

### WEDNESDAY, JULY 23, 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: Commissioner James E. Martin and Marty Karsteter Qually; Steve Nevada, County Administrator; Molly R. Mudd, Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Candi Clark, Court HR Generalist; Don Fennimore, Court Administrator; Melissa Devlin, Director of Budget & Purchasing; Phil Swope, Assistant Director of Budget & Purchasing; Todd Garrett, Budget Analyst II; Sarah Finkey, ACCYS Administrator; Sherri Clayton-Williams, Director of Planning; Ellen Dayhoff, Rural Resource Manager; Michele Miller, HR Director; Daryl Crum, Tax Services Director. Those participating by phone: William Cameron, Pennoni, Adams County Bridge Engineer; Phil Walter, CIO; News Reporter Richard Franki, *The Gettysburg Times* and Chief Clerk Paula V. Neiman.

### Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the July 9, 2025 Commissioners' Meeting Minutes as presented.

Motion carried.

### Proclamations:

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

- **"PRETRIAL, PROBATION & PAROLE SUPERVISION WEEK"** – July 20 – 26, 2025 – presented to Chief Kristi Fields and Staff Representatives
- **"CHILD SUPPORT ENFORCEMENT AWARENESS MONTH"** – August 2025 – presented to Kelly Carothers, Director of Domestic Relations and Staff Representatives
- **"NATIONAL FARMERS MARKET WEEK"** – August 3 -9, 2025 – presented to Josiann Campos, Farmers Market Food Program Coordinator and Reza Djalal, Market Manager.

Motion carried.

### Public Comment:

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

### Court Administration:

With recommendation from District Court Administrator Donald Fennimore, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, to approve the Service Agreement Proposal with SBM Electronics, Inc., of Pittsburgh, PA, for maintenance of the five (5) courtrooms' For the Record (FTR) Software Assurance Program with Remote Support. This Software is used for the Court's digital recordings. The term of this Agreement is August 31, 2025 to August 30, 2026. Total cost to the County is \$4,495.00.

Motion carried.

### Domestic Relations

With recommendation from Director Kelly Carothers, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, to ratify the signature of Chairman Randy L. Phiel on the Lease Agreement with Fun Events, LLC, of Taneytown, MD. This Agreement is for the rental of equipment for Domestic Relations' Child Support Awareness Community Connections Event. It is further recommended that the Board ratify their signatures on the Addendum to the Statement of Lease Terms and Conditions, which incorporates the County's standard terms and

conditions into the Agreement. The Agreement is effective July 10, 2025. Total cost to the County is \$2,516.89, which shall be reimbursed to the County from DRS incentive interest funds.

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: Summit School, Inc. d/b/a Summit Academy; Pathways Adolescent Center, Inc.; White Deer Run, LLC d/b/a Cove Prep.; Diakon Child, Family & Community Services.

Motion carried.

#### **Tax Services:**

With recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, to approve the Professional Services Agreement with Tammie Knight, CPTC, to provide training, education, and support to Adams County Tax Collectors. The term of the Agreement commences on August 1, 2025 and terminates on July 31, 2026. The cost to the County shall be \$20.00 per hour, not to exceed \$2,000.00 per year, or \$3,000.00 in a year in which tax collectors are elected.

Motion carried.

#### **Planning & Development:**

With recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, to approve Amendment #1 to the Adams County Affordable Housing Trust Fund Agreement with Pennsylvania Interfaith Community Programs, Inc. ("PICPI"). This Amendment extends the deadline from June 11, 2025, to December 31, 2026, for PICPI to use Act 137 Housing Trust Fund monies to complete renovations related to an affordable housing project originally approved on June 26, 2024. This Amendment is needed due to administrative delays beyond PICPI's control and is effective July 23, 2025.

Motion carried.

#### **Ag Land Preservation:**

With recommendation from Sherri Clayton-Williams, Director, Mr. Qually moved, seconded by Mr. Martin to table action on the following Agreements For The Sale And Purchase Of An Agricultural Conservation Easements with Hanover Shoe Farms, Inc.:

- XVI-43 - This Agreement provides for the purchase of a conservation easement by the County on 93.08 acres of farmland owned by Hanover Shoe Farms and located in Conewago Township. Total cost to the County is \$279,240.00 plus \$4,940.19 in closing costs.
- XVI-44 - This Agreement provides for the purchase of a conservation easement by the County on 217.83 acres of farmland owned by Hanover Shoe Farms and located in Conewago Township. Total cost to the County is \$653,490.00 plus \$7,653.08 in closing costs.
- XVI-46 - This Agreement provides for the purchase of a conservation easement by the County on 157.43 acres of farmland owned by Hanover Shoe Farms and located in Conewago Township. Total cost to the County is \$472,290.00, plus \$9,094.21 in closing costs.

Motion carried to table for a future meeting.

### **Elections & Voter Registration:**

With recommendation from Angie Crouse, Director, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, to approve the Election Integrity Grant Program Post-Election Report. This Report certifies the expenditure of Act 88 Election Integrity Grant funds for eligible uses related to the 2025 Primary Election. Total expenditures for the past election totaled \$119,213.88.

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, to designate Chairman Randy L. Phiel to approve the invoice from S R Business Systems, Inc., a Connecticut company, for the County's Annual DocStar Software Maintenance. It is further recommended that the Commissioners sign the Terms and Conditions with S R Business Systems. The term of this Agreement is one (1) year, commencing August 31, 2025 and terminating September 1, 2026. Total cost to the County is \$23,000.00.

Motion carried.

### **Public Defender:**

With recommendation from Chief Public Defender Scott Harper, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, to approve the Project Modification Request for the PA Commission on Crime and Delinquency (PCCD) Grant No. 2023-ID-ST-44322. This Request seeks to extend the grant project period deadline from December 31, 2025, to December 31, 2026, and to request additional funds in the amount of \$96,132.00 for the Indigent Defense Grant Program, bringing the total amount to \$189,134.00. This Request is effective July 23, 2025.

Motion carried.

### **Office of the Coroner:**

With recommendation from Coroner Francis Dutrow, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, to designate Chairman Randy L. Phiel to sign the Statement of Work from the Pennsylvania Department of Health Pennsylvania Violent Death Reporting System (PAVDRS) program. This Agreement provides that the Coroner's office will submit coroner investigative reports and autopsy reports for violent deaths in Adams County to PAVDRS for purposes of monitoring and mitigation. In return, PAVDRS shall pay Adams County \$10,000.00 for the submission of reports dating January 1, 2024 to December 31, 2024. The Agreement is effective July 23, 2025.

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, to approve the Project Modification Request for the Transition To Success project funded by the PA Commission on Crime and Delinquency (PCCD Subgrant No. 2019/2021-JG-LS-36749). This Request seeks to extend the project period termination date from September 30, 2025, to September 30, 2026. The total grant amount remains unchanged. The purpose of the Request is to allow the ACACC to spend remaining grant funds on eligible purchases and payroll expenses for the Treatment Manager. This Request is effective July 23, 2025.

Motion carried.

**Commissioners:**

- With recommendation by Administrator Steve Nevada, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, to authorize Chairman Randy L. Phiel to sign on behalf of the Board Application & Certificate for Payment #5 dated July 10, 2025 in favor of contractor The Energy Network (TEN) in the amount of \$66,555.00 for materials and work completed on the rooftop solar project at the HSB Building in Cumberland Township, contract number 23-01-017, including warranty recertification of the HSB roof following installation of the solar array.

Motion carried.

- With recommendation from Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, to designate Chairman Randy L. Phiel to the sign the following Agreements with Allpaid, Inc., an Indiana company:
  - The Merchant Agreement for Allpaid to act as the payment gateway for various County departments. This Agreement has been updated to include the standard terms and conditions of the County. The Agreement is effective July 23, 2025, and is terminable upon thirty (30) days' written notice from the County. There is no additional cost to the County, as service fees are assessed upon the end user.
  - The eCheck Services Rider, which allows County departments to accept ACH transfers if they so elect. The Agreement is effective July 23, 2025, and is terminable upon thirty (30) days' written notice from the County. There is no additional cost to the County, as service fees are assessed upon the end user.
  - The Kiosk Services Rider Termination Agreement, which terminates the JPay Kiosk Services at the Human Services Building. This Agreement is among the County, Allpaid, and JPay, LLC, and is effective July 23, 2025. There is no additional cost to the County.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to award the Adams County Contract for Maintenance Repairs of Forty County Bridges to Lobar Site Development Corporation of Dillsburg, Pennsylvania. As a result of a duly advertised public bidding process, five (5) proposals were received and carefully reviewed by the County. Thomas Joseph Solutions, Inc., the lowest bidder, was disqualified, as they were not appropriately prequalified by PennDOT prior to bid opening. Therefore, Lobar, who presented the second lowest base price bid and has the required PennDOT prequalification's, was determined to be the lowest responsible bidder. Solicitor Mudd asked County Bridge Engineer Will Cameron if he had any comments on this award. His response was the motion presented was in good order.

Motion carried.

**Personnel Report:**

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

Court:

- Mary Margaret McCormack, Law Clerk for President Judge Campbell, effective August 4, 2025

Probation Services:

- Ariel Garnand, Probation Officer, effective July 28, 2025.
- Elizabeth Mulewich, Probation Officer, effective July 28, 2025

Domestic Relations:

- Revised separation of employment for Mary Churchey, General Clerk, from July 18 to July 25, 2025

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

- Building & Maintenance - Nicolas Knight, Custodian/Maintenance Helper, effective July 21, 2025

- Children & Youth Services:
  - Promotion of Jessica Ford, from Office Assistant-Intake to Office Assistant-Family, effective July 14, 2025.
  - Faith Johnson, Office Assistant-Intake, effective July 21, 2025.
  - Revised date of hire for Joanna King, Caseworker 2-Intake, from July 14 to July 21, 2025.
- IT Department - Camden Cluck, IT Technician1/Application Specialist, effective July 28, 2025.

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers – Dylan Powell, Part Time as Needed Corrections Officer, effective July 5, 2025; Donyelle Haymaker and Demetre Forney, effective July 14, 2025; Sharon Gladfelter, effective July 28, 2025

Separation of Employment with permission to post:

- Melissa Mummert, Customer Service Assessor 2, effective July 25, 2025
- Jaime McGreevy, Deputy Clerk 2, Register & Recorder, effective July 25, 2025
- Loise (Joy) Dongmo, Caseworker 1-Intake, Children & Youth Services, effective July 14, 2025
- Adams County Adult Correctional Complex: Corrections Officers – Caden Velez, effective July 7, 2025; Alicia Irwin, effective July 14, 2025; Dakota Keefer, effective August 22, 2025

Motion carried.

**Expenditures:**

Chairman Phiel recognized Melissa Devlin, Director of Budget & Purchasing. Ms. Devlin announced that the Budget Team has received official notice from the Government Finance Officers Association (GFOA) that Adams County has won the Distinguished Budget Award for the 7<sup>th</sup> year consecutively. This is the first time that they have won this award with special recognition. This means that they improved on a particular section of the Budget Document. She thanked her team members – Phil Swope and Todd Garrett – for their hard work and initiative on this project. This is a step in the right direction to continue improving our Budget document per GFOA guidelines, as well as the overall benefit for Adams County.

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period July 7, 2025 through July 18, 2025:

General Fund	\$ 343,992.82
Payroll – Week #29	<u>\$ 1,119,797.54</u>
<b>Total General Fund</b>	<b>\$ 1,463,790.36</b>
Children & Youth Services	\$ 186,697.31
HazMat Fund	\$ 77.05
Commissary Fund	\$ 1,216.61
Hotel Tax Fund	\$ 308,144.94
911 Fund	\$ 4,719.99
Internal Service Fund	<u>\$ 394,914.25</u>
<b>Total Special Funds</b>	<b>\$ 895,770.15</b>
<b>Total Expenditures</b>	<b>\$2,359,560.51</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 Commissioners' Meeting at 10:03 a.m. this date.

Motion carried.

Respectfully submitted,

*Paula V. Neiman*

Paula V. Neiman  
Chief Clerk