

**TUESDAY, JANUARY 2, 2024 - ADAMS COUNTY COMMISSIONERS ORGANIZATIONAL MEETING:**

The Adams County Board of Commissioners met at 9:00 a.m. this date in accordance with the provisions of Section 502 of the County Code to convene the Organizational Meeting and to conduct any regular business brought before the Board of Commissioners at this time. The meeting was held at the Adams County Courthouse, Historic Courtroom and via conference call with Commissioner Randy L. Phiel presiding. Others in attendance: Commissioner James E. Martin; Sean Mott, 1<sup>st</sup> Assistant Solicitor; Steve Nevada, County Administrator; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Michele Miller, HR Director; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Melissa Devlin, Director of Budget & Purchasing; Phil Swope, Assistant Director of Budget & Purchasing. Participating by Phone: Phil Walter, CIO. News Reporter Vanessa Pellechio Sanders, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

**Board Organization:**

At this time, 1<sup>st</sup> Assistant Solicitor Sean Mott acted as Temporary Chairman for the purpose of the election of officers.

- Mr. Martin moved to elect Randy L. Phiel as Chairman. No other nominations were received. Mr. Martin moved, seconded by Mr. Phiel, to elect Randy L. Phiel as Chairman of the Adams County Board of Commissioners.

Motion carried.

- Mr. Phiel moved to elect James E. Martin as Vice-Chairman. No other nominations were received. Mr. Phiel moved, seconded by Mr. Martin, to elect James E. Martin as Vice-Chairman of the Adams County Board of Commissioners.

Motion carried.

**Public Comment:**

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

**Robert's Rules of Order:**

Mr. Martin moved, seconded by Mr. Phiel, to approve the current version of Robert's Rules of Order regarding procedural matters in various meetings in which the Commissioners would be sitting (Salary Board, Board of Elections, Board of Assessment Appeals) but to retain the prerogative to make procedural rules, specifically the version Parliamentary Procedures at a Glance, that may be contrary to Robert's Rules of Order.

Motion carried.

**Bridge Engineer:**

Mr. Martin moved, seconded by Mr. Phiel, to approve to appoint William D. Cameron, P.E., Pennoni Associates, Inc., 5072 Ritter Road, Suite 102, Mechanicsburg, PA 17055 as the County's Bridge Engineer.

Motion carried.

**Commissioners:**

- Mr. Martin moved, seconded by Mr. Phiel, per the IRS issued standard mileage rate, to approve to increase the mileage rate for the County of Adams to \$.67 cents per mile driven for business use, for all non-union staff and all bargaining unit staff, Professionals, Support and AFSCME, effective January 1, 2024.

Motion carried.

**Meeting Dates & Times:**

Mr. Martin moved, seconded by Mr. Phiel, to approve the following:

- Note the Adams County Commissioners will meet on Tuesday, January 9, 2024 and after that date will meet every other Wednesday of the month beginning January 24, 2024, at 9:00 a.m. in the Historical Courtroom, 117 Baltimore Street, Gettysburg, PA or via WebEx 1-415-655-0001, 132-798-3497# as advertised, unless otherwise noted throughout the year.
- Note the Adams County Salary Board will meet on Tuesday, January 9, 2024 and after that date will meet every other Wednesday of the month beginning January 24, 2024 following the Commissioners meeting in the Historical Courtroom, 117 Baltimore Street, Gettysburg, PA or via WebEx 1-415-655-0001, 132-798-3497# as advertised, unless otherwise noted throughout the year.

Motion carried.

**Court:**

With recommendation from District Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the Terms and Conditions Form with Keystone Pet Enhanced Therapy Services (“KPETS”), a non-profit organization. This Agreement allows registered KPETS volunteers and their dogs to participate in therapeutic canine services in County and Court facilities. It is further recommended that the Board approve the Memorandum of Understanding between the County and KPETS registered handler Larry Miller (ID No. 3572). This MOU provides that Mr. Miller is permitted to engage in therapeutic canine services sponsored by KPETS at the Courthouse with his certified dog, Dudley, at such times as may be requested by the County or Courts. Both Agreements are effective January 2, 2024. There is no cost to the County.

Motion carried.

**District Attorney:**

With recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners designate Chairman Randy L. Phiel and District Attorney Brian Sinnett to sign the SAVIN Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute and Adams County. The Agreement provides for the maintenance of the PA SAVIN system, a statewide automated victim information and notification system, in Adams County. This system provides victims with notification of the release, escape, and/or apprehension of incarcerated individuals. The term of the Agreement is January 1, 2024 through December 31, 2024. There is no additional cost to the County.

Motion carried.

**Treasurer:**

With recommendation by Treasurer Crissy Redding, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the Enrollment Agreement with Professional Development Academy. This Agreement will permit one (1) staff member to enroll in a 12-week leadership training course offered by the Professional Development Academy in partnership with the National Association of Counties (NACO). Enrollment price is \$1,500.00. This is a budgeted expense. The Agreement is effective January 2, 2024, and the program will begin on January 8, 2024.

Motion carried.

**Human Resources:**

With recommendation by Director Michele Miller, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board a Standard Change Endorsement with the County's Stop Loss Carrier BCS Insurance Company of Oakbrook Terrace, Illinois for Policy Number ESL-30360. The Endorsement is effective 1/1/2024 for Policy Period 1/1/2024 through 12/31/2024.

Motion carried.

**Commissioners:**

With recommendation by County Manager Steve Nevada, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board a Letter of Intent ("LOI") with The Energy Network ("TEN") of Pittsburgh whereby the parties agree to design and construct a rooftop solar PV energy project with an aggregate capacity of +/- 480 kW DC ("the System") on the roof of the County's Human Services Building located at 525 Boyd's School Road.

Motion carried.

**Personnel Report:**

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

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the promotion of Donald Roth from Caseworker 3 to Acting Intake Caseworker Supervisor, effective December 18, 2023.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Corrections Officers, pending successful completion of background screenings: James Samuel, effective January 2, 2024; Aaron Wright, March 4, 2024

Separation of Employment with Permission to Post:

- Rescind offer of employment to Cayden Beard, Children & Youth Caseworker, effective January 2, 2024
- Petrfrancis Stringer, Corrections Officer, effective January 18, 2024

Motion carried.

**Other Business:**


- Commissioner Phiel officially welcomed Controller Tammy Myers to her first Adams County Commissioner's Meeting.

**Adjournment:**

Mr. Martin moved, seconded by Mr. Phiel, to adjourn the Commissioners Organizational Meeting at 9:14 a.m. this date.

Motion carried.

Respectfully submitted,

  
Paula V. Neiman  
Chief Clerk