

**WEDNESDAY, DECEMBER 20, 2023:**

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; Sean Mott, 1<sup>st</sup> Assistant Solicitor; Steve Nevada, County Administrator; John Phillips, Controller; Beth Cissel, Deputy Controller; Danette Laughman, HR Deputy Director; Candi Clark, Court HR Generalist; Larry Steinour, Building & Maintenance Director; Daryl Crum, Tax Services Director; Phil Swope, Assistant Director of Budget & Purchasing; Todd Garrett, Budget Analyst II and Lisa Moreno-Woodward, Deputy Chief Clerk. Participating by Phone: Melissa Devlin, Budget & Purchasing Director; Sarah Finkey, ACCYS Administrator and Phil Walter, CIO. 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 December 13, 2023 Commissioner's Meeting as presented.

Motion carried.

NOTE: The Wednesday, December 27, 2023 Commissioners Meeting has been cancelled.

**Public Comment:**

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

**Sheriff:**

With recommendation from Sheriff James Muller, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners sign the Renewal Addendum to Master Agreement with Teleosoft, Inc., of York, PA. This Addendum renews the Maintenance Agreement for the CountySuite: SHERIFF Software. It is further recommended that the Commissioners sign the Addendum to Master Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Maintenance Agreement is one (1) year, commencing January 1, 2024 and terminating December 31, 2024. Total cost to the County is \$9,184.00.

Motion carried.

**Planning & Development:**

With recommendation from Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the Internship Agreement with Commonwealth University of Pennsylvania (Bloomsburg, Lock Haven, and Mansfield). This Agreement establishes a formal affiliation between the University and the County, allowing the County to accept students for credit-bearing internships. It is the intention of the Planning Department to hire an intern for the summer of 2024. The term of the Agreement is five (5) years, commencing on December 20, 2023 and terminating December 19, 2028.

Motion carried.

**Children & Services:**

With recommendation from Sarah Finkey, Administrator, Mr. Qually moved, seconded by Mr. Martin, to approve a 2023-2024 Purchase of Service Agreement with Chad Shaeffer, Spirit & Associates Evaluation Services.

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 appoint Chairman Randy L. Phiel to sign on behalf of the Board the December 15, 2023 Quote from ePlus Technology Inc. of Herndon, Virginia for Cisco Catalyst 9800-CL wireless controller licenses to run on the county's existing servers to serve as the wireless access point throughout all County buildings. The cost of the licenses and five (5) year support and DNA totals \$23,603.66 per CO-STAR-6 Software Contract #006-E22-218. The purchase is fully budgeted.

Motion carried.

**Tax Services:**

With recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Contract for County/Municipal Billing with Government Software Services, Inc. ("GSS"). This Agreement provides that GSS will prepare and mail annual real estate and per capita tax statements for the County at a rate of \$0.2295 per statement. This Agreement is effective December 27, 2023, for a one-year term.

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 approve the Proposal from Triangle Fire Protection, Inc., a certified fire systems inspector. This Proposal provides for quarterly fire sprinkler inspections and an annual backflow inspection and certification of three (3) devices at the County DES building located at 230 Greenmyer Lane, Straban Township. Total cost of all services is \$1,520.00. This Agreement is effective December 27, 2023, for a term of one (1) year.

Motion carried.

**Building and Maintenance:**

With recommendation from Larry Steinour, Director and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve and ratify the signature of Chairman Randy L. Phiel, on behalf of the Board, the December 14, 2023 Proposal by BFPE International of York for the purchase and installation of a Honeywell CLSS Pathway Dual-path Cellular Communicator replacement for the Mercy House fire protection system. The Proposal is effective December 14, 2023 and the total cost to the County is \$875.00.

Motion carried.

**Security Department:**

With recommendation from Mark Masemer, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board, the Commonwealth of Pennsylvania, Department of Environmental Protection, Division of Radiation Control Applications two (2) for Renewal of Certificate of Registration for Radiation-Producing Machines. This renewal is for the Scanners located at the Courthouse and the Human Services Building. Total cost to the County is \$1,040.00.

Motion carried.

**Adult Correctional Complex:**

Recommendation from Warden Katy Hileman, 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 Project Modification Request to the Pennsylvania Commission on Crime and Delinquency (PCCD) Transition to Success grant (2019/2021-JG-LS-26749). This modification would permit the use of grant funds for the purpose of hiring a dedicated Treatment Manager for the program and would alter the program scope to accommodate an increasing inmate population. The total amount awarded for this project, \$229,339.00, would remain unchanged. This modification is effective December 20, 2023 for the project period beginning October 1, 2022 and ending September 30, 2024.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to designate Chairman Randy L. Phiel to sign Amendment #2 to Food Service Agreement with Summit Food Service, LLC, a South Dakota Company. This Amendment, which reflects price increases agreed to by the Parties in the underlying Agreement, increases the price per meal scale by 5.4%, which is equal to the change in the Consumer Price Index – All Urban Consumers (CPI-U), Food Away From Home. The Amendment is effective December 1, 2023.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to appoint Chairman Randy L. Phiel to sign on behalf of the Board the Commonwealth of Pennsylvania, Department of Environmental Protection, Division of Radiation Control Application for Renewal of Certificate of Registration for Radiation-Producing Machines. This renewal is for the Tek84 Whole Body Scanner at the ACACC. Total cost to the County is \$520.00.

Motion carried.

**Adoption of the 2024 Adams County Budget:**

- Chairman Phiel began the presentation of the final 2024 Adams County Budget by stating there will be No Tax Increase. The County’s financials are in good order and our credit rating is good and has not been changed in several years. He thanked the fiscal team for their dedicated work and the County is looking forward to keeping a good forecast as we move forward in 2024.

Mr. Martin moved, seconded by Mr. Qually, to approve and adopt the 2024 Adams County Budget as follows:

	<b>Revenues</b>	
<b>Expenditures</b>		
General Fund	\$58,825,616	\$70,299,188
<u>Special Funds</u>	<u>\$14,568,508</u>	<u>\$14,568,508</u>
Sub Total	\$73,394,124	\$84,867,696
General Fund Deficit	(\$11,473,572)	
Appropriated Fund Balance	\$ 3,557,916	
Assigned Fund Balance	<u>\$ 7,915,656</u>	
Total General Fund & Special Funds	\$84,867,696	
Hotel Tax Fund	\$ 3,020,000	\$ 2,792,151
Bridge Funds	\$ 507,300	\$ 458,500

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve and adopt Resolution No. 14 of 2023 Establishing, Levying and Setting the Taxes and Tax Rates on Real Property and Persons for Fiscal Year 2024 as follows:

**A RESOLUTION OF THE COUNTY OF ADAMS, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING, LEVYING AND SETTING THE TAXES AND TAX RATES ON REAL PROPERTY AND PERSONS FOR FISCAL YEAR 2024**

**RESOLUTION NO. 14 OF 2023**

**NOW THEREFORE, BE IT RESOLVED**, and it is hereby **RESOLVED**, by the County of Adams, Pennsylvania, by its governing body, the duly elected and incumbent Board of County Commissioners, Randy L. Phiel, James E. Martin, and Marty Karsteter Qually, as follows:

**1. Real Property Tax:** A tax be and the same is hereby levied on all real property within the said County subject to taxation for County purposes for the fiscal year 2024, pursuant to authority contained in the County Code, 16 P.S. § 1770, as follows: Tax rate for general County purposes, 4.4393 mills, which includes on each dollar of assessed valuation.

**2. Per Capita Tax:** That a per capita tax on persons be and the same is hereby levied on all persons subject to taxation for County purposes for the fiscal year 2024, at the rate of Five Dollars (\$5.00) per capita.

**3. Effective Date:** This Resolution is adopted this 20<sup>th</sup> day of December 2023 and shall be effective for and during the fiscal year 2024.

**IN WITNESS WHEREOF**, the present Resolution has been duly adopted this 20<sup>th</sup> day of December 2023 in a duly advertised and convened public session.

**ATTEST:**

\_\_\_\_\_  
/s/  
Paula V. Neiman  
Chief Clerk

**ADAMS COUNTY COMMISSIONERS**

\_\_\_\_\_  
/s/  
Randy L. Phiel, Chairman

\_\_\_\_\_  
/s/  
James E. Martin, Vice-Chairman

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/s/  
Marty Karsteter Qually, Commissioner

Motion carried.

**Personnel Report:**

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

Court:

- Probation Services – Note the promotion from Deputy Chief of Operations to Chief, for Kristi Fields, effective December 18, 2023

IT Department:

Recommendation from Phil Walter, CIO, to approve the promotion for Megan Smith, from Courts Jr. Tech II position to Tech II/Application Specialist, effective December 18, 2023 with permission to post the vacant position.

Building & Maintenance:

Recommendation from Larry Steinour, Director, to approve the status change for Barbara Clements from Part time Regular to fulltime (37.5), effective December 11, 2023. NOTE: Will not be posting the Part time Regular position at this time.

Separation of Employment with permission to post:

- Corporal David Bock, Sheriff's Department, effective December 29, 2023
- Leslie Johnston, Corrections Officer, effective December 14, 2023

Motion carried.

Other Business:

Commissioner Phiel:

- Announced this is Controller John Phillips last public meeting. Commissioner Phiel thanked Controller Phillips for the last four years, which was a benefit to the entire organization.
- The December 27, 2023 Commissioners Meeting has been cancelled. The next public meeting will be held Tuesday, January 2, 2024 which is the Re-Organizational Meeting.
- The Swearing-In Ceremony for Elected Officials will take place on Friday, December 29<sup>th</sup> at 1:00 p.m. in the Historic Ceremonial Courtroom.

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 9:24 a.m. this date.

Motion carried.

Respectfully submitted,

*Paula V. Neiman*

Paula V. Neiman  
Chief Clerk