuant to CoStars Contract No. 003-E22-583. The term of the Agreement is one (1) year, commencing on January 19, 2024 and terminating January 18, 2025. Total cost to the County is \$2,518.00.

Motion carried.

Commissioners:

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

- Amended and Restated Easement between the County and Columbia Gas of Pennsylvania, Inc. of Canonsburg as follows:
 - Amended and Restated Easement Agreement pertaining to the pipeline and appurtenances located in Straban Township, Granite Station Road for a Pipeline Easement and Access Easement to construct, operate, maintain and repair pipeline(s) and service line(s) and connections for transporting natural gas and associated products;
 - Supplemental Agreement, Job Order No. 23-0249096-00—Adams County (“Straban Township Project”).

Motion carried.

- With recommendation from Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve and sign the Memorandum of Understanding with the American Federation of State, County, and Municipal Employees, AFL-CIO, District Council 89 (hereinafter, “AFSCME”) placing the Correctional Program Specialist position in the Transition to Success Program within the bargaining unit currently represented by AFSCME, effective February 21, 2024.

Motion carried.

- With recommendation by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners grant permission to advertise the following two proposed Ordinances in accordance with County Code Section 509:
 - Ordinance No. 2 of 2024 – An Ordinance providing tax exemption relief for the assessed valuation of improvements to certain deteriorated properties totaling approximately 221 acres of vacant land along Oxford Avenue in Conewago Township, Adams County, as authorized by the Local Economic Revitalization Tax Act (“LERTA”). The local taxing authorities previously determined these properties to qualify under LERTA after public comment and hearing, and have adopted Resolutions authorizing tax exemption; and
 - Ordinance No. 3 of 2024 - An Ordinance providing tax exemption relief for the assessed valuation of improvements to certain deteriorated properties totaling approximately 30 acres of vacant land along Carlisle Pike in Berwick Township, Adams County, as authorized by the Local Economic Revitalization Tax Act (“LERTA”). The local taxing authorities have previously determined

these properties to qualify under LERTA after public comment and hearing and have adopted Resolutions authorizing tax exemption.

Motion carried.

Personnel Report:

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

Courts:

- Probation Services: Promotion of Marissa Plummer from Probation Officer to Director, effective February 12, 2024; Employment of Probation Officers Marco Carbajal and Paige Mumma, effective February 20, 2024
- Employment of Melanie Laughman, Part time Regular MDJ General Clerk, Tuesday thru Thursday, effective February 13, 2024
- MDJ Snyder's Office: Note the Separation of Employment for Kimberly Jacoby, General Clerk, effective February 27, 2024

Children & Youth Services:

Employment of the following pending successful completion of all pre-employment requirements, effective February 20, 2024: Mikaela Shelton, Program Specialist-Mentoring and Kirsten Lambert, Caseworker 1-Family Support.

Planning Department:

Employment of Madyson Rosenberry, Community Planner, effective February 20, 2024.

Veterans Affairs:

Employment of Jessica Allmon, Veteran Service Officer, pending successful completion of all pre-employment requirements, effective February 20, 2024.

Security:

Employment of John Gajda, Part Time Regular Security Officer, pending successful completion of all pre-employment requirements, effective February 26, 2024.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Imoro Abdul Latif, Sharon Gladfelter, Tiffany French, effective March 4, 2024

Separation of Employment with permission to post:

- Retirement of Keith Weaver, Maintenance Tech 2, effective January 26, 2024
- Retirement of Cliff Houser, Sergeant, Adams County Adult Correctional Complex, effective February 23, 2024
- Retirement of Darlene Resh, 4-H Youth Development Coordinator, effective March 4, 2024
- Retirement of B. Sordon, First Deputy, Prothonotary Office, effective March 29, 2024
- Alexander Hackney, Children & Youth Emergency Caseworker 3, effective February 29, 2024
- Christian DeFilippo, Assistant Public Defender, effective March 22, 2024
- Amend the separation date for Lizset Diaz-Reyes, Caseworker 2, Children & Youth, from February 16 to February 23, 2024
- Rescind offer of employment for Mikaela Shelton, Program Specialist-Mentoring, Children & Youth Services, effective February 20, 2024
- Rescind offer of employment for Kristen Lambert, Caseworker 1-Family Support, Children & Youth Services, effective February 20, 2024
- Rescind offer of employment for John Gajda, Part Time as Needed Security Officer, effective February 26, 2024
- Rescind offer of employment for Aaron Wright, Corrections Officer, effective March 4, 2024

Motion carried.

Expenditures:

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period February 5, 2023 through February 16, 2024:

General Fund Total	\$ 1,585,433.74
General Fund	\$ 508,283.63
Payroll – Week #7	\$ 1,077,150.11
Children & Youth Services	\$ 121,596.18
Liquid Fuels	\$ 17,741.58
HazMat Fund	\$ 8,122.44
CDBG	\$ 4,914.90
Commissary Fund	\$ 3,052.70
Hotel Tax Fund	\$ 171,197.86
Coroner VISA	\$ 50.00
Human Services	\$ 1,644.50
911 Fund	\$ 31,990.67
Internal Service Fund	\$ 424,750.16

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 10:01 a.m. this date.

Motion carried.

Respectfully submitted,



Paula V. Neiman
Chief Clerk