

WEDNESDAY, MAY 28, 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 Qally; Steve Nevada, County Administrator; Sean Mott, First Assistant 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; Sarah Finkey, ACCYS Administrator; Phil Walter, CIO (phone) News Reporter Richard Franki, *The Gettysburg Times* and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Martin moved, seconded by Mr. Qally, to approve the May 14, 2025 Commissioners' Meeting Minutes as presented.

Motion carried.

Proclamation:

Mr. Qally moved, seconded by Mr. Martin, to adopt and proclaim June through August 2025 as "**ADAMS COUNTY LIBRARY SYSTEM 2025 FUNFEST & SUMMERQUEST**" in Adams County. This proclamation was presented to Miranda Wisor, Executive Director of the Adams County Library and Representatives from the Library.

Motion carried.

Public Comment:

No Public Comment was brought before the Board at this time.

Court:

With recommendation from Court Administrator Donald Fennimore, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qally, that the Board of Commissioners ratify the signatures of Chairman Randy L. Phiel on the following Quotes from Quality, a Pennsylvania Company, for a new office chair needed for ADA compliance:

- A Furniture Proposal for a SitMatic Beta 2 Chair. This quote is made pursuant to PA Contract #4400025608. Total cost to the County is \$725.00.
- A Proposal for Delivery and Installation of the above item by Quality. Total cost to the County is \$50.00.

These Quotes are effective as of the date of Commissioner Phiel's signature. Total cost of the project is \$775.00, which shall be reimbursed to the County from Domestic Relations Section Incentive Funds.

Motion carried.

Planning & Development:

With recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, Mr. Qally moved, seconded by Mr. Martin, that the Board of Commissioners approve the Agreement of Sale and Purchase of an Agricultural Conservation Easement with Edward and Shirley Prosser and the Commonwealth of Pennsylvania. This Agreement provides that the County and the Commonwealth will jointly purchase a conservation easement on 118.38 acres of agricultural land located in Latimore Township, Adams County and owned by the Prossers. Total cost of the easement is \$326,018.52. The County will pay 50% of that cost (\$163,009.26). The Commonwealth will pay the remainder, including closing costs. This Agreement is effective as of the date last signed by the Commonwealth.

Motion carried.

Children & Youth Services:

With recommendation by Administrator Sarah Finkey, Mr. Martin moved, seconded by Mr. Qually, to approve the following:

- After review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Child Accounting and Profile System (CAPS) Version 18 Upgrade Agreement. This Agreement provides that software upgrades to the CAPS system will be rolled out to participating counties. The total cost of the upgrade is \$402,000.00, which is proportionally allocated amongst the 58 participating counties. The total cost to Adams County is \$4,423.92. This Agreement is subject to the CAPS Application Service Provider Agreement made effective July 1, 2024. This Agreement is effective May 28, 2025.
- Adoption Assistance Agreement between the County of Adams and D. & B.M. on behalf of A.D. in the subsidy amount of \$912.50/month.
- 2025-2026 Purchase of Service Agreements: The Center for Youth & Community Development-Integrated Children's Services; The Center for Youth & Community Development-Strengthening Families; The Children's Aid Society New Oxford-Incredible Years; The Children's Aid Society New Oxford-Family Advocacy; JusticeWorks-Field Coach Program; JusticeWorks; Family First Health; Children's Home of York; Common Sense Adoption Services

Motion carried.

Information Technology:

With recommendation from 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 the Quote from CDW Government, LLC, an authorized reseller of Adobe products, for renewal of the County's Adobe licenses. The Adobe licenses are used by departments to create, edit, design, and customize various files such as digital documents, pictures, and videos. This quote is made pursuant to the Master Pricing Agreement PA CCAP 2020-IT0001. The term of the licenses commences on June 28, 2025 and terminates June 27, 2026. Total cost to the County is \$15,907.49.

Motion carried.

Conservation District:

With recommendation from Adam McClain, District Manager 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 Commercial Purchase and Services Agreement for licensing of the Conservation District's ProWatch Card Reader System with Vector Security, a Pennsylvania Company. This Agreement is made pursuant to COSTARS Contract # 040-E22-167 and is subject to the Addendum to the Commercial Purchases and Services Agreement. The term of the Agreement is one (1) year, commencing March 20, 2025 and terminating March 19, 2026. Total cost to the County is \$2,283.99, which shall be reimbursed to the County from Conservation District controlled funds.

Motion carried.

Security:

With recommendation from Interim Director Benjamin Jones, 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 the following Agreements with Vector Security, a Pennsylvania company:

- A Commercial Purchase and Services Agreement for licensing of the County's ProWatch Card Reader Systems. Total cost to the County is \$6330.60.

- A Commercial Purchase and Services Agreement for maintenance and monitoring of the County's ProWatch System at the Courthouse. Total cost to the County is \$3,394.40.
- A Commercial Purchase and Services Agreement for maintenance and monitoring of the County's ProWatch System at the Human Services Building. Total cost to the County is \$2,594.36.
- A Commercial Purchase and Services Agreement for maintenance and monitoring of the County's ProWatch System at the St. Francis Xavier Building and Mercy House. Total cost to the County is \$1,390.40.

These Agreements are made pursuant to COSTARS Contract # 040-E22-167. It is further recommended that the Commissioners sign the Addendum to the Commercial Purchase and Services Agreement, which incorporates the County's standard terms and conditions into the Agreements. The terms of the Agreements are one (1) year, commencing March 20, 2025 and terminating March 19, 2026. Total cost to the County of all Agreements is \$13,709.76.

Motion carried.

Adams County Library:

With recommendation from the Adams County Library Board of Trustees, Mr. Martin moved, seconded by Mr. Qually, to appoint Kelly Kampstra, to fill the remaining term of Jessica Boyer ending in 2026 and to be appointed for a three-year term beginning in 2026 through 2028.

Motion carried.

Commissioners:

With recommendation from Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners authorize the advertisement of the Request for Bids for Maintenance Repairs of Forty County Bridges for Adams County, Pennsylvania, with bids to be received through the PennBid digital platform by 8:00 a.m. Prevailing Time on Wednesday, June 25, 2025.

Motion carried.

Personnel Report:

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

Court:

- Court Administration – Separation of employment for Gabrielle Francis, Law Clerk, effective June 13, 2025
- Probation Services – Employment of Jacquelyn Waggoner, Probation Officer Intern, up to 29.5 hours/week, effective May 27, 2025 to June 20, 2025.

Prothonotary:

- Transfer of Allison (Bec) Fleming from Court Clerk Scanner to Court Clerk 1, effective May 19, 2025

Planning Department:

- Jonathan Martin, Unpaid Intern, effective June 23, 2025 through August 22, 2025, pending successful completion of all pre-employment requirements

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers, pending successful completion of all required pre-employment screenings: Jahshim Snyder, effective June 2, 2025
 - Promotion of Gerald Little from Corrections Officer to Lieutenant, effective May 12, 2025
- Separation of Employment with permission to post:

- Adams County Adult Correctional Complex – Corrections Officers – Zariah Kennedy, Christian Bakner effective May 19, 2025; Devin Herring, Lieutenant, effective May 29, 2025

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period May 12, 2025 through May 23, 2025:

General Fund	\$ 1,129,312.99
Debt Payment	\$ 3,098,635.78
Payroll – Week #21	<u>\$ 1,170,655.46</u>
Total General Fund	\$ 5,398,604.23
Children & Youth Services	\$ 200,297.87
Liquid Fuels	\$ 15,958.47
HazMat Fund	\$ 174.00
CDBG	\$ 93,419.00
Commissary Fund	\$ 7,191.91
Records Management	\$ 2,836.00
Act 137 (Affordable Housing)	\$ 326,727.87
Hotel Tax Fund	\$ 22,738.53
911 Fund	\$ 40,264.79
Internal Service Fund	<u>\$ 222,089.36</u>
Total Special Funds	\$ 931,697.80
Total Expenditures	\$6,330,302.03

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 9:24 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman

Paula V. Neiman
Chief Clerk