

**WEDNESDAY, JUNE 11, 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; Beth Cissel, Deputy Controller; Danette Laughman, HR Deputy Director (phone); Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Phil Swope, Assistant Director of Budget & Purchasing; Todd Garrett, Budget Analyst II; Sarah Finkey, ACCYS Administrator; Sherri Clayton-Williams, Director of Planning; Warren Bladen, Department of Emergency Services Director; News Reporter Richard Franki, *The Gettysburg Times* and Chief Clerk Paula V. Neiman.

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the May 28, 2025 Commissioners' Meeting Minutes as presented.

Motion carried.

**Public Comment:**

- Scott Drzyzga, Mechanicsburg, PA – Attending today representing the State GEO Spatial Coordinating Board to recognize the accomplishment of Adams County GIS Planning Staff, and the 911 GIS Coordinator for using the statewide 911 call routing system for the next-gen 911 geospatial call routing system. All 67 Pennsylvania Counties are on board with the GEO Spatial 911 data.

**Court:**

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

- With recommendation from Court Administrator Donald Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the Proposal from Illuminated Integrations, of Middletown, PA, for the purchase of a Hanwha IP dome camera and an ExacqVision IP camera license. It is further recommended that the Commissioners ratify the Terms and Conditions between Illuminated Integrations and the County. This Proposal is effective May 28, 2025. Total cost to the County is \$514.00, which shall be reimbursed to the County from the AOPC Court Security Project Grant.
- Proposal from Vector Security for the purchase and installation of security equipment for Courtroom 3 at the Adams County Courthouse. This quote is made pursuant to the Commercial Purchase and Services Agreement between the County and Vector, signed May 28, 2025. The Proposal is effective June 11, 2025. Total cost to the County is \$8,677.00, which will be reimbursed by the Court from AOPC grant funds.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, in concurrence with the Courts, approve the following 2026 Holidays:

New Year's Day	January 1
Martin Luther King, Jr., Day	January 19
Presidents' Day	February 16
Good Friday	April 3
Memorial Day	May 25
Independence Day Observed	July 3
Labor Day	September 7
Columbus Day	October 12
Veterans' Day	November 11
Thanksgiving Day	November 26

Thanksgiving Day Holiday  
Christmas Holiday  
Christmas Day

November 27  
December 24  
December 25

Motion carried.

**Planning & Development:**

- With recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners ratify the Transportation Planning and Programming Agreement (C920001360, Work Order No. 3) with PennDOT. This Agreement provides \$564,000.00 to the County for the purpose of performing certain studies and research on transportation within the County for fiscal years 2025-2027. This Agreement is effective July 1, 2025, and terminates on June 30, 2027.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to authorize the advertisement to hold a Public Hearing/Comment period for the Adams County Heritage Plan on August 6, 2025 at the regularly scheduled Commissioners Meeting beginning at 9:00 a.m. The Plan will be available for public review beginning June 11 through July 28, 2025 at the Office of Planning & Development and on the County website.

Motion carried.

**2021, 2022, and 2023 Community Development Block Grant:**

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 three (3) Revision Requests to be sent to the PA Department of Community & Economic Development for the 2021, 2022, and 2023 Community Development Block Grant (CDBG) projects on behalf of Littlestown Borough and related to the Littlestown Curb Ramp Project. The purpose of the revisions is to change the locations of the curb ramps to meet ADA compliance needs. Littlestown Borough has represented that many of the original locations under the grants were completed through other grant funds. There is no change to the CDBG budgets for these projects. These Requests are effective June 11, 2025.

Motion carried.

**Children & Youth Services:**

- With recommendation from Administrator Sarah Finkey, Mr. Martin moved, seconded by Mr. Qually, to approve the following 2025-2026 Purchase of Service Agreements: Bethany Christian Services of Central Pennsylvania; Valley Youth House; Board of Child Care of the United Methodist Church d/b/a Everstand; KidsPeace Outside In School; Hugh S. Smith Ph.D & Associates; Families United Network, Inc.

Motion carried.

- With recommendation from 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 Amendment to Adoption Assistance Agreement with Cheyenne and Ryan Buttenob. This Amendment modifies the expiration date of the original Agreement executed on April 2, 2025 from 2/24/2034 to 4/07/2036, which was the original intended termination date. All other terms and conditions remain the same. The Amendment is effective June 11, 2025.

Motion carried.

**Information Technology:**

With recommendation from CIO Phil Walter, 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 Quote from Zoho Corporation, a California Company, for renewal of the County's ManageEngine ADSelfService Subscription. ManageEngine ADSelfService provides the ability for employees to set challenge questions for their County computer accounts, allowing them the capability to reset or change their passwords as well as unlock their accounts without having to contact the IT Department. The term of the subscription is August 6, 2025 to August 5, 2026. Total cost to the County is \$1,255.00.

Motion carried.

**Tax Services:**

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

Disabled Veterans Real Property Tax Exemption Certifications:

- Parcel #05005-0078 for a home on .37 acres located in Biglerville Borough
- Parcel #43016-0093 for a home on .56 acres located in Carroll Valley Borough
- Parcel #17L08-0089---084 for a mobile home on .00 acres located in Hamilton Township
- Parcel #27007-0252 for a home on .30 acres located in Littlestown Borough
- Parcel #35013-0023 for a home on 1.08 acres located in Oxford Township

Personal Tax Exemptions:

- Meeting the guidelines of County Policy for the following: Judith Myers, Cumberland Township; James Martin, Gettysburg Borough; Austin McMaster, Mt. Pleasant Township; Marilyn Hoover, Ruth Cook, Jean Barrick, James Whitty, Oxford Township

Motion carried.

**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 approve the following:

- Hazardous Materials Incident Response Agreement with York County. This Agreement provides that York County will maintain a certified HazMat Response Team on behalf of Adams County for the purpose of responding to emergency incidents and mitigating hazardous materials within Adams County. The cost of the service is \$8,000.00 per year, payable to York County. This Agreement is effective July 1, 2025, for a term of one (1) year. It is further recommended that the Board approve the County Agreement For Counties With County Commissioners with the Pennsylvania Emergency Management Agency (PEMA), which affirms the existence of a HazMat Contract with York County and acknowledges the duty of the County to report dispatches of the HazMat Response Team to the Commonwealth Response and Coordination Center.
- Designate Chairman Randy L. Phiel to sign Quote # QUO0016830 from Brightspeed Broadband, LLC, for the Ringdown phoneline between the Department of Emergency Services and the Gettysburg Station of the Pennsylvania State Police. It is further recommended that the Commissioners sign the Addendum to the Terms and Conditions of the Quote, which incorporates the County's standard terms and conditions into the Agreement. This Quote is effective June 11, 2025. The Agreement runs month-to-month with the ability to terminate for any reason with 30-days' notice. The monthly cost to the County is \$226.75.

Motion carried.

**Department of Emergency Services (DES) & Elections/Voter Registration:**

With recommendation from Director Warren Bladen, in coordination with Director of Elections Angie Crouse, 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 Quote from Ronco Technology Solutions, of Mount Joy, PA, to update the DES's building's CCTV Server to Windows 11. The installation of this Server was approved by the Board on March 20, 2024. It is further recommended that the Board sign the Addendum to the Terms and Conditions between the County and Ronco, which incorporates the County's standard terms and conditions into the Agreement. The Quote is effective June 11, 2025. Total cost to the County is \$553.34, which shall be split equally between DES and Elections.

Motion carried.

**Building and Maintenance:**

With recommendation from Larry Steinour, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners sign the Powered Industrial Truck & AWP, Train the Trainer Operators Safety Course Service Statement with Tony D. Samento. Mr. Samento will provide a training program to educate trainers on proper educational methodology for instruction of Powered Industrial Truck and AWP & Skid Steer operation. The term of the Agreement is one (1) year, commencing on June 11, 2025. The cost per student is \$900.00; three (3) students will undergo the training, for a total cost to the County of \$2,700.00. This cost will be reimbursed to the County from a PComp Safety Improvement Grant.

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. 123, which spans Rock Creek between Cumberland and Mount Joy Townships. The Plan of Action provides that this bridge will undergo a 6-month interim inspection to monitor the condition of the structure. The Plan of Action is effective June 2, 2025.

Motion carried.

- With recommendation from Michele Miller, HR Director, Mr. Martin moved, seconded by Mr. Qually, to approve the following Adams County Policies, effective June 11, 2025:
  - No. 2 of 2025 Meetings, Trainings and Lectures
  - No. 3 of 2025 Critical Operations Personnel
  - No. 4 of 2025 Criminal Activities and Arrests
  - No. 5 of 2025 Weather Time Off (WTO) – Revised
  - No. 6 of 2025 Bereavement – Revised
  - No. 7 of 2025 Holidays – Revised
  - No. 8 of 2025 Liberal Leave Policy – Revised
  - No. 9 of 2025 Jury Duty – Revised

Motion carried.

**Personnel Report:**

Court:

- Domestic Relations – Separation of employment for Sally Harrington-Caldwell and Melissa Raj, Conference Officers, effective June 13, 2025

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

- Security Department - Devin Denton, Security Officer, effective June 9, 2025
- Public Defender – James Phelps, Public Defender Investigator, Part time as needed, effective June 2, 2025

Promotions/Transfers:

- Public Defender – Victoria Swint, Legal Secretary, effective June 9, 2025. Ms. Swint is transferring from a General Clerk position in MDJ Little’s office.
- IT Department - Connor McKain, Courts Jr. IT Tech II, effective May 28, 2025. Mr. McKain is being promoted from IT Tech 1 Application Specialist.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers – Ryan Carson, effective June 2, 2025
- John Mabry, Correctional Program Specialist, effective June 2, 2025. Mr. Mabry is being promoted from Corrections Officer
- Sarah Hewitt and Summer Conners, Correctional Program Specialist, effective July 14, 2025
- Hailey Clark, MAT Case Manager, effective June 9, 2025. Ms. Clark is being promoted from Correctional Program Specialist
- Revised date of hire for Summer Conners, Correctional Program Specialist, from July 14, 2025 to June 16, 2025

Separation of Employment with permission to post:

- Caitlyn Binderup, Deputy Clerk 3-Orphans Court, effective June 12, 2025
- Charissa Woodward, Caseworker 1-Family Support, effective June 3, 2025
- Joanna Davis, Court Information Specialist, Clerk of Courts, effective June 2, 2025
- Joshua Galemore, Deputy First Class, Sheriff’s Department, effective June 3, 2025
- Adams County Adult Correctional Complex – Corrections Officers –
- Retirement of Robert Swartz, Sergeant, effective July 15, 2025
- Rescind offer of employment to Sarah Hewitt, Correctional Program Specialist, effective July 14, 2025

Motion carried.

**Expenditures:**

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period May 26, 2025 through June 6, 2025:

General Fund	\$ 434,196.70
Payroll – Week #23	<u>\$ 1,132,106.33</u>
<b>Total General Fund</b>	<b>\$ 1,566,303.03</b>
Children & Youth Services	\$ 222,624.55
Liquid Fuels	\$ 20,395.87
HazMat Fund	\$ 714.42
Commissary Fund	\$ 5,535.04
Records Management	\$ 2,836.00
Act 137 (Affordable Housing)	\$ 4,303.40
Hotel Tax Fund	\$ 190,900.01
Human Services	\$ 1,587.00
Capital Project-Reserve	\$ 162,162.90
911 Fund	\$ 13,527.64
Internal Service Fund	<u>\$ 565,816.45</u>
<b>Total Special Funds</b>	<b>\$1,190,403.28</b>
<b>Total Expenditures</b>	<b>\$2,756,706.31</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. Qually moved, seconded by Mr. Martin, to adjourn the Commissioner's Meeting at 9:33 a.m. this date.

Motion carried.

Respectfully submitted,

*Paula V. Neiman*

Paula V. Neiman  
Chief Clerk