

**WEDNESDAY, OCTOBER 4, 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; Molly R. Mudd, Solicitor; John Phillips, Controller; Beth Cissel, Deputy Controller; Todd Garrett, Budget Analyst II; Jannie Abanto, HR Generalist; Daryl Crum, Tax Services Director; Deana Duvall, Grants Coordinator; Ellen Dayhoff, Rural Resources Director; Warren Bladen, Department of Emergency Services Director; Those participating by phone: Phil Walter, CIO; Tammie Myers and Jessica Babb, CBS 21 Reporter; 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 September 20, 2023 Commissioner's Meeting as presented.

Motion carried.

**Public Comment:**

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

**2023 Community Development Block Grant (CDBG) Public Hearing:**

Chairman Phiel announced this is the date and time publicly advertised to hold the second public hearing for the 2023 Community Development Block Grant Program. Chairman Phiel called this public hearing to order at 9:02 a.m. this date. He recognized Deana Duvall, Grants Coordinator, who noted the purpose of this public hearing is to solicit public comment on the proposed budget that has been prepared for the 2023 CDBG Application. The activities proposed for inclusion in the County's 2023 CDBG application are: Biglerville Borough – East York Street Waterline Replacement in the amount of \$263,477.00 and Administration in the amount of \$57,836.00. Chairman Phiel noted there was only one (1) applicant for these funds, which is a multi-year project, and was discussed previously at a public meeting. He asked Ms. Duvall the timeline for this application, and she responded the application needs to be submitted to the PA Department of Community & Economic Development on or before October 27, 2023.

Chairman Phiel asked the Board members if they had any comment, there was none presented. He then asked for public comment and the record shall show no public comment was received.

He declared the public hearing closed at 9:05 a.m. this date.

**2023 Community Development Block Grant Program:**

- With recommendation from Deana Duvall, Grants Coordinator, Mr. Qually moved, seconded by Mr. Martin, to approve and authorize Chairman Randy L. Phiel to sign the 2023 Community Development Block Grant Budget Application in the total amount of \$321,313.00 for submission to the PA Department of Community & Economic Development.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin to approve and sign Resolution #12 of 2023 as follows:



By: \_\_\_\_\_  
James E. Martin  
Vice-Chairman

By: \_\_\_\_\_  
Marty Karsteter Qually  
Commissioner

Motion carried.

**Sheriff:**

With recommendation from Sheriff James Muller, 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 Master Service Agreement with Lexipol, LLC, a Texas Company. Lexipol provides Policy Manuals and Daily Training Bulletins for the Sheriff's office. It is further recommended that the Commissioners sign the Addendum to Lexipol's General Terms and Conditions, which incorporates the County's standard terms into the Agreement. The term of the Agreement is one (1) year, commencing on November 1, 2023 and terminating October 31, 2024. Total cost to the County is \$10,821.43.

Motion carried.

**Information Technology:**

With recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, Mr. Qually moved, Mr. Martin, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the StormWind Order Form with StormWind, LLC, an Arizona-based online education company. This Agreement will provide the County Network System Administrator with unlimited access to StormWind's online training platform with on-demand courses related to IT. The total annual cost of the license to access the web platform is \$695.00, which is a discounted price (originally \$1,990.00) offered through PA State Contract No. 4400023837. This Agreement is effective October 4, 2023.

Motion carried.

**Ag Land Preservation:**

Ellen Dayhoff, Rural Resource Manager, addressed the Commissioners with a highlight of the changes to the Adams County Land Evaluation and Site Assessment Ranking System:

- Greater emphasis on Stewardship practices and Resource Management (Conservation Planning)
- Development Potential – no longer look at wellhead protection areas and just look at the Proximity to Streams to put the emphasis on helping to protect water quality.
- Farmland Potential – good diversity with Acreage of Farmland and the Percentage in Ag Production but was skewed in Human Resources and Historic/Scenic/Environmental. The concern was mostly with the Stewardship Score – when a farm receives a very low stewardship score, but still ranks high enough to become preserved. After field visits are conducted, if an application has a Stewardship Score of 20 or less, that application will not move forward. The applicant will be able to re-apply in the next application cycle after implementing more of the needed conservation practices.
- Clustering Potential – altered the scores for Proximity to Preserved Lands, using a more streamlined approach to score the application.

With recommendation from Ellen Dayhoff, Rural Resource Manager, and Sherri Clayton-Williams, Director, and after review by the Adams County Agricultural Land Preservation Board and Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually

to approve the requested changes to the Adams County Land Evaluation and Site Assessment Ranking System.

Motion carried.

**Tax Services Department:**

With recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners review and adopt the Adams County LERTA Guidelines, that are intended to establish application requirements, compliance criteria, and other provisions to implement LERTA Programs within the County, identified by parcel, and established by the taxing authorities in the County. Authority to administer these guidelines for the Berlin Junction Project is provided for through the Local Economic Revitalization Tax Assistance Act of 1977, codified at 72 P.S. §4722 *et seq.*, Adams County Ordinance NO. 2 of 2022, Oxford Township Ordinance No. 2022-128, and Conewago Valley School District Resolution No. 122.

