

**WEDNESDAY, NOVEMBER 29, 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; Lindsey Ringquist, Assistant Solicitor; Steve Nevada, County Administrator; Beth Cissel, Deputy Controller; Danette Laughman, HR Deputy Director; Candi Clark, Court HR Generalist; Warren Bladen, Department of Emergency Services Director. News Reporters Judi Seniura, *Gettysburg Connections* and Vanessa Pellechio Sanders, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the November 15, 2023 Commissioner's Meeting as presented.

Motion carried.

**Public Comment:**

- Mike O'Bryant, Orrtanna, PA – attended today's meeting to express their concern on the recent election. Volunteers at multiple sites for his wife, Martha O'Bryant who was running for Gettysburg School District Director, were verbally abused and political materials taken from them. They contacted – Election Office, Solicitor's Office, and the District Attorney's office. Received no satisfaction from the District Attorney's Office. This is an election violation, and he would like to see some kind of action from the District Attorney to resolve this issue.

**Treasurer:**

With recommendation from Treasurer Christine Redding, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the annual maintenance contract for the TaxColl2k software with Grandjean & Braverman, a Pennsylvania Company. The term of the Agreement is one (1) year, commencing on January 1, 2024 and terminating on December 31, 2024. Total upfront cost to the County is \$300.00, with any additional service hours to be billed at a rate of \$125.00 per hour.

Motion carried.

**Controller:**

With recommendation by Controller John Phillips, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve Quote #Q-157664 with CentralSquare Technologies (formerly SunGard Public Sector and Superion). This Quote provides services necessary to update the signatures on the Check Easy Laser Form used in Accounts Payable when writing checks to reflect the newly elected Controller, Tammy Myers. The cost of these services is \$1,560.00. This Quote is made subject to the Master Agreement with SunGard Public Sector, dated December 20, 2011, as amended. The Quote is effective November 29, 2023.

Motion carried.

**Coroner:**

With recommendation from Coroner Pat Felix, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the annual renewal of the subscription for Forensic Filer Online with Forensic Filer, an Ohio company. Forensic Filer Online is a case management solution utilized by the Coroner's office. It is further recommended that the Commissioners sign the Addendum to the Forensic Filer Online – Terms of Use, which

incorporates the County's standard terms into the Agreement. The term of the Agreement is one (1) year, commencing on December 1, 2023 and terminating November 30, 2024. Total cost to the County is \$1,050.00.

Motion carried.

**Department of Emergency Services:**

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

- Ratify the 2023-2024 Hazardous Material Response Fund Grant Agreement with the Commonwealth of Pennsylvania, acting through the PA Emergency Management Agency ("PEMA"). This Agreement awards the County \$14,484.00 in state grant funding for eligible costs related to the County's hazardous materials safety program. The performance period for this grant is July 1, 2023 through September 30, 2024. The effective term of the Agreement is July 1, 2023 through October 30, 2024.
- Hazardous Materials Incident Response Agreement with York County. This Agreement provides that York County will maintain a certified HazMat Response Team on behalf of Adams County for the purpose of responding to emergency incidents and mitigating hazardous materials within Adams County. The cost of the service is \$8,000.00 per year, payable to York County. This Agreement is effective July 1, 2023, for a term of one (1) year.

Motion carried.

**Human Resources:**

With recommendation from Michele Miller, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Salary Analysis Proposal from TeamLMI, of Camphill, PA, to conduct a market analysis of salary levels for Adams County. The proposal is effective November 29, 2023. Total cost to the County is \$5,200.00.

Motion carried.

**Commissioners:**

With recommendation from Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve and adopt the Employee Health Benefit Plan HIPAA Privacy and Security Policies and Procedures. These Policies and Procedures govern compliance with the Health Insurance Portability and Accountability Act (HIPAA) with regard to the County's Self-Insured Employee Medical, Dental, and Vision Plans, including applicable regulations at 45 CFR Parts 160 and 164 and the Health Information Technology for Economic and Clinical Health Act (HITECH). These policies are effective November 29, 2023.

Motion carried.

**Personnel Report:**

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

**Court:**

- Domestic Relations – Extend the paid internship for the following:
  - Chelsea Abreu Carbajal, effective December 18, 2023 through May 10, 2024

➤ Griffin Kibler, effective December 1, 2023 through May 3, 2024

- Probation Services – Separation of employment for Austin Staub, Paid Intern, effective November 15, 2023

District Attorney:

Recommendation from District Attorney Brian Sinnett to approve Stephen Garrison as an Unpaid Intern in the District Attorney’s Office effective November 30, 2023.

Department of Emergency Services:

- Krista Masterstefone, Telecommunicator, effective November 20, 2023

Children & Youth Services:

- Ashley Garcia from Caseworker Supervisor, to Acting Program Director, effective November 20, 2023
- Employment of Destiny Clouser, Caseworker-Family Support, effective December 4, 2023

Adams County Adult Correctional Complex:

- Per AFSCME CBA, employment of the following Corrections Officers, fulltime, benefit eligible, pending successful completion of background screenings: Douglas Brecht, James Keator, Rebecca Jordan, Ryan Mechalske, Elijah Fernandez, Robert Ingle, effective November 27, 2023
- Revised date of hire for Rebecca Jordan, Corrections Officer, from November 27 to January 2, 2024

Separation of Employment:

- Ashlee Hammonds, IT Tech 2/Application Specialist, effective December 1, 2023
- Montana Sigel, Children & Youth Services Caseworker 2, effective December 15, 2023
- Makayla Ryland and Ethan Bulger, Legal Interns in the District Attorney’s Office, effective November 30, 2023
- Corrections Officers: Frederick Grapes, November 18, 2023; Douglas Kaas, November 27, 2023; Dustin Bechtel, effective December 10, 2023
- Rescind the offer of employment for Corrections Officer Elijah Fernandez, effective November 22, 2023

Motion carried.

Expenditures:

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period November 13, 2023 through November 24, 2023:

General Fund Total	\$ 4,134,055.01
General Fund	\$ 593,083.63
Debt Service Payment	\$ 2,444,230.88
Payroll – Week #47	\$ 1,096,740.50
Children & Youth Services	\$ 202,765.98
Liquid Fuels	\$ 50,099.80
HazMat Fund	\$ 73.97
Commissary Fund	\$ 11,853.21
Records Management	\$ 3,155.00
Human Services	\$ 1,638.75
American Rescue Plan Act 2021	\$ 12,664.77
Capital Projects	\$ 18,373.44
911 Fund	\$ 43,663.44
Internal Service Fund	\$ 240,312.37

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 9:22 a.m. this date.

Motion carried.

Respectfully submitted,



Paula V. Neiman  
Chief Clerk