

**WEDNESDAY, JULY 25, 2018:**

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:02 a.m. in the Ceremonial Courtroom with Chairman Randy L. Phiel presiding. Others in attendance: Commissioner James E. Martin; Albert Penksa, County Manager; John Hartzell, Solicitor; Molly Mudd, Assistant Solicitor; Steve Renner, Controller; Don Fennimore, Court Administrator; Barbara Walter, Chief Assessor; Michele Miller, HR Director; Sarah Finkey, Children & Youth Administrator; News Reporter Vanessa Pellechio, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

**Pledge of Allegiance**

**Minutes:**

Mr. Martin moved, seconded by Mr. Phiel, to approve the Minutes of the July 18, 2018 Commissioners' Meeting as presented.

Motion carried.

**Executive Session:**

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

**Presentation:**

At this time, the Board presented a Certificate of Recognition for Tom Clowney, Master Farmer, for receiving the 2018 Mid-Atlantic Master Farmer Designation sponsored by the American Agriculturist Magazine. Along with the "Master Farmer" recognition the Board acknowledged Mr. Clowney's community involvement.

**Proclamation:**

Mr. Martin moved, seconded by Mr. Phiel, to adopt and proclaim July 22 through July 28, 2018 as "**CONSTRUCTION OPIOIDS AWARENESS WEEK**" in Adams County. This proclamation was presented to John O'Brien, Keystone Contractors, who gave an overview of programs to help combat the opioid epidemic.

Motion carried.

**Public Comment:**

No Public Comments were brought to the Board at this time.

**Children & Youth Services:**

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

- After review by Assistant Solicitor Molly Mudd, that the Board of Commissioners review and approve the HIPAA Business Associate Agreement (BAA) Addendum with vendor AVANCO International of Fairfax, Virginia. As a Business Associate (BA) of the County ("CE or Covered Entity"), AVANCO agrees to heightened breach of security, intrusion, and security incident notification of unauthorized use or disclosure of PHI to affected parties, as required by applicable state and federal law.
- 2018-2019 Purchase of Service Agreements – Bethany Children's Home; Children's Home of York; Edison Court; Franklin Family Services; Lancaster County Youth Intervention Center and United Methodist Home for Children, Inc.

- After review by Assistant Solicitor Molly Mudd, that the Board of Commissioners review and approve the SWAN Memorandum of Understanding Legal Service Initiative, whereby Diakon Lutheran Social Ministries, by and through its subcontractor Family Design Resources, Inc. (FDR) provides trained SWAN LSI Paralegal support to the County's Children and Youth Services Office, at no cost to the County. FDR is the statutory employer of the SWAN LSI Paralegals. The term of the Agreement is (1) year. The SWAN Paralegals are available to assist the agency in the drafting of legal documents for Dependency and/or Orphans' Court, assist with all aspects of lay and expert witness preparation, assist with exhibit preparation, redact legal files and/or documents as needed, conduct legal research, and any/all essential duties and responsibilities as specified in attachment (2) to the MOU.

Motion carried.

**Tax Services:**

With recommendation from Chief Assessor Barbara Walter, Mr. Martin moved, seconded by Mr. Phiel, to approve following:

- Personal Tax Exemption Request – The following individuals have met the income, age/disability criteria: Andrea Beers; Blanche Byers; Martha Goetzenberger; Isabel Hartzell; Leo Lunger; Dorothy J. Reynolds; Gloria Schade; Betty Staub and Jacqueline Wentz, all of Oxford Township.
- Disabled Veterans Real Property Tax Exemption – Thomas E. Boyle, 15 McCandless Drive, East Berlin, PA, Latimore Township, Parcel #23106-0022---000, on story home, carport, residential shed and .34 acres, effective beginning with 2018-2019 School Taxes.

Motion carried.

**Personnel Report:**

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

Court:

Note the appointment of Laura Rowland to the position of Director of Resource Development, effective July 16, 2018

Prothonotary:

Promotion of Cynthia Kidd to Second Deputy, effective July 16, 2018

District Attorney:

- Promotion to Legal Aides for Nicole Rodkey and Wendy Forsythe, effective July 23, 2018
- Employment of Briana Murphy, Legal Secretary, effective July 30, 2018

Victim Witness:

Employment of Savannah Wire, Direct Service Advocate, effective August 13, 2018

Tax Services:

Employment of Thomas Breivogel, Jr., General Clerk, effective August 13, 2018

Separation of Employment with permission to post:

- Jeremy King, Corrections Officer, effective August 25, 2018

Motion carried.

**Executive Session:**

Board Chairman Phiel called for an Executive Session at 9:52 a.m. this date to discuss personnel and attorney/client issues.

**Meeting Reconvened:**

Commissioner Phiel reconvened the Commissioner's Meeting at 12:18 a.m. this date with the following in attendance: Commissioners James E. Martin Solicitor John Hartzell, Assistant Solicitor Molly Mudd and Chief Clerk Paula Neiman.

**Other Business:**

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

**Adjournment:**

Mr. Martin moved, seconded by Mr. Phiel to adjourn the Commissioner's Meeting at 12:22 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk