

AGENDA, WEDNESDAY, OCTOBER 1, 2025:

9:00 A.M. Convening of the Adams County Board of Commissioners' Meeting.

Pledge of Allegiance

Minutes:

Approve the September 17, 2025 Commissioners' Meeting Minutes as presented.

Proclamation:

- **"DOMESTIC VIOLENCE AWARENESS MONTH" – October 2025**
- **"HISPANIC HERITAGE MONTH" – October 2025**

Public Hearing #2 for the 2025 Community Development Block Grant Program:

This is the date and time advertise to hold a public hearing to solicit public comment on the proposed budget for Adams County's 2025 Community Development Block Grant (CDBG) Program.

Public Comment:

*Individuals may listen to the meeting or comment during the public comment portion of the agenda by calling **1-415-655-0001, 132-798-3497#**. Any comments related to the agenda or county business are limited to 5 minutes and the individual is to state their name and address prior to commenting.*

Court Administration:

Recommendation by Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the following Quotes from Quality, a Pennsylvania Company, for MDJ Little's office:

- A Furniture Proposal for three (3) replacement panels. This quote is made pursuant to PA Contract #4400025848. Total cost to the County is \$1,502.55.
- A Proposal for Delivery and Installation of the above items by Quality. Total cost to the County is \$300.00.

These Quotes are effective October 1, 2025. Total cost of the project is \$1,802.55, which shall be reimbursed to the County from Court-controlled funds.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the following:

- Adoption Assistance Agreement between Adams County and F. & A.A. on behalf of S.T., Jr. in the subsidy amount of \$912.50/month.
- Purchase of Service Agreement with CHOR Youth & Family Services

District Attorney:

Recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign the Pass-Through Contract Agreement with YWCA Hanover – Safe Home. This Contract allocates \$37,500.00 in funds from the STOP Violence Against Women Subgrant #44102 to YWCA Hanover – Safe Home for a portion of the salary and benefits of a Client Advocate and two on-call Client Advocates. The Agreement is effective October 1, 2025 and terminates December 31, 2026, subject to any approved extension of the project period for the subgrant.

Tax Services:

Recommendation from Susan Miller, Assistant Director/Chief Assessor, to approve the following Disabled Veterans Real Property Tax Exemption Certifications, effective with the 2026 County/Municipal Taxes:

- Parcel #35K11-0058 for a home on .51 acres located in Oxford Township
- Parcel #04L11-0248 for a home on .69 acres located in Berwick Township
- Parcel #43040-0007 for a home on .52 acres located in Carroll Valley Borough
- Parcel #09E12-0084 for a home on .41 acres located in Cumberland Township
- Personal Tax Exemption for the following who meets the guidelines of County Policy – Betty Waggoner, Butler Township and Kira Liss, Cumberland Township

Planning Department:

Recommendation from Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Resolution No. 10 of 2025, following the duly advertised public hearing held this same date. This Resolution authorizes the submission of an application to the PA Department of Community and Economic Development (DCED) for Community Development Block Grant (CDBG) Program funds in the amounts of \$318,267.00 for the County, \$126,173.00 on behalf of the Borough of Gettysburg, and \$101,261.00 on behalf of the Borough of Littlestown. This Resolution is effective October 1, 2025.
- Re-adopt the annual Residential Anti-Displacement & Relocation Plan. This Plan certifies that the County will provide one-for-one replacement of units and relocation assistance for occupied and vacant low and moderate income dwelling units that are demolished or converted to other uses in any program funded by federal dollars. This Plan is adopted in accordance with Section 104(d) of the Housing and Community Development Act of 1974, as amended. This Plan is adopted effective October 1, 2025.

Planning Department cont'd:

- Pennsylvania Department of Transportation Planning and Programming Agreement C920001360 (Work Order 3-A). This Agreement reduces the total work order amount from \$564,000.00 to \$545,400.00 to reflect the completion of certain work by PennDOT and its consultants, thus eliminating the need for the County to complete that work. This Agreement is effective on the date approved by the Commonwealth.

Ag Land Preservation:

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Agreement of Sale for the purchase of a Conservation Easement on a 132.05 acre farm owned by Trotalong, LLC (Hanover Shoe Farms) in Conewago Township. The total cost of the Conservation Easement is \$396,150.00, which will be paid for entirely by the Commonwealth. No County funds will be used for this purchase. The Agreement of Sale is effective as of the date last signed by all parties.
- Agreement of Sale for the purchase of a Conservation Easement on a 102.06 acre farm owned by David and Fabienne Gladfelter in Mt. Pleasant Township. The total cost of the Conservation Easement is \$306,180.00, which will be paid for entirely by the Commonwealth in three (3) equal annual installments. No County funds will be used for this purchase. The Agreement of Sale is effective as of the date last signed by all parties.

Department of Emergency Services:

Recommendation by Director Warren Bladen, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Land and Office Space Lease Agreement with Air Methods, LLC. This Agreement renews the lease originally executed on August 1, 2023. Air Methods will continue to lease approximately 10,000 square feet at 230 Greenamyre Lane, Straban Township, at a rate of \$3,085.46 per month for the purpose of operating an air ambulance service. This Agreement is effective as of August 1, 2025 and expires July 31, 2027.

Information Technology:

Recommendation by CIO Phil Walter, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign the Quote from Sideview, LLC, of Oakland, CA, for the renewal of the County's license, support, and maintenance for Sideview's App "Cisco CDR Reporting and Analytics." This product provides the ability to gather information from the County's VOIP phone system, such as searching and creating reports about phone call information. The term of the Agreement is one (1) year, commencing on November 20, 2025 and terminating on November 19, 2026. Total cost to the County is \$1,600.00.

Information Technology cont'd:

- In coordination with Deputy Director of Human Resources Danette Laughman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the request that Jotform be added to the IT department's list of approved applications for County use. Jotform will be used by HR to create various forms for purposes such as interview scheduling and activity sign up. Total cost to the County is \$190.00 per year.

Security:

Recommendation from Mark Masemer, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve to designate Chairman Randy L. Phiel to sign the Annual Maintenance Agreement with Autoclear, a New Jersey Company, to perform inspections and maintenance on the X-ray machine located at the Human Services Building. The term of the Agreement is September 1, 2025 to August 31, 2026. Total cost to the County is \$5,600.00.

Elections and Voter Registration:

Recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the 2025 Provisional Ballot Affidavit Redesign Grant Agreement with the PA Department of State. This Agreement provides \$500.00 in grant funds to the County as reimbursement for purchasing the Department's new version of the provisional ballot envelopes. This Agreement is effective October 1, 2025.

Adams County Adult Correctional Complex (ACACC):

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Amendment to the Professional Services Agreement originally executed May 15, 2024, with Orr Training Services, LLC. This Amendment extends the term of the Agreement to May 1, 2026, for the purpose of providing legally required training seminars to ACACC staff, including training for staff coming into contact with pregnant and postpartum inmates. This Amendment is effective October 1, 2025.
- Residential Substance Abuse Treatment Program Grant Application for the PA Commission on Crime and Delinquency ("PCCD"). This Application seeks \$195,753.00 for the purpose of expanding the MAT program at the ACACC to allow for evidence-based psychosocial treatment and creation of individualized discharge plans that include aftercare. A County match of \$53,939.00 will be required. The Grant project period is January 1, 2026 – September 30, 2027.

Commissioners:

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

- Authorize the advertisement on October 3, 2025, the Request for Proposals for Inmate Healthcare Provider for the Adams County Adult Correctional Complex through the PennBid digital platform.
- Designate Chairman Randy L. Phiel to sign the Pennsylvania Opioid Misuse and Addiction Abatement Trust (“Trust”) Certification Form for 2025. This Annual Certification confirms that the opioid settlement funds received by the County from the Trust will be used in a manner consistent with the eligible uses outlined in the opioid settlement agreements. This certification is effective October 1, 2025.
- Engagement Letter with Walker Blue, LLC. Under the Agreement, Walker Blue will provide tax consulting services to the County for the purpose of claiming the Federal Investment Tax Credit for the rooftop solar project at the Human Services Building, which is anticipated to be worth approximately \$300,000.00. The total cost of these services, including tax form preparation, is \$21,467.00. This Agreement is effective October 1, 2025.
- Adopt and approve Resolution No. 11 of 2025, approving federally tax-exempt financing through Pennsylvania’s Next Generation Farmer Loan Program upon application by Benjamin F. Esh in an amount not to exceed \$667,000.00 for agricultural land and/or buildings located at 138 Crooked Creek Road in Franklin Township. The approval granted by the Board shall not in any way pledge or obligate the credit or taxing power of the County, nor shall the County be liable for the payment of the principal or interest on any obligations issued by The Adams County Industrial Development Authority, the issuer of the tax-exempt debt on behalf of Mr. Esh.
- Recommendation from County Administrator Steve Nevada and Planning Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners review and approve the implementation of the Adams County Opioid Settlement Funds Grant Program (hereinafter “ACOSF”) to facilitate the distribution of Opioid Settlement Funds to qualified applicants for approved projects aimed at the prevention, treatment and recovery from opioid misuse and addiction for County residents, in accordance with the terms outlined in the Court-approved Settlement Agreements:
 - ACOSF Grant Program Guidelines; and
 - ACOSF Grant Program Application Form; and
 - Authorize the posting to the County Website of the Informational Summary and Link.

The initial application period will open on October 1, 2025. All applications must be submitted by close of business on November 12, 2025. Subsequent grant application periods will be announced by the County periodically in public forums and through the County website.

Commissioners cont'd:

Recommendation by County Administrator Steve Nevada, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Intergovernmental Cooperation Agreement with Franklin County to house certain low-security inmates at the Adult Correctional Complex as may be needed. The Agreement provides that Franklin County will reimburse Adams County at a per diem rate of \$80.00 per inmate as well as for costs of all meals. This Agreement is effective October 1, 2025 for a period of six (6) months. It is further recommended that the Board approve Resolution No. 12 of 2025, which effectuates the terms of the Agreement as required by the PA Intergovernmental Cooperation Act (53 Pa.C.S. 2301, *et seq.*). The Resolution is effective October 1, 2025.
- Establish health care benefits and fringe benefits for members of the Court-Appointed Support Staff bargaining unit that decertified from the TEAMSTERS Local Union 776 pursuant to a Vote of Decertification that was canvassed and reported out by the Pennsylvania Labor Relations Board (hereinafter "PLRB"). In an Order issued by the PLRB that became final effective September 18, 2025, the Court-Appointed Support bargaining unit was decertified.

Except as expressly set forth and enumerated below, the Court-Appointed staff shall be entitled to the health care benefits and fringe benefits set forth in the County Employee Handbook.

1. Healthcare

- a. Court-Appointed Support employees shall remain enrolled in their current healthcare plan (medical, vision, and dental), including the same deductibles, copays, and coverage provisions, at the same payroll deduction costs, through December 31, 2025.
- b. Beginning January 1, 2026, Court-Appointed Support employees who elect to be covered by the County Healthcare Plan will be enrolled in the same Healthcare Plan (including medical, vision, and dental) available to all other eligible County employees, subject to all of the terms, conditions, and costs of such plan.
- c. To smooth the transition to the County Healthcare Plan in 2026, effective January 1, 2026, for the 2026 calendar year, the County will fund a Flexible Savings Account ("FSA") based on the Court-Appointed Support employees' benefit elections for the applicable year(s), as follows:

| <u>Plan</u> | | 2026 |
|-------------|-----------------------|---------------|
| 500/100 | Unmatched by employee | \$125 |
| | Matched by employee | \$126 - \$325 |
| 1000/2000 | Unmatched by employee | \$250 |
| | Matched by employee | \$251 - \$450 |

- d. “Matched by employee” means funds contributed by the employee in the above amounts will be matched by the County, up to the maximum Employer match set forth above.
 - e. Any Court-Appointed Support employees hired on or after October 1, 2025 will not be eligible for a County-funded FSA.
2. **Paid Time Off (PTO).** Court-Appointed Support employees shall accrue PTO in accordance with the PTO accrual rates set forth in the County Employee Handbook, except that any Court Support employee that, as of October 1, 2025, accrues PTO at a higher rate than the County PTO accrual rate, shall continue to accrue PTO at the higher rate and such accrual rate will be frozen. If and when the Court Support employee would be entitled to accrue PTO at a higher rate under the County PTO policy, then the employee shall begin to accrue PTO at the applicable County rate.
3. **Disability, Life, and AD&D Insurances.** Court-Appointed Support employees shall remain enrolled in their current Disability, Life, and AD&D Insurance through December 31, 2025. On January 1, 2026, Court Support employees shall receive the same Disability, Life, and AD&D insurance coverage provided to non-bargaining employees of the County. Any Court-Appointed Support employees hired on or after October 1, 2025 will be enrolled in the Disability, Life, and AD&D coverage provided to non-bargaining employees of the County.
4. **Incentive for College Degrees.** Any Court-Appointed Support employee hired prior to October 1, 2025 received a base wage adjustment for completing an Associate’s Degree or Bachelor’s Degree under the Court Support Collective Bargaining Agreement shall continue to receive the same base wage adjustment they are currently receiving (i.e., 2% of base wage for Associate’s Degrees or 3% of base wage for Bachelor’s Degree).

Personnel Report:

Court:

- Domestic Relations: Ashley Raylock, Conference Officer, and Jayden Kessler, General Clerk, effective September 22, 2025

Probation Services:

- Probation Officers – Jordan Heeney and Gregory Young, effective October 6, 2025
- Separation of employment for Miranda Stultz, Probation Officer, effective October 3, 2025

Clerk of Courts:

- Promotion of Adrienne Leshar from Deputy Clerk 2-New Case Clerk to Court Specialist 1, effective September 22, 2025
- Tabitha Welch, Court Specialist 1, effective September 29, 2025. Ms. Welch is transferring from a General Clerk position in Domestic Relations.

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Personnel Report cont'd:

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

Children & Youth Services:

- Merit hire promotion for Taylor Prentice from Caseworker 1 to Caseworker 2, effective September 8, 2025
- Amend the effective date for Annette Chretien-Breighner, Caseworker 2, from August 29, 2025 to September 8, 2025
- Sarah Wentz, Caseworker 1-Intake, effective September 22, 2025
- Transfer Leasia Ayers from Supervisor Program Specialist 2 to Independent Living Program Supervisor, effective September 17, 2025
- Adams County Adult Correctional Complex – Corrections Officers: Dominick Lynch, Vanessa Flinchbaugh, Jaeda Salter, effective October 6, 2025

Separation of Employment with permission to post:

- Retirement of Gail Laughman, Assistant, Voter Registration, effective November 26, 2025
- Amanda Curry, Caseworker 1-Independent Living, effective September 23, 2025
- Ramesh Gajmer, Custodian, effective September 12, 2025
- Adams County Adult Correctional Complex: Corrections Officers – Zachary Groft, effective September 17, 2025; Ryan Carson, effective September 21, 2025; Michael Baylor, effective September 27, 2025
- Emily Wiser, Correctional Program Specialist, effective September 24, 2025
- Revised date of separation for Maria Mejia, Records Specialist-Court Liaison from October 6, 2025 to October 15, 2025

Expenditures:

Approve the following expenditures for the period September 15, 2025 through September 26, 2025:

| | |
|--------------------|------------------------|
| General Fund | \$ 753,377.40 |
| Payroll – Week #39 | <u>\$ 1,106,572.20</u> |

| | |
|---------------------------|------------------------|
| Total General Fund | \$ 1,859,949.60 |
|---------------------------|------------------------|

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|---------------------------|---------------|
| Children & Youth Services | \$ 290,370.50 |
| HazMat Fund | \$ 6.00 |
| Commissary Fund | \$ 6,151.42 |
| Records Management | \$ 2,836.00 |
| Hotel Tax Fund | \$ 140.63 |
| Opioid Settlement | \$ 4,903.17 |
| Capital Project-Reserve | \$ 16,195.00 |
| Capital Projects | \$ 3,617.59 |

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Expenditures cont'd:

| | |
|----------------------------|-----------------------|
| 911 Fund | \$ 34,747.67 |
| Internal Service Fund | <u>\$ 252,686.40</u> |
| Total Special Funds | \$ 611,627.38 |
| Total Expenditures | \$2,471,576.98 |

Other Business:

Solicitor Mudd
Commissioner Qually
Commissioner Martin
Commissioner Phiel

Salary Board Meeting:

The Salary Board Meeting will be held following the Commissioners' Meeting.

Adjournment: