

WEDNESDAY, JUNE 28, 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; Lindsey Ringquist, Assistant Solicitor; John Phillips, Controller; Beth Cissel, Deputy Controller; Crissy Redding, Treasurer; Michele Miller, HR Director; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Melissa Devlin, Director of Purchasing & Budget; Phil Walter, CIO; IT Staff; Daryl Crum, Tax Services Director; Ellen Dayhoff, Rural Resources Director; Lisa Angstadt, GIS Manager; Cecilia Billingsley, Administrative Specialist; Lisa Moreno-Woodward, Deputy Chief Clerk; News Reporters Judy Seniura, *Gettysburg Connections* and Vanessa Pellechio Sanders (Phone), *Gettysburg Times* and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the June 14, 2023 Commissioner's Meeting as presented.

Motion carried.

Retirement Recognition:

At this time Commissioner Phiel recognized Loretta Weaver, Webmaster and Support Specialist with the IT Department for her retirement from the County with 21 years of service. The Board expressed their appreciation in her dedication and personable manner that she always showed when helping employees with IT problems. She has been the anchor in this department and has been receptive to the many changes and challenges that were presented to her.

Public Comment:

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

Court Administration:

With recommendation from Don Fennimore, Court Administrator 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 proposal from PA Window Tint, Inc., of Bellefonte, PA, to apply shatter-resistant window film with Impact Protection Attachment to the ground floor windows of the Courthouse (this project excludes the Historic Courthouse). It is further recommended that the Commissioners sign the Terms and Conditions between PA Window Tint and the County. Total cost to the County will be \$18,295.00, which will be paid for utilizing grant funds from the 2022-2023 Common Pleas Courts Security Equipment Reimbursement Project funded by the Administrative Office of Pennsylvania Courts (AOPC). No County match will be required.

Motion carried.

Treasurer:

With recommendation by Treasurer Christine Redding, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the Agreement for Collection of School Taxes within Littlestown Area School District, on behalf of Germany Township, and adopt Resolution No. 6 of 2023. This Agreement provides for County collection of school taxes in Littlestown School District through June 30, 2024, or until the local tax collector vacancy is filled by municipal election. Resolution No. 8 of 2023 authorizes the Treasurer to effectuate the terms of the Agreement. Both the Agreement and Resolution are effective June 28, 2023.

Motion carried.

IT Department:

With recommendation from Phil Walter, CIO, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote from Zoho Corporation, a California Company, for renewal of the County's ManageEngine ADSelfService subscription. ManageEngine ADSelfService provides the ability for employees to set challenge questions for their County computer accounts, allowing them the capability to reset or change their passwords as well as unlock their accounts without having to contact the IT Department. The term of the subscription is August 6, 2023 to August 5, 2024. Total cost to the County is \$1,095.00.

Motion carried.

Tax Services:

Daryl Crum, Director, in accordance with the Consolidated County Assessment Law, the Adams County Tax Services Department has completed the updating of the Adams County Tax Assessment Rolls to be effective July 1, 2023. The assessment rolls are open and available for inspection in Room 202 of the Adams County Courthouse during normal business hours. All Adams County property owners, or others with an interest in such real estate, have a right to file a property tax appeal in writing from any real estate assessment on or before the close of business Tuesday, August 1, 2023. The following summarizes the tax rolls as of July 1, 2023:

- Total County Real Property Assessed Value = \$9,997,656,600, consisting of 45,131 taxable parcels
- Total County Exempt Assessment = \$1,213,610,900, consisting of 1,967 parcels
- Total County Per Capita = 76,826

Building & Maintenance:

With recommendation by Director Larry Steinour, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board approve the Service Agreement with A.L. Fence Company. This Agreement provides for a 66-foot-long safety fence around the perimeter of the glass recycling site at the County DES building. Total cost of the fence is \$7,215.00. This Agreement is effective June 28, 2023, and it is anticipated that work will begin in 6-8 weeks.

Motion carried.

Commissioners:

With recommendation by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board ratify the Engagement Letter with Henderson Law, LLC. This Engagement Letter provides independent legal representation to CIO Phillip Walter in an ongoing grand jury matter at a rate of \$175.00/hour. This Engagement Letter is effective June 22, 2023 and shall expire upon conclusion of the grand jury proceedings.

Motion carried.

Personnel Report:

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

Court Administration:

- Note the promotion of Hitomi Shimose from General Clerk to Executive Assistant in Court Administration, effective June 19, 2023
- Note the end of an unpaid internship for Kellen Vaughn, effective June 23, 2023

- Probation Department:
 - Note the employment of Kayla McKinney, Probation Officer, effective June 26, 2023
 - Separation of employment of Paige Mumma, Probation Officer, effective August 9, 2023
- Domestic Relations
 - Note the transfer Griffin Kibler from an Unpaid Intern position to a Paid Intern position, effective June 7, 2023 through August 10, 2023
 - Promotion of Elizabeth “Liz” Willis from Case Management Officer to Conference Officer, effective July 3, 2023

Prothonotary:

Note the promotion of Sheila Frock from Court Clerk/Scanner position to Court Clerk 1, effective June 19, 2023 with permission to post the vacant Court Clerk/Scanner position.

Controller:

Note the employment of Sidney Shelton, Paid Intern, not to exceed 29 hours/week, effective June 19 through August 11, 2023.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve employment of the following Corrections Officers pending successful completion of background screenings: K’La Bissett, effective July 10, 2023

Separation of Employment with permission to post:

- Joshua Swales, Corrections Officer, effective June 14, 2023
- Christy Andrew, Corrections Officer, effective June 29, 2023
- Brett Abel, Corrections Officer, effective June 20, 2023
- Hunter Welk, Corrections Officer, effective July 9, 2023
- Rudolph Hansen, part-time as needed Deputy Sheriff First Class, effective June 30, 2023
- Rescind Offer of Employment for John Choueiri, Corrections Officer, effective June 20, 2023

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period June 12, 2023 through June 23, 2023:

General Fund Total	\$ 1,972,455.09	
General Fund	\$ 909,084.30	
PCard Payment	\$ 13,470.86	
Payroll – Week #25	\$ 1,049,899.93	
Children & Youth Services	\$ 190,656.95	
Liquid Fuels	\$ 6,845.54	
HazMat Fund	\$ 573.96	
Commissary Fund	\$ 16,252.71	
Records Management	\$ 3,155.00	
Human Services	\$ 20,626.00	
Pass Through Grant-Interest	\$ 687,898.80	
American Rescue Plan Act 2021	\$ 5,000.00	
Capital Projects	\$ 66,300.00	
911 Fund	\$ 38,021.41	
Internal Service Fund	\$ 291,577.15	

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 9:39 a.m. this date.

Motion carried.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paula V. Neiman".

Paula V. Neiman
Chief Clerk