

**WEDNESDAY, SEPTEMBER 18, 2019**

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:00 a.m. in the Ceremonial Courtroom with Chairman Randy Phiel presiding. Others in attendance: Commissioners James E. Martin and Marty Karsteter Qually; Molly R. Mudd, Solicitor; Steve Renner, Controller; Beth Cissel, Deputy Controller; Bev Boyd, Prothonotary; Don Fennimore; Court Administrator; Eric McCoy, Assistant Solicitor; Phil Walter, IT CIO; Brandon Brenize, IT Project Coordinator/Support Specialist; Melissa Devlin, Finance Director; Phil Swope, Staff Accountant; Sarah Finkey, Children and Youth Administrator; Warden Katy Hileman; Alyssa Harris, Business Manager; Rebecca Moreland, Grants Coordinator; John Phillips; News Reporter Amy M , *Gettysburg Times* and Chief Clerk Paula V. Neiman.

**Pledge of Allegiance**

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually to approve the Minutes of the September 11, 2019 Commissioners' Meeting as presented.

Motion carried.

**Executive Session:**

Chairman Phiel noted an Executive Session will be called at the discretion of the Board of Commissioners to discuss attorney client/personnel issues.

**Public Comment:**

There was no Public Comment addressed to the Board at this time.

**Information Technology Department:**

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

- Appoint Chairman Randy L. Phiel to execute on behalf of the Board a Term Master License Agreement with Varonis Systems, Inc. for Oracle Software, at a cost to the County of \$37,703.68; and
- Approve and execute a Master Services Agreement with Sylint Group, Inc. of Florida, a Cyber Security Forensics and eDiscovery Company for consulting services including the use of Varonis software in support of the County's HIPAA data storage and transmission functions; and
- Appoint Chairman Randy L. Phiel to execute on behalf of the Board the Statement of Work prepared by Sylint, wherein work will be performed by Sylint at a discounted CCAP rate of \$225.00/hour not to exceed sixty (60) hours, for an estimated budget of \$13,500.00, plus out-of-pocket expenses for dedicated hardware, software, and/or shipping costs estimated at \$1,000.00 over the course of the engagement.

Motion carried.

**Controller:**

At this time Board Chairman Phiel recognized Beth Cissel, Deputy Controller, who gave a presentation on the Adams County Comprehensive Annual Financial Report (CAFR) that was prepared by the Office of the Controller.

### **Courts:**

With recommendation from Don Fennimore, Court Administrator, 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 execute on behalf of the Board, a Memorandum of Understanding with the Borough of Gettysburg for Parking Services for Citizens Called to Jury Duty, wherein the Borough shall reserve parking spaces numbers 125-229 in the Race Horse Alley Parking Garage for the exclusive use of jurors during court sessions, at an annual cost of \$2,500. This Memorandum of Understanding is for the remainder of Court sessions in 2019, continuing for three (3) years through December 31, 2022.

Motion carried.

### **Children & Youth Services:**

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

- After review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Laboratory Services Agreement with Prescient Medicine of Hummelstown for Laboratory Services and Professional Lab Consulting services including toxicology testing, DNA testing and biochemical testing. Services price list includes rates from \$18.00 - \$120.00 per test, the Agreement has a term of (2) years.
- 2019-2020 Purchase of Service Agreements: County of Northampton, Diakon-Kathleen Murphy Resource Parent Program and The RASE Program

Motion carried.

### **Prothonotary:**

With recommendation from Prothonotary Beverly Boyd, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners sign the Book and Microfilm Scanning Agreement with IMR Digital for the scanning of Equity Index Books, Judgment Dockets, Indices to Decrees in Divorce and Microfilm scanning, all into PDF/A files, at a specified charge per image not to exceed \$25,000.00, pricing as per PA COSTARS contract #009-057.

Motion carried.

