

**WEDNESDAY, APRIL 7, 2021:**

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:00 a.m. via conference call with Chairman Randy Phiel presiding. Others in attendance (all virtual): Commissioners James E. Martin and Marty Karsteter Qually; Assistant Solicitor Sean A. Mott; Beth Cissel, Deputy Controller; Steve Nevada, County Manager; Melissa Devlin, Finance Director; Michele Miller, HR Director; Phil Swope, Staff Accountant; Todd Garrett, Budget Analyst 1; Sara Brensinger, Purchasing Coordinator; Phil Walter, CIO; Candi Clark, Court HR Generalist; Sarah Finkey, Children & Youth Administrator; Laura Rowland, Deputy Court Administrator; Sherri Clayton-Williams, Planning Director; Angie Crouse, Elections & Voter Registration Director; Gale Kendall, Chief of Probation; Cindy Keeney, Victim Witness Director; Dottie Dalphan and Nancy Lilley, Gettysburg Adams YWCA; Alida Murray, Children's Advocacy Center; Children & Youth employees Clarissa Kiessling and Tara Maquis; Jeannie Weaver, Gettysburg Connection; Alex Hayes, News Reporters for *Gettysburg Times* and Chief Clerk Paula V. Neiman.

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the March 24, 2021 Commissioner's Meeting as presented.

Motion carried.

**Proclamations:**

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim April 2021 "**Child Abuse and Neglect Prevention Month**" in Adams County. Alida Murray of the Children's Advocacy Center and Children & Youth staff Sarah Finkey, Tara Maquis and Clarissa Kiessling spoke on behalf of the proclamation.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim April 18-24, 2021 as "**National Crime Victims' Rights Week**" in Adams County. Cindy Keeney, Director of Victim Witness spoke on behalf of the proclamation.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim April 18-25, 2021 as "**Stand Against Racism Week**" in Adams County. Dottie Dalphan and Nancy Lilley of the Gettysburg Adams YWCA spoke on behalf of the proclamation.

Motion carried.

**Public Comment:**

No Public Comment was addressed to the Board at this time via telecommunication.

**Probation Services:**

With recommendation from Gale Kendall, Chief and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the following three Agreements:

- PA Commission on Crime and Delinquency (PCCD) Subgrant Application (No. 35704) in the amount of \$111,819.00 for the support of salaries and benefits of 29 adult probation staff members involved with supervision of active and transfer cases.
- Adams County State Offender Supervision Fund Agreement Renewal (FY 2020-2021). This renewal extends the July 1, 2017 agreement with the PA Parole Board whereby the Parole Board agrees to return to the County certain offender supervision fees received by the Department of Revenue from the County. The renewal is effective July

1, 2021 through June 30, 2022 and covers the fee collection period beginning May 1, 2020 and ending April 30, 2021.

- Application for Pennsylvania Commission on Crime and Delinquency (PCCD) Financial Support (subgrant no. 35810) in the amount of \$88,657.00 to support the County Intermediate Punishment Program (IPP) for fiscal year 2021-2022. It is additionally recommended that Chairman Phiel, on behalf of the Board, and Vice-Chairman Martin, in his capacity as Prison Board President, sign the Program Authorization form attached as Appendix D, which authorizes the IPP for the next year in accordance with Act 2000-41.

Motion carried.

#### **Law Library:**

With recommendation from Don Fennimore, District Court Administrator and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners sign and execute the Thomson Reuters Order Form and Addendum to renew Westlaw access for the Law Library public terminal. This contract allows the Law Library to continue to provide Westlaw to the general public via its terminal through May 2, 2024. The contract locks in a rate of \$2,273.43 for the first year of the contract, \$2,341.63 for the second year of the contract, and \$2,411.88 for the third year of the contract, to be paid from the contracted services line in the Court's General Fund budget.

Motion carried.

#### **Treasurer:**

With recommendation from Treasurer Christine Redding, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board the Purchase Order with Allpaid, Inc. dba GOVPAYNET. This document allows the Treasurer's Office to receive credit card payments from individuals. Allpaid receives a %1.15 percent transaction fee paid by the end users. The term of the contract is one (1) year effective April 7, 2021.

Motion carried.

#### **Planning Department:**

With recommendation from Sherri Clayton-Williams, Director, and after review by Solicitor Molly Mudd:

- Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve and execute the 2020 Parks, Recreation and Green Space Grant Agreements between the County of Adams and the following:
  - Hamiltonban Township – Parking Area Design/Construction - \$25,000.00
  - Gettysburg Area Recreation Authority (GARA) – Renovation of Restroom Facilities - \$6,800.10
  - Straban Township – Purchase and Installation of ADA Playground Equipment - \$25,000.00
  - Freedom Township – Construction of a Picnic Pavilion, Cornhole/Horseshoe Pits, BBQ Grill & Parking - \$25,000.00
  - Gettysburg Borough – Purchase and installation of Street Lights, Benches & Trash Bins for the Inner Loop - \$25,000.00

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, that the Commissioners acknowledge receipt and authorize Chairman Randy Phiel to sign the municipal authorization for the Adams County Office of Planning & Development to coordinate the competitive bidding process for waste collection services on behalf of 22 of the 34 municipalities in

Adams County as follows: Boroughs – Abbottstown, Arendtsville, Bendersville, Biglerville, Carroll Valley, East Berlin, Fairfield, Gettysburg, and York Springs.  
Townships – Butler, Conewago, Cumberland, Franklin, Freedom, Hamiltonban, Highland, Huntington, Latimore, Liberty, Menallen, Straban, and Tyrone.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve and execute the Full Service Maintenance Contract (No. 2367) with Print-O-Stat, Inc. of York, PA for the ongoing service of certain Hewlett Packard equipment. This Agreement is effective April 28, 2020, through April 27, 2022, at a total cost to the County of \$2,118.00.

Motion carried.

### **Building and Maintenance:**

With recommendation from Larry Steinour, Director and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board or Commissioners sign and execute the Service Solution Agreement, Purchase Order Acknowledgement, and Addendum with Johnson Controls Fire Protection LP of New Cumberland. These documents allow the vendor to service the sprinkler system at the Human Services Building, Cumberland Township. The cost of the contract is \$2,351.00 per year and the term lasts from May 1, 2021 through April 30, 2024, with costs to be paid from Contracted Services.

Motion carried.

### **Adams County Board of Elections:**

With recommendation from Elections Director Angela Crouse, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners, sitting as the Board of Elections, shall select and fix Polling Places within the respective election districts as follows, and as authorized by 25 P.S. Section 2726 of the Election Code:

- Gettysburg #2 Polling Place temporary change for May Primary Election and November General Election from the Gettysburg College Union Building to the Gettysburg Fire Hall on North Stratton Street, due to the COVID-19 pandemic and the Gettysburg College health and safety concerns for its resident student population; and
- Straban #1 Polling Place temporary change for May Primary Election and November General Election from the Lutheran Retirement Village to the Adams County Alliance at 1300 Proline Place, due to the COVID-19 pandemic and the Lutheran Home's health and safety concerns for its residents; and
- McSherrystown #1 and #2 Polling Places permanent change beginning with the May Primary Election moving from the Knights of Columbus to the McSherrystown Senior Center at 201 S Third Street, pending final approval from the McSherrystown Borough Council; and
- Oxford #2 Polling Place permanent change beginning with the May Primary Election moving from the Nicarry Meeting House at the Brethren Home to the Irishtown Fire Hall at 934 Irishtown Road, pending final approval from the Irishtown Fire Hall.

Motion carried.

### **Information Technology:**

With recommendation from Phillip Walter, CIO and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners sign and execute the following documents related to the DocStar upgrade project:

- Kyocera Group Company Order Form and Description of Professional Services, to upgrade the Controller's current legacy workflow setup and benefit the County by enabling an improved process for coding and paying of invoices. The cost of this

service is \$11,700.00 and the term of the contract ends upon completion of the task. The cost will be paid from Contracted Services and made possible by the Records Improvement Committee.

- Quote for DocStar advanced workflow licensing with Quality Digital Office Technology, a Division of Kyocera Document Solutions Mid-Atlantic, Inc. The Quote for Docstar advanced workflow licensing adds an additional license to Docstar to enable using modern workflow engine capabilities. This license is required for the work being performed for the Controller but also allows all County departments to leverage this software. The cost for the license is \$12,519.00 for the initial year, and may be renewed at a lower rate if the County chooses to continue. The cost will be paid from contracted services and made possible by the Records Improvement Committee. The County is receiving this license at a discount of \$4,095.00.
- Amendment to Kyocera Order Form and Description of Professional Services, specifying terms and conditions relative to the data migration.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board the Enterprise Update Statements with Microsoft. These documents allow Adams County to close out the licenses it has acquired under the Master Agreement negotiated between CCAP and Microsoft to provide cost effective software licensing to the County. This is a requirement before the new Master Agreement is sent which will allow the same capability beginning July 1, 2021.

Motion carried.

#### **Commissioner's Office:**

Mr. Qually moved, seconded by Mr. Martin, to approve the department name change from Finance Department to the Office of Budget & Purchasing, effective April 12, 2021.

Motion carried.

#### **Personnel Report:**

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

##### Planning Department:

Recommendation from Sherry Clayton-Williams, Director, to approve the employment of Deana Duvall, Project Coordinator, effective April 12, 2021.

##### Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the employment of the following Corrections Officers, pending successful completion of background, reference and screenings, effective April 5, 2021: Kenya Hardy, Bryce Krichten, Nicole Orem, Christopher Richardson, Victoria Stewart, Wesley Davis and Thomas Sell.

##### Separation of Employment with permission to post:

- Amend the date for Paul Royer, Assistant Public Defender from April 16, 2021 to April 9, 2021
- Kyle Reuter, Law Clerk for Judge Campbell, effective April 1, 2021
- Sarah Jones, Legal Secretary with the District Attorney's Office, effective April 16, 2021
- Taylor Barbagallo, Corrections Officer Trainee, effective March 25, 2021
- Sean Kirwin, Corrections Officer, effective April 2, 2021
- Sarah Lookingbill, Corrections Officer, effective April 2, 2021
- David Fry, Corrections Officer, effective April 12, 2021
- Charles Hartzell, Corrections Officer, effective April 1, 2021
- Rescind the offer of employment for Christopher Richardson, Corrections Officer, effective April 5, 2021

Motion carried.

**Expenditures:**

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period March 22, 2021 through April 2, 2021:

General Fund Total	\$ 1,572,921.15
General Fund	\$ 575,163.04
PCard Payment	\$ 11,822.89
Payroll – Week #13	\$ 985,935.22
Children & Youth Services	\$ 163,508.36
Liquid Fuels	\$ 6,675.41
CDBG Fund	\$ 200,742.00
Commissary Fund	\$ 6,429.95
Records Management	\$ 6,310.00
Hotel Tax Fund	\$ 1,305.81
Capital Projects - Reserve	\$ 75,425.27
Capital Projects	\$ 396,412.45
911 Fund	\$ 267,717.61
Internal Service Fund	\$ 67,480.40

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. Martin moved, seconded by Mr. Qually, to adjourn the Commissioner’s Meeting at 9:49 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk