

**WEDNESDAY, MAY 3, 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; Steve Nevada, County Administrator; Solicitor Molly R. Mudd; John Phillips, Controller; Beth Cissel, Deputy Controller; Danette Laughman, Assistant HR Director; Candi Clark, Court HR Generalist; Melissa Devlin, Director of Purchasing & Budgets; Phil Swope, Assistant Director of Purchasing & Budgets; Todd Garrett, Budget Analyst II; Sherri Clayton-Williams, Planning Director; Deana Duvall, Grants Coordinator; Phil Walter, CIO (phone); Sarah Finkey, Children & Youth Services Administrator; Warden Katy Hileman and staff; Gale Kendall, Chief Probation Services; William Cameron, County Bridge Engineer; Tammy Myers (Phone); News Reporter Vanessa Pellechio Sanders, *Gettysburg Times* (phone) and Judi Seniura, *Gettysburg Connections* and Chief Clerk Paula V. Neiman.

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the April 19, 2023 Commissioner’s Meeting as presented.

Motion carried.

**Proclamations:**

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim the week of May 7 – 13, 2023 as **“CORRECTIONS OFFICER WEEK”** in Adams County. This proclamation was presented to Warden Hileman and Corrections Officer from the Adams County Adult Correctional Facility. All three members of the Board thanked the prison personnel for their dedicated service.

Motion carried.

- Mr. Martin moved seconded by Mr. Qually, to adopt and proclaim May 2023 as **“MOTORCYCLE AWARENESS MONTH”** in Adams County. This proclamation was presented to members of A.B.A.T.E.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim May 7 – 13, 2023 as **“NATIONAL PREVENTION WEEK”** in Adams County. This proclamation was presented to the Center for Youth, Collaborating for Youth.

Motion carried.

**Public Comment:**

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

**Maintenance Repairs of Forty (40) County Bridges – Bid Announcement:**

At this time the Board of Commissioners recognized Controller John Phillips. Mr. Phillips announced that today was the deadline to receive sealed bids, online through PennBid, for the Maintenance Repairs of Forty County Bridges. He noted 58 contractors reviewed the bid information on PennBid. The bidding site closed at 8:15 a.m. this morning and the following Bids were received:

JFS	\$489,628.19
2736 Free Spring Church Road	Bid Bond Included
McAlisterville, PA 17049	

JVI Group Inc.  
8210C Carlisle Pike  
York Springs, PA 17372

\$747,228.00  
Bid Bond Included

Lobar Site Development Corporation  
PO Box 432  
4 Barlo Circle  
Dillsburg, PA 17019

\$886,486.20  
Bid Bond Included

Solicitor Mudd announced all bids will be taken under advisement, forwarded and reviewed by the County's Bridge Engineer William Cameron of Pennoni Associates Inc. for compliance. We anticipate an award on May 17<sup>th</sup>.

**Controller:**

With recommendation from Controller John Phillips, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Letter Proposal dated April 20, 2023, with Susquehanna Accounting & Consulting Solutions, Inc., a Pennsylvania company. The purpose of this Agreement is to prepare an Indirect Cost Allocation Plan (the "Plan") for the County in an effort to recoup costs from both federal and state grant programs. The fee for review of fiscal year 2022 is \$11,650.00, review of fiscal year 2023 is \$12,230.00, and review of fiscal year 2024 is \$12,840.00, payable upon completion of each review for a total cost to the County of \$36,720.00. This Agreement is effective May 3, 2023 and shall expire upon completion of the Plan.

Motion carried.

**Information Technology Department:**

Recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, to approve the following:

- Designate Chairman Randy L. Phiel to sign Quote #1020271 from Link Computer Corporation, of Bellwood, PA, for renewal of the Commissioners' Cisco Webex License. This License provides the Commissioners with a conference phone number with which they can telephonically host Public Meetings. This Quote is made pursuant to COSTARS Contract #006-E22-223. The term of the License is one (1) year, commencing on June 21, 2023 and terminating June 20, 2024. Total cost to the County is \$308.00.
- Recommendation from CIO Phil Walter, in coordination with Emergency Services Director Warren Bladen, and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve Quote #1020511 with Link Computer Corporation, an authorized reseller of VMware, Inc. products, of Bellwood, PA, for the County's VMware Licenses and support. VMware allows IT and DES to provision and manage servers within the County's virtual server environment. This Quote is made pursuant to Costars contact #006-E22-223. The term for the Quote is one (1) year, commencing on May 28, 2023 and terminating May 27, 2024. Total cost to the County is \$3,622.00.

Motion carried.

**Probation Services:**

With recommendation from Chief Gale Kendall, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the Pennsylvania Commission on Crime and Delinquency Grant Application (Subgrant No. 40684). The Grant Application, which is supported by the County's Criminal Justice Advisory Board, seeks \$89,999.00 from the State for the purpose of funding County Intermediate Punishment Program services, specifically a DUI Assessor who will conduct level of care assessments and case referral coordination. It is further recommended that the

Board designate Chairman Randy L. Phiel to approve the Program Authorization Form, which certifies that certain Intermediate Punishment programs will be implemented during fiscal years 2023-2024, in accordance with Act 2000-41. Both the Grant Application and Program Authorization Form are effective May 3, 2023.

Motion carried.

**Planning Department – 2021 Community Development Block Grant (CDBG):**

With recommendation from Deana Duvall, Grants Coordinator, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve and sign Agreements between the County of Adams and the following:

**2021 Cooperation Agreements:**

- Borough of Gettysburg –in the amount of \$132,490.00 for streetscape improvements and ADA compliant sidewalks on North Washington Street
- Borough of Littlestown – in the amount of \$98,000.00 for ADA compliant curb ramps throughout the Borough

**2021 Subrecipient Agreements, Contract No. C000082904:**

- YWCA of Gettysburg and Adams County – in the amount of \$26,590.00 for their fitness scholarship public service program
- Hoffman Homes, Inc. – in the amount of \$84,940.00 for their water/sewer improvement program
- Adams County Arts Council – in the amount of \$16,249.00 for their Healing Arts Program which is a new public service program

Motion carried.

**Children & Youth Services:**

With recommendation from Sarah Finkey, Administrator, Mr. Qually moved, seconded by Mr. Martin, to approve and sign an Amendment to Adoption Assistance Agreement between the County of Adams and M.C. on behalf of M.L. in the subsidy amount of \$1,216.00/month.

Motion carried.

**Tax Collector:**

Mr. Martin moved, seconded by Mr. Qually, to accept the resignation of Kathleen Ferguson, Germany Township Tax Collector, effective April 30, 2023.

Motion carried.

**Commissioners:**

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

- Ratify the Proposal submitted by Matt D. Young’s Masonry, Gettysburg, PA for work to be performed at the Department of Emergency Services Building in the amount of \$3,200.00 and to ratify the Terms and Conditions between the County of Adams and Matt D. Young’s Masonry. It is further recommended that the Board approve Chairman Randy L. Phiel to sign the Adams County Credit Application Agreement between the County of Adams and Matt D. Young’s Masonry.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to appoint Chairman Randy L. Phiel to sign on behalf of the Board of Commissioners the following Change Orders in relation to the St. Francis Xavier (SFX) Roofing Project:
  - Change Order #1, dated April 12, 2023 to Contractor Donald B. Smith, Inc., that incorporates the PA wage scale increases for roofing from \$33.00/hour and \$24.00/hour fringe in 2022 to \$41.37/hour and \$33.87/hour fringe in 2023 and for sheet metal from \$40.00/hour and \$40.00/hour fringe in 2022 to \$40.22/hour and \$41.01/hour fringe in 2023, with a net change to the contract price of \$27,200.00.
  - Change Order #2, dated April 12, 2023 to Contractor Donald B. Smith, Inc., for installation of Dark Bronze Kynar painted .032 Aluminum break metal over the face board/soffit areas of the gutter eaves and rakes (approximately 300 linear feet) of the SFX roof, with a net change to the contract price of \$11,600.00.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to ratify five (5) Professional Service Fee Agreements with the following defense attorneys: Kristin Rice, Susan Pickford, Paul Royer, Roberto Ugarte, and Thomas Gregory. The purpose of these Agreements is to provide individual counsel to staff members of CYS who received subpoenas to testify in grand jury proceedings. Each attorney has agreed to a rate of \$175.00 per hour. These Agreements are effective April 19, 2023 and shall terminate upon conclusion of the grand jury proceedings.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to designate Chairman Randy L. Phiel to sign the Fair Market Value Option Lease Agreement with Pitney Bowes, a Connecticut company, for two (2) SendPro C Series mail machines, one (1) MailCenter Machine, and SendPro Analytics software. The SendPro C Series machines will be utilized in the offices of Magistrate District Judges Snyder and Little. The MailCenter Machine and software will be utilized in the Courthouse Mailroom. It is further recommended that the Commissioners sign the Pitney Bowes Fair Market Value Option Lease Agreement Addendum, which incorporates the County's standard terms and conditions into the Lease Agreement. This lease is made pursuant to Pennsylvania eMarketplace Contract #4400015965. The term of the Agreement is three (3) years and will commence upon receipt and installation of the machines. Total cost to the County is \$42,486.92, to be billed in yearly quarterly installments of 3,548.91.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to appoint Chairman Randy L. Phiel to sign on behalf of the Board of Commissioners the Real Property Agreement Estoppel Certificate, Consent and Agreement (hereinafter, "Estoppel and Agreement") attesting that Adams County is the Owner in fee simple of the Straban Township acreage known as Tax Parcel Number 38H11-0040---000 with frontage on Granite Station Road, across which County granted a Cable and Powerline Nonexclusive Easement approximately 50 feet in width to Grantee Adams Solar LLC, for the maintenance and/or operation of one or more underground power lines and communication lines and related equipment, structures and appurtenances, collectively known as the "Underground Facilities", and further attesting that County has all the requisite power and authority to conduct, execute, deliver and perform its obligations under that certain Amended and Restated Transmission Access Easement Agreement between County and Adams Solar LLC dated May 20, 2020.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to resolve to adopt Resolution No. 4 of 2023 authorizing and accepting the transfer of supervision of the Adams County Community Re-Entry Facility to the County as follows:

**RESOLUTION NO. 4 of 2023**

**A RESOLUTION OF THE COUNTY OF ADAMS, PENNSYLVANIA,  
AUTHORIZING AND ACCEPTING THE TRANSFER OF SUPERVISION OF  
THE ADAMS COUNTY COMMUNITY RE-ENTRY FACILITY AND  
PROGRAM TO THE COUNTY AND FURTHER PROVIDING FOR THE  
TRANSFER OF ASSOCIATED FUNDING TO THE COUNTY.**

**WHEREAS**, on or about October 17, 2007, the Commissioners of Adams County (the “County”) adopted Resolution No. 24 of 2007 transferring the supervision of the Work Release Facility (currently known as the Community Re-Entry Facility) to the Adams County Adult Probation and Parole Department (“APPD”) under the supervision of the Adams County Court of Common Pleas (“the Court”) (the “2007 Resolution”); and

**WHEREAS**, the President Judge of the Adams County of Common Pleas intends to issue an Administrative Order providing for the transfer of the Community Re-Entry Facility from the APPD to administrators of the Adams County Adult Correctional Complex (“ACACC”) (the “Transfer”); and

**WHEREAS**, the Adams County Prison Board desires to facilitate the Transfer; and

**WHEREAS**, the Re-Entry Facility currently is, and will continue to be, subject to future action, housed at the ACACC; and

**WHEREAS**, the Transfer will not negatively impact the efficient delivery of correctional, treatment, or re-entry services; and

**WHEREAS**, the County Commissioners desire to rescind the 2007 Resolution and return supervision and oversight of the Adams County Community Re-Entry Facility (the “Re-Entry Facility”) and Program to the County; and

**WHEREAS**, ACACC Administration is authorized and directed to develop positions for the administration of Re-Entry Services, including, but not limited to work release oversight, re-entry treatment coordination, public service programming, and related transitional services; such positions are subject to approval of the Adams County Salary Board.

**NOW, THEREFORE, IT IS HEREBY RESOLVED:**

1. **Recitals.** The above recitals are incorporated herein by reference.
2. **Transfer of Administration of the Re-Entry Program.** The Transfer shall be effectuated as follows:
  - A. **Transitional Period.** The Director of the APPD and the ACACC Warden, or their designees, shall work cooperatively to develop an orderly and efficient plan to effectuate the Transfer. Such transition shall not negatively impact the services provided in the Re-Entry Program. Said plan shall provide for the completion of the Transfer no later than May 3<sup>rd</sup>, 2023.
  - B. On May 3<sup>rd</sup>, 2023, responsibility for administration of the Inmate Commissary Fund shall transfer to ACACC Administration. The Office of Budget and Purchasing shall take any necessary steps to transfer said responsibility. The Adams County Court of Common Pleas shall transfer any funds remaining in the Inmate Commissary Fund as of the date of the transfer of account responsibility (the “Fund Balance”) to the County on or before May 3<sup>rd</sup>, 2023.
  - C. As of May 3<sup>rd</sup>, 2023, the twenty-four percent (24%) work release fee shall be revenue attributable solely to the ACACC.
  - D. As of May 3<sup>rd</sup>, 2023, for inventory purposes, all physical property located at the Re-Entry Facility shall be transferred from the APPD to the ACACC. In addition, any other personal property in the possession of the APPD and attributable to the operation of the Re-Entry Program shall be transferred to the ACACC as of the above date.

3. **Authorization.** Appropriate County officials and employees are hereby authorized and directed to transfer and establish such accounts, funds, and transfer or acquire such property, and to take such steps as may be necessary to effectuate the intent of this Resolution and to reflect the transfers contemplated by this Resolution.

4. **Repealer.** All provisions of the 2007 Resolution which are contrary to or conflict with the intent of this Resolution are hereby rescinded. All resolutions or parts of resolutions inconsistent herewith are expressly repealed.

5. **Severability.** The provisions of this Resolution shall be severable, and if any of its provisions shall be held to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect the validity of any of the remaining provisions of this Resolution.

6. **Effective Date.** This Resolution shall be effective May 3, 2023.

**BE IT RESOLVED** this 3rd day of May, 2023.

ATTEST:

ADAMS COUNTY COMMISSIONERS

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

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

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

\_\_\_\_\_/s/  
Marty Karsteter Qually, Commissioner

Motion carried.

**Personnel Report:**

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

Court Administration:

- End of Internship for Grace Koppenheffer, Law Clerk for Judge Campbell, effective May 19, 2023
- Grace Koppenheffer, Law Clerk for Judge Campbell, Part Time Regular, not to exceed 29.5 hours/week, effective May 22, 2023
- Change of status for Gobielle "Gaby" Francis, Law Clerk Intern for Judge Simpson from Part Time as Needed to Part Time Regular, effective on her date of hire of May 8, 2023
- Note the Unpaid Internship of Kellen Vaughn, effective May 15 through June 23, 2023
- Separation of Court employment for Eric Fisak, Court Technical & Operations Analyst, effective May 19, 2023, with the intent to post. Mr. Fisak has accepted a position with the County.
- MDJ Harvey's Office – Separation of employment of Daphne Nicole Reid, General Clerk, effective April 20, 2023, with the intent to post
- Domestic Relations:
  - Separation of employment of Kimberly Paxton, Conference Officer, effective April 26, 2023, with the intent to post
  - Note the Unpaid Summer Internship of Griffin Kibler, effective May 15 through August 10, 2023

District Attorney:

Note the end of an Unpaid Internship for Collin Fulton, effective April 19, 2023.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the employment of Madison Kohler, Caseworker 2, Pay Grade S-12, effective May 8, 2023 and to note the end of her Unpaid Internship, effective May 5, 2023.

Department of Emergency Services:

Recommendation from Warren Bladen, Director, to approve the promotion of Brett Allison from fulltime Telecommunicator to fulltime Assistant Telecommunicator Supervisor, Pay Grade S-14, effective April 24, 2023.

Tax Services:

Recommendation from Daryl Crum, Director, to approve the promotion of Laura Hawkins from Customer Service Assessor to General Clerk/Special Programs Assistant, effective April 24, 2023.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Corrections Officers, pending successful completion of background screenings: Joe Rumph, Maxx Miller, Kristen Wilson, Skyler Roth, Brett Abel, effective May 1, 2023
- The appointment of Larry Snyder as Assistant Warden, effective April 24, 2023

Separation of Employment with permission to post:

- Retirement of Loretta Weaver, IT Webmaster/Support Specialist, effective June 30, 2023
- Justin Hoyer, Emergency Services IT Coordinator, effective May 2, 2023
- Scott O'Brien, Field Data Property Evaluator for Tax Services, effective May 4, 2023
- Shannon Bruno, Telecommunicator, effective May 13, 2023
- Tyler Echard, Ag Conservation Tech, effective May 19, 2023
- Mason Van Gilder, Corrections Officer, effective April 19, 2023
- Kayla Kittrell, PTAN Corrections Officer, effective April 28, 2023
- Denise Duarte, PTAN Corrections Officer, effective May 1, 2023
- Rescind offer of employment for Skyler Roth, Corrections Officer, effective May 1, 2023

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period April 15, 2023 through April 28, 2023:

General Fund Total	\$ 1,867,354.00	
General Fund	\$ 765,726.78	
PCard Payment	\$ 8,566.88	
Payroll – Week #17	\$ 1,093,060.34	
Children & Youth Services	\$ 268,332.55	
Liquid Fuels	\$ 5,093.73	
HazMat Fund	\$ 52.01	
Commissary Fund	\$ 14,738.76	
Records Management	\$ 3,155.00	
Coroner VISA	\$ 41,135.96	
Human Services	\$ 1,666.44	
American Rescue Plan Act 2021	\$ 5,000.00	
Capital Project-Reserve	\$ 116,628.75	
Capital Projects	\$ 33,364.64	
911 Fund	\$ 48,624.18	
Internal Service Fund	\$ 441,891.82	

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 10:13 a.m. this date.

Motion carried.

Respectfully submitted,

Handwritten signature of Paula V. Neiman in blue ink.

Paula V. Neiman

Chief Clerk