

**WEDNESDAY, JANUARY 25, 2022:**

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; Assistant 1<sup>st</sup> Solicitor Sean A. Mott; John Phillips, Controller; Beth Cissel, Deputy Controller; Michele Miller, HR Director; Candi Clark, Court HR Generalist; Melissa Devlin, Budget & Purchasing Director (Phone); Phil Swope, Budget & Purchasing Assistant Director; Todd Garrett, Budget Analyst II; Sarah Finkey, ACCYS Administrator (Phone); Ellen Dayhoff, Rural Resources Director; Phil Walter, CIO (Phone); Tammi Myers (Phone); News Reporter Vanessa Pellechio Sanders, *Gettysburg Times* and Judi Seniura, *Gettysburg Connections* and Deputy Chief Clerk Lisa A. Moreno-Woodward.

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the January 13, 2023 Commissioner’s Meeting as presented.

Motion carried.

**Public Comment:**

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

**District Attorney:**

With recommendation by District Attorney Brian Sinnett, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners review and execute the SAVIN Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute (PDAI) 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, 2023 through December 31, 2023. There is no additional cost to the County.

Motion carried.

**Children & Youth Services:**

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

- Amendment to an existing Residential Lease Agreement with SAG Real Estate Group for property located on Carlisle Street, Gettysburg. The amendment increases rent from \$1,125.00 to \$1,200.00 per month and extends the term of the Lease for a period of one (1) year. The purpose of the Lease is to provide housing for qualified youth participating in the CYS Independent Living program. The new rate and Lease term commences March 1, 2023, and terminates March 1, 2024.
- 2022-2023 Purchase of Service Agreement with Bethany Christian Services.
- KPETS Services Terms and Conditions Form with Keystone Pet Enhanced Therapy Services (“KPETS”). KPETS is a non-profit organization that offers animal-assisted therapy. The purpose of this agreement is to provide therapy dogs for CYS clients and families during court days to help to relieve stress. This agreement is effective January 25<sup>th</sup>, 2023.

Motion carried.

**IT Department:**

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

- Designate Chairman Randy L. Phiel to sign Quote # 01-11-2023-0001 with the Central Susquehanna Intermediate Unit for purchase of Cloudflare CORE Layer 7 services. Cloudflare is a web application firewall that will protect the County’s public-facing servers. It is further recommended that the Board designate Chairman Phiel to sign the Notice of Terms for Cloudflare Subscription. The term of the Agreement is seventeen (17) months, commencing on February 1, 2023 and terminating June 30, 2024. Total cost to the County is \$22,100.00.
- Permit the advertisement of legacy County IT equipment for public auction through the online auction site Municibid.com. The auction will consist of 5 separate lots belonging to the following categories: computers, printers/scanners, network equipment, monitors/TVs, and miscellaneous peripheral equipment. Most of the lots are being sold for parts only. The lots are each valued at less than \$2,000. The auction will go live on February 6<sup>th</sup>, 2023 and will end on February 10<sup>th</sup>, 2023 at the time designated in each online listing. Items will be sold to the highest bidder.

Motion carried.

**Tax Collectors:**

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

Hamiltonban Township Tax Collector: Accept the resignation of Pamela K. Wiehagen, as Tax Collector for the collection of county taxes in Hamiltonban Township, effective February 28, 2023.

Bendersville Borough Tax Collector: Accept the resignation of Andrew Schriver, as Tax Collector for the collection of county taxes in Bendersville Borough, effective December 31, 2022.

Motion carried.

**Ag Land Preservation:**

With recommendation from Ellen Dayhoff, Rural Resource Manager, Mr. Qually moved, seconded by Mr. Martin, to approve Certification of County Funds for the 2023 Program Year as follows:

- \$1,185,237.00 to be certified for the 2023 County Match to the Pennsylvania Department of Agriculture, Bureau of Farmland Preservation as follows:

Allocation of 2023 County Match Funds from County Revenues	\$1,114,243.00
Total Interest Collected from 2022 County Clean and Green (Rollback Tax Penalties to be used for easement purchases)	\$ 70,994.00
Accumulated Total Certified County Match Funds for 2023	\$1,185,237.00

Motion carried.

**Office of Budget and Purchasing:**

With recommendation by Phillip Swope, Assistant Director of Budget and Purchasing, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Open-End (Equity) Lease Rate Quotes 6901917, 6945667, and 6945668, which are made pursuant to

the County's Master Equity Lease Agreement with Enterprise Fleet Management Trust, a Missouri Company. The Quotes are for three (3) Ford Bronco Sports, one of which will be used by the Tax Services Department and two of which will be used by Children and Youth Services. The term of each lease will be sixty (60) months. Total cost to the County for the (3) sixty-month leases, including maintenance and administrative fees, will be \$120,192.

Motion carried.

**Human Resources:**

With recommendation from Danette Laughman, Assistant Director of Human Resources, 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 UPMC Express Care Random DOT/Non-DOT Quarterly Drug & Alcohol Consortium 2023 for the provision of random drug screenings of employees at the Adams County Adult Correctional Complex (ACACC). The Board also designates Asst. Director Laughman to sign the Agreement as the Designated Employee Representative. It is further recommended that the Board sign the Services Agreement with University of Pittsburgh Medical Center Pinnacle (UPMC), d/b/a Pinnacle Health Medical Services, for the provision of the drug screenings and designate Chairman Phiel to sign the Business Associate Agreement provided by UPMC. The term of this Agreement commences on January 1, 2023 and terminates on December 31, 2023. Cost to the County for the Consortium Fee is \$250.00. Cost of the individual drug screenings to be negotiated by the Parties and agreed to by Addendum.

Motion carried.

**Commissioners:**

Recommendation from Solicitor Molly R. Mudd that the Board of Commissioners approve the following:

- Mr. Martin moved, seconded by Mr. Qually, to ratify the signatures of Chairman Randy L. Phiel to approve three (3) Applications for Renewal of Certificate of Registration for Radiation-Producing Machines (Invoice #s 1281305, 1281381, and 1281040) with the Commonwealth of Pennsylvania, through the Department of Environmental Protection. These applications renew the County's registration of its X-ray tube inventory at the Adult Correctional Complex, the Courthouse, and the Human Services Building. The renewals are effective February 28, 2023, for a one-year term. Renewal fee is \$400 for each application, for a total cost of \$1,200.00.

Motion carried.

- MS-991 Report for Tax Year 2022 – Recommendation from Deputy Chief Clerk Lisa Moreno-Woodward, Mr. Qually moved, seconded by Mr. Martin, to approve the MS-991 Report of County Liquid Fuels Tax Fund, Report of Act 89 Fund and Report of Act 44 Tax Fund for submission to the PA Department of Transportation.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve and sign the agreement for Collection of Adams County Delinquent County Per Capita Taxes with JP Harris Associates, LLC, of Mechanicsburg, PA. JP Harris is a tax collection firm that will collect Adams County's delinquent County Per Capita Taxes. The term of the Agreement commences on January 25, 2023 and terminates on January 24, 2026. There is no cost to the County, all vendor fees are paid to the tax collection firm by the delinquent tax payor.

Motion carried.

**Personnel Report:**

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

Courts:

- Note the employment of Grace Koppenheffer, Law Clerk Intern for Judge Campbell, effective January 17, 2023
- Note the employment of Whitney Poland, General Clerk in MDJ Beauchat’s Office, effective January 23, 2023

District Attorney:

Note the appointment Gerry Scott, Assistant District Attorney, effective February 13, 2023 pending successful completion of all pre-employment screening.

Conservation District:

Recommendation from Sherri Clayton-Williams, Director of Planning, to approve the employment of Benjamin Smith, Agricultural Conservation Technician, pending successful completion of all pre-employment screening.

Security:

Recommendation from Mark Masemer, Director, to approve the employment of Benjamin Jones, Security Officer, effective January 23, 2023.

Building & Maintenance:

Note the Leave of Absence for Donald Livelsberger, Part-time Mail Carrier, effective January 12, 2023 through February 15, 2023.

Children & Youth Services:

Approve the employment of Hannah Myers, Caseworker 1, effective January 30, 2023, pending successful completion of all pre-employment requirements.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman, to approve the following:

- Corrections Officers, fulltime, benefit eligible, pending successful completion of background screenings: Eric Turvin, Ashley Hockman, Wendy Getz, Alan Wolford, effective January 23, 2023; Seth Fisher, effective March 6, 2023
- Note the Leave of Absence for Lieutenant John Caron, effective January 6, 2023 through July 5, 2023 and Corrections Officer Brett Kimmel-Buddemeyer, effective December 27, 2022 through January 31, 2023

Separation of Employment with permission to post:

- Retirement of Nikki Mason, Corrections Officer, effective January 8, 2022
- Rescind Offer of Employment of Wendy Getz, Corrections Officer, effective January 23, 2023.

Expenditures:

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period January 7, 2023 through January 20, 2023:

General Fund Total	\$ 2,073,416.42
Payroll – Week #3	\$ 1,057,988.61
CYS	\$ 209,096.81
HazMat Fund	\$ 73.33
Law Enforcement	\$ 2,182.52
Commissary Fund	\$ 6,742.23
Records Management	\$ 3,155.00
Hotel Tax Fund	\$ 166,152.58
Human Services	\$ 1,681.82
Capital Project - Reserve	\$ 270.00

Capital Projects	\$ 2,533.63
911 Fund	\$ 109,624.58
Internal Service Fund	\$ 485,935.80

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 9:23 a.m. this date.

Motion carried.

Respectfully submitted,

Lisa A. Moreno-Woodward  
Deputy Chief Clerk