Motion carried.

**Department of Emergency Services:**

With recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following:

- Sign the Statement of Work from Appalachia Technologies, LLC, of Mechanicsburg, PA, for technical support of the 911 Computer-aided Dispatch (CAD) environment, including outside of business hours. The Service period of this Agreement commences on September 1, 2023 and terminates on February 29, 2024. Total cost to the County is \$17,598.12, to be paid in monthly installments of \$2,933.02.
- Approve the Second Amendment to our Amended and Restated Support and Maintenance Agreement with Intellitech Corporation, an Ohio Company. This Amendment provides for a one-year extension of our Agreement with Intellitech, whose software operates the Computer-Aided Dispatch (CAD) System at DES. The new term of the Agreement is November 1, 2023 to October 31, 2024. Total cost to the County is \$75,632.87.
- Designate Chairman Randy L. Phiel to sign Quote No. 1229512 from Kint Corporation, of Harrisburg, PA, for the purchase and installation of a Fike Cheetah XI Fire Suppression System at the DES building. It is further recommended that the Commissioners sign the Addendum to Kint's Terms and Conditions, which incorporates the County's standard terms into the Agreement. The Quote is being made pursuant to CoStars Contract #040-E23-240. The Quote is effective October 4, 2023. Total cost to the County is \$50,096.00.

Motion carried.

**Human Services Development Fund:**

With recommendation from Paula Neiman, Chief Clerk, Mr. Martin moved, seconded by Mr. Qually, Mr. Martin moved, seconded by Mr. Qually, to approve and sign the 2022-2023 Human Services Client Report and Final Expenditure Report for submission to the PA Department of Human Services which reflects \$58,071.00 (interest included) for Human Services Development Fund and \$143,894.00 for Homeless Assistance, that includes a supplemental payment of \$50,000.00.

Motion carried.

**Human Resources:**

With recommendation from Michele Miller, Director 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 License Agreement with Kantola Training Solutions, a California Company, for use by the Department of Kantola’s online employee training modules. It is further recommended that the Commissioners sign the Addendum to Kantola’s Standard Term and Conditions, which incorporates the County’s standard terms into the Agreement. The term of the Agreement is three (3) years, commencing on October 4, 2023. Yearly cost to the County is \$3,000.00, for a total of \$9,000.00 over the three-year term.

Motion carried.

**Commissioners:**

With recommendation from Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the following:

- Subrecipient Agreements for the Adams Response & Recovery Fund (“ARRF”), which was established by the Board to allocate grant funds provided by the US Department of Treasury for eligible activities pursuant to the American Rescue Plan Act of 2021 (“ARPA”) and as authorized by the Coronavirus State and Local Fiscal Recovery Funds program (“SLFRF”). The awarded amounts were previously approved by the Board at the March 22, 2023 public meeting following a public application process:
  - \$323,100.00 in grant funding to the Adams County Economic Development Corporation (EDC) for the purpose of creating a revolving loan fund to support affordable housing through down payment assistance for qualified individuals who work in Adams County and seek to purchase a home in the County. The Agreement is effective October 4, 2023, and expires December 31, 2026.

Motion carried.

**Personnel Report:**

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

**Children & Youth Services:**

- Employment of Austin Gorby, Caseworker 1-Intake, effective October 10, 2023, pending successful completion of all pre-employment requirements.

**Adams County Adult Correctional Complex:**

- Revised date of hire for Jacqueline Gadowski-Gibbons, Corrections Officer, from October 16 to November 27, 2023

**Separation of Employment:**

- Diana Macklin, Telecommunicator, effective September 18, 2023
- Jennifer Claybaugh, Telecommunicator, effective September 26, 2023
- Hannah Myers, CYS Caseworker 1, effective October 13, 2023
- Eric Turvin, Corrections Officer, effective September 25, 2023
- Mitchell Vandegrift, Lieutenant, effective October 10, 2023
- Rescind offer of employment for Tyler Darragh, Corrections Officer, effective October 2, 2023

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period September 18, 2023 through September 29, 2023:

General Fund Total	\$ 1,877,158.07
General Fund	\$ 822,821.03
Payroll – Week #39	\$ 1,054,337.04
Children & Youth Services	\$ 310,213.05
HazMat Fund	\$ 246.13
CDBG	\$ 8,538.60
Commissary Fund	\$ 10,932.61
Records Management	\$ 3,155.00
American Rescue Plan Act 2021	\$ 5,000.00
Capital Projects	\$ 2,874.91
911 Fund	\$ 56,857.65
Internal Service Fund	\$ 235,424.78

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 9:30 a.m. this date.

Motion carried.

Respectfully submitted,



Paula V. Neiman  
Chief Clerk