

WEDNESDAY, MARCH 20, 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; Molly R. Mudd, Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Michele Miller, HR Director; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Melissa Devlin, Budget & Purchasing Director; Phil Swope, Budget & Purchasing Assistant Director; Sherri Clayton-Williams, Planning Director; Deana Duvall, Grants Coordinator; Ellen Dayhoff, Rural Resources Director; Phil Walter, CIO (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 March 6, 2024 Commissioner’s Meeting as presented.

Motion carried.

Presentation:

The Adams County Controller’s Office qualified for the Government Finance Officers Association’s (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the Annual Comprehensive Financial Report for the fiscal year ending December 31, 2022. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. This was presented by Controller Tammy Myers, who noted this is the 6th consecutive year, to Deputy Controller Beth Cissel. Ms. Cissel accepted this on behalf of the Staff of the Controller’s Department. Ms. Cissel thanked her Staff, the Office of Budget/Purchasing and the other Departments who assisted. Chairman Phiel thanked everyone for a job well done.

Public Comment:

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

Court Administration:

With recommendation by Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following two (2) Agreements with Pye-Barker Fire & Safety, LLC:

- Proposal 138654-5-0 – This Agreement provides four (4) security cameras and accessories for the purpose of upgrading the camera systems at Magisterial District Justice Little’s office at 40 Church Road, East Berlin. The cameras comply with the security requirements outlined in the National Defense Authorization Act (“NDAA”). Total cost of all hardware and installation is \$2,955.76 with an annual maintenance fee of \$300.00. This Agreement is effective March 20, 2024. Hardware and installation costs and year 1 maintenance fees will be reimbursed to the County using AOPC grant funding, there is no County match. Maintenance fees beyond Year 1 will be budgeted and paid out of the general fund.
- Proposal 138501-5-0 – This Agreement provides four (4) security cameras, a monitor, and accessories for the purpose of upgrading the camera systems at Magisterial District Justice Snyder’s office at 45D West Hanover Street, Bonneauville. The cameras comply with the security requirements outlined in the National Defense Authorization Act (“NDAA”). Total cost of all hardware and installation is \$3,710.45 with an annual maintenance fee of \$300.00. This Agreement is effective March 20, 2024. Hardware and installation costs and year 1 maintenance fees will be reimbursed to the County using AOPC grant funding, there is no County

match. Maintenance fees beyond Year 1 will be budgeted and paid out of the general fund.

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 sign the Statement of Work with Language Line Services, Inc., a California company, for on-demand telephone interpretation services. It is further recommended that Chairman Phiel sign the Master Service Agreement with Language Line. The term of the Agreement is three (3) years, commencing March 20, 2024 and terminating March 19, 2027. The County will be charged \$1.85 per minute for Spanish phone translation and \$2.00 per minute for all other languages.

Motion carried.

Children and Youth Services:

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

- Mr. Qually moved, seconded by Mr. Martin to approve and sign the Adoption Assistant Agreements (3) for P. & M.R. on behalf of:
 - K.E. soon to be known as C.R.R. in the amount of \$1,354.45/month
 - S.M. soon to be known as C.E.R. in the amount of \$1,354.45/month
 - J.J.M. soon to be known as C.H.R. in the amount of \$2,036.70/month

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve and sign the Memorandum of Understanding and Transportation Procedure Plans for the educational agencies outlined below. These MOUs and Plans, effective March 20, 2024, establish transportation procedures between the County and the following educational agencies to ensure educational stability for juveniles placed in foster care, as required by the Every Student Succeeds Act of 2015:
 - Bermudian Springs School District
 - Fairfield School District
 - Gettysburg School District
 - Upper Adams School District
 - Vida Charter School
 - Gettysburg Montessori Charter School
 - Conewago Valley School District

Motion carried.

IT Department:

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

- Designate Chairman Randy L. Phiel to sign the Agreement with B.E.S.T. Service, Inc., a Dallas, PA company, for renewal of the Formax Hard Drive Shredder Service Agreement. The Formax hard drive shredder provides a safe and efficient way to properly destroy various types of hard drives. It is further recommended that the Commissioners sign the Addendum to the Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is April 19, 2024 to April 18, 2025. Total cost to the County is \$1,096.00.

- In coordination with Court Administrator Don Fennimore, Security Director Mark Masemer, Planning Director Sherri Clayton-Williams, and Emergency Services Director Warren Bladen, that the Board of Commissioners designate Chairman Randy L. Phiel to approve Quote No. 23120180 with ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Cisco products. This quote is for the renewal of the County’s Meraki licenses, as follows:
 - (700) Mobile device management licenses for County IT
 - public wireless access point for Planning and Development
 - public wireless access point for the Courts
 - (2) public access points for the Department of Emergency Services
 - (2) camera licenses for Security

This Quote is made pursuant to Costars Contract No. 006-E22-218. The term of the licenses is March 27, 2024 to March 26, 2025. Total cost to the County is \$16,838.45.

Motion carried.

Planning Department:

Mr. Martin moved, seconded by Mr. Qually, to approve the following:

- Recommendation from Sherri Clayton-Williams, Director, in coordination with Tax Services Director Daryl Crum and Department of Emergency Services (“DES”) Director Warren Bladen, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote from Environmental Systems Research Institute, Inc. (“ESRI”), a California Company, for the license renewals and maintenance of the County’s ArcGIS Mapping software. The terms of the licenses begin on April 2, 2024 and terminate on April 1, 2025. The cost for Planning is \$18,870.00, the cost for Tax Services is \$6,258.00, and the cost for DES is \$2,188.00, for a total cost to the County of \$27,316.00.
- In coordination with Tax Services Director Daryl Crum, and after review by Solicitor Molly R. Mudd, that the Board of Commissioner designate Chairman Randy L. Phiel to sign the Full Service Maintenance Contracts with Print-o-Stat, of York, PA, for maintenance of the Planning Department’s and Tax Services’ Hewlett Packard Plotter machines. The terms of the Agreements are one year, commencing on April 28, 2024 and terminating April 27, 2025. Total cost to the County is \$2,452.00, to be shared equally between Planning and Tax Services.

Motion carried.

- With recommendation from Deana Duvall, Grants Coordinator, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following:
 - Adopt “Section 504 Grievance Procedures” to be incorporated into the Planning Office policy documents. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.
 - Adopt Resolution No. 7 of 2024 – Fair Housing Resolution as required by the Department of Community & Economic Development for non-discrimination on the basis of disability as follows:



**FAIR HOUSING RESOLUTION
RESOLUTION NO. 7 OF 2024**

LET IT BE KNOWN TO ALL PERSONS of the County of Adams, Borough of Gettysburg, and the Borough of Littlestown that discrimination in the sale, rental, leasing, financing of housing or land to

be used for construction of housing, or in the provision of brokerage services, because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act) and the Pennsylvania Human Relations Act extends this prohibition of discrimination to the additional protected classes of age, ancestry, use of guide or support animals due to the blindness, deafness, or physical handicap of the user, and the handling or training of support or guide animals. It is the policy of the County of Adams, Borough of Gettysburg, and the Borough of Littlestown to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age, ancestry, use of guide or support animals due to the blindness, deafness, or physical handicap of the user, and the handling or training of support or guide animals. Therefore, the County of Adams, Borough of Gettysburg and the Borough of Littlestown does hereby pass the following resolution.

BE IT RESOLVED, that within available resources the County of Adams, Borough of Gettysburg, and the Borough of Littlestown will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap (disability), age, ancestry, use of guide or support animals due to the blindness, deafness, or physical handicap of the user, and the handling or training of support or guide animals. to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

BE IT FURTHER RESOLVED that the County of Adams, Borough of Gettysburg, and the Borough of Littlestown shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
 - a. Public advertisements for vacancy or discussing the program
 - b. Applications for assistance
 - c. Contracts
 - d. Municipal letters dealing with the federal programs

If you're a person with a disability and require a reasonable accommodation to be able to access any notification, please contact the business offices of Robert Thaeler or Sherri Clayton-Williams, Office of Planning and Development, 670 Old Harrisburg Road, Gettysburg, PA 17325 by calling (717) 337-9824 or TTY 7-1-1 or by emailing rthaeler@adamscountypa.gov or sclayton@adamscountypa.gov or by visiting the County of Adams website at www.adamscountypa.gov

If you're Limited English Proficient and require a document translation of any notification, please contact the business offices of Robert Thaeler or Sherri Clayton-Williams, Office of Planning and Development, 670 Old Harrisburg Road, Gettysburg, PA 17325 (717) 337-9824, rthaeler@adamscountypa.gov or sclayton@adamscountypa.gov .

Approved at the regularly scheduled meeting of the County of Adams held the 20th day of March, 2024.

ATTEST:

ADAMS COUNTY COMMISSIONERS

_____/s/
Paula V. Neiman
Chief Clerk

_____/s/
Randy L. Phiel, Chairman

_____/s/
James E. Martin, Vice-Chairman

/s/
Marty Karsteter Qually, Commissioner

- Residential Anti-Displacement & Relocation Plan for 2024 to be adopted by the Office of Planning & Development, as required by the federal Housing and Community Development Act of 1974. The purpose of the Plan is to minimize displacement of low to moderate-income individuals resulting from federally-funded demolition or conversion projects impacting existing housing.

Motion carried.

- With recommendation from Ellen Dayhoff, Rural Resource Manager, Mr. Martin moved, seconded by Mr. Qually, to approve the Agreement of Sale with Maring Family Limited Partnership, Cumberland Township, and the Commonwealth of Pennsylvania through the Department of Agriculture. This Agreement provides for the purchase of a conservation easement for the purpose of preserving 93.38 acres of agricultural land owned by the Maring family and located in Cumberland Township, Adams County. The total purchase price of the easement is \$309,391.29, of which \$93,776.50 will be paid for by the County, and the remainder paid for by the Commonwealth and the Township. This Agreement shall be effective as of the date last signed by the Commonwealth.

Motion carried.

Tax Services:

With recommendation from Chief Assessor Susan Miller, Mr. Qually moved, seconded by Mr. Martin, to approve the following:

Disabled Veterans Real Property Tax Exemption:

Effective with the 2024-2025 School Taxes:

- Parcel #43002-0047---000 for a home on .46 acres located in Carroll Valley Borough
- Parcel #12E10-0048---000 for a home on .45 acres located in Franklin Township
- Parcel #07F07-0035---000 for a home on 2.34 acres located in Butler Township

- Parcel #17K09-0016D—000 for a home on 3.26 acres located in Hamilton Township, effective with the 2024 County/Municipal Taxes

- Personal Tax Exemption for Roy Millhimes, New Oxford Borough, who meets the County guidelines

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. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote from Sage Technology Solutions of Mount Joy, PA, for the purchase and installation of new ExacqVision video surveillance cameras for the 911 Center. This quote is made pursuant to CoStars Contract Number 040-E22-170. It is further recommended that the Board sign the Terms and Conditions between the County and Sage. The Quote is effective March 20, 2024. Total cost to the County is \$27,101.00.

Motion carried.

Victim Witness:

With recommendation from Samantha Hoffman, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Subgrant Application (No. 40277-2) with the Pennsylvania

Commission on Crime and Delinquency for Victims of Crime Act (“VOCA”) funds. The amount of federal grant funding requested is \$102,128.00, which will be used to support victim advocacy in the County during the performance period of October 1, 2024 through September 30, 2025. No County match is required. This application is effective March 20, 2024.

Motion carried.

Voter Registration:

With recommendation from Angie Crouse, Director 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 sign the Quote from Sage Technology Solutions of Mount Joy, PA, for the purchase and installation of a new CCTV server and ExacqVision video surveillance cameras to enhance security of the Voter Registration/Elections office at Greenmyer Lane, Straban Township. This quote is made pursuant to CoStars Contract Number 040-E22-170. It is further recommended that the Board sign the Terms and Conditions between the County and Sage. The Quote is effective March 20, 2024. Total cost to the County is \$17,710.00, to be paid for using Election Integrity Grant Program funds.

Motion carried.

Building and Maintenance:

With recommendation from Larry Steinour, Director 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 approve two (2) quotes from Control Systems 21 to perform biannual routine service and calibration of the water system at the Adams County Complex. The services will occur in April 2024 and October 2024. It is further recommended that the Commissioners sign the terms and conditions between Control Systems 21 and the County. The quotes are effective March 20, 2024. Total cost to the County is \$4,443.38.

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:

- Designate Chairman Randy L. Phiel to approve Quote No. 23111695 with ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Cisco products. This Quote is for the purchase of three (3) new video conferencing units, including a five (5) year support plan, to be used by the inmate population for the purposes of court and legal meetings with their defense counsel. This Quote is made pursuant to Costars contract No. 003-E22-579. The quote is effective March 20, 2024. Total cost to the County is \$14,976.96.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to designate Chairman Randy L. Phiel to approve the quote from William Hoak, Radiation Safety Consultant, of Boalsburg, PA. Mr. Hoak will perform the annual evaluation of the x-ray based personnel security scanners at the ACACC, as required by the Radiation Control Bureau of the Pennsylvania Department of Environmental Protection. The quote is effective March 20, 2023. Total cost to the County is \$960.00.

Motion carried.

Commissioners:

With recommendation from Solicitor Molly R. Mudd that the Board of Commissioners approve the following:

- Mr. Martin moved, seconded by Mr. Qually, to appoint Chairman Randy L. Phiel to sign on behalf of the Board a Memorandum of Understanding with the International Brotherhood of TEAMSTERS Local 776, Court- Appointed Professional Unit, whereby the County agrees to facilitate the payment of recruitment and retention incentives to members of the bargaining unit, using discretionary funds managed by the Court. Solicitor Mudd noted a dialogue with the Courts on the issue of recruitment and retention has been a concern for quite some time. These incentives will be paid with discretionary funds from the Courts and not out of the County's General Fund.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to ratify the March 15, 2024 Fee Letter with Eckert Seamans, LLC of Pittsburgh for legal services pertaining to review of the County's Employer Health Benefit Plan, and Plan administration functions, and compliance with 45 CFR 164.504(f).

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve and sign the Letter Agreement with Susquehanna Accounting & Consulting Solutions, Inc. ("SACS"). Under this Agreement, SACS will gather and analyze County data for the purpose of seeking a per diem rate determination from the US Government for housing federal prisoners at the County's Adult Correctional Complex. These services shall not exceed \$38,750.00. This Agreement is effective March 20, 2024.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign the Land and Office Space Lease Agreement with Air Methods, LLC. This Lease Agreement permits Air Methods, as tenant, to operate its air ambulance services from the County's Emergency Services facilities located at 230 Greenamyer Lane at a rate of \$2,908.34 per month (\$34,900.08 per year), payable to the County. This agreement extends a prior lease agreement and is therefore effective August 1, 2023, for a one-year term.

Motion carried.

Personnel Report:

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

Court:

- Separation of employment for Margaret Egan, Probation Officer, effective March 22, 2024

Sheriff:

- Employment of Brooks Heflin, Deputy Sheriff, effective March 18, 2024.

Children & Youth Services:

- Promotion of Lizset Diaz-Reyes from Caseworker 2 to After Hours Caseworker, effective March 11, 2024.

IT Department:

- Employment of Brooke Braham, IT Business Analyst/Technology Trainer, Part time Regular, effective March 11, 2024

- Promotion of Maxwell Hamrick, from IT Tech 1 to Court Jr. IT Tech II/Application Specialist, effective March 11, 2024

Planning Department:

- Employment of Miah Gresh, Comprehensive Planner/Environmental Services, effective March 11, 2024

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Noah Wagner and Aldo Mendez, effective April 1, 2024

Separation of Employment with permission to post:

- Retirement of John Gates, Lead Security Officer, effective May 31, 2024
- Allyson Wagle, Office Assistant, Children & Youth Services, effective March 7, 2024
- Christopher Wiggins, Corrections Officer, effective March 7, 2024

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period March 4, 2024 through March 15, 2024:

General Fund Total	\$ 1,951,843.74
General Fund	\$ 670,713.09
Debt Service Payments	\$ 217,028.13
Payroll – Week #11	\$ 1,064,102.52
Children & Youth Services	\$ 179,522.11
Liquid Fuels	\$ 64,297.83
Domestic Relations	\$ 436.20
HazMat Fund	\$ 37.24
Commissary Fund	\$ 8,798.45
Hotel Tax Fund	\$ 84,630.86
Human Services	\$ 1,615.75
Pass Through Grant-Interest	\$ 250,000.00
Capital Projects	\$ 1,995.00
911 Fund	\$ 2,933.02
Internal Service Fund	\$ 283,572.28

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 9:36 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neuman

Paula V. Neiman
Chief Clerk