### **Adams County Adult Correctional Complex:**

With recommendation by Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners review and approve the Memorandum of Understanding with Center for Youth and Community Development (CFYCD) for the development, presentation and facilitation of instructional programming at the ACACC "Guiding Good Choices," that targets the prevention of drug and alcohol abuse among adolescents by providing substance abuse education to the incarcerated parents of the at-risk adolescent population. Grant funding covers the cost of this programming.

Motion carried.

### **Planning:**

With recommendation from Rebecca Moreland, Grants Coordinator, Mr. Martin moved, seconded by Mr. Qually, to approve and sign the Fiscal Year 2019 Community Development Block Grant Cooperation Agreements, on behalf of the following:

- Gettysburg Borough - \$126,709 for streetscape improvements on South Street
- Littlestown Borough - \$94,636.00 for ADA curb ramp installation

Motion carried.

**Commissioners:**

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

- An Addendum to the Maintenance Service Agreement with NRG Building Services, Inc. to amend the Agreement to reflect the approved price of \$10,130.00 for the June 1, 2019-December 1, 2020 contract term which was approved at the September 11, 2019 Commissioner's Meeting.
- Recommendation from Solicitor Molly R. Mudd that the Board of Commissioners execute the Addendum to Agreement for Microsoft Fee Recovery with PrimeCare Medical, Inc. of Harrisburg wherein PrimeCare agrees to reimburse the County for Microsoft User Licenses at the rate of \$400.00/per user, per year for access by PrimeCare employees stationed at the ACACC to the County's system or servers to cover the costs of licensing Microsoft products. This fee recovery addendum will expire on December 31, 2021 with options to renew.
- Authorize the advertisement for an Invitation for Bids for exterior painting of all exposed wood and metal work located above the second story windows on the Historic Courthouse Building.

Motion carried.

- At this time Board Chairman Phiel announced this is the date and time advertised to open sealed bids 'ACACC Food Service Operations Proposal' received for the food service operations at the Adams County Adult Correctional Complex. The following bids were received and read aloud:
  - Summit  
500 E. 52<sup>nd</sup> Street North  
Sioux Falls, SD 57104  
  
Option 1 - \$2.10/meal  
Option 2 - \$2.12/meal
  - Trinity Services Group  
477 Commerce Blvd.  
Oldsmar, FL 34677  
  
Option 1 - \$1.33/meal  
Option 2 - \$1.45/meal

Board Chairman Phiel announced the Board of Commissioners reserves the right to accept or reject all bids received. This will be announced during the regular scheduled public meeting on Wednesday, October 16, 2019.

**Personnel Report:**

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

Courts:

Separation of Employment:

- Morgan Golay, Law Clerk for Judge George, effective September 27, 2019
- Carla Medina, General Clerk, Probation Services, effective September 27, 2019

Separation of Employment with permission to post:

- Retirement of Barbara Walter, Chief Assessor, effective November 15, 2019
- Amanda Zekany, Children & Youth Caseworker 2-Intake, effective October 10, 2019
- Jason Lohuis, Corrections Officer, effective September 25, 2019

- Rescind offer of employment for Azmar Sullivan, Corrections Officer, effective October 7, 2019
- Rescind offer of employment for Kyle Davis, Corrections Officer, effective October 7, 2019

Motion carried.

**Other Business:**

No Other Business was brought before the Board at this time.

**Executive Session:**

Board Chairman Phiel called for an Executive Session at 9:48 a.m. this date to discuss attorney/client and personnel issues.

**Meeting Reconvened:**

Chairman Phiel reconvened the Commissioner's Meeting at 11:38 a.m. this date with the following in attendance: Commissioners James E. Martin and Marty Karsteter Qually; Solicitor Molly R. Mudd, Assistant Solicitor Sean Mott and Chief Clerk Paula V. Neiman.

**Adjournment:**

Mr. Qually moved, seconded by Mr. Phiel, to adjourn the Commissioner's Meeting at 11:38 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk