

**AGENDA, TUESDAY, JANUARY 2, 2024**  
**ADAMS COUNTY COMMISSIONERS ORGANIZATIONAL MEETING**

9:00 a.m. In accordance with the provisions of Section 502 of the County Code convene the Organizational Meeting and to conduct any regular business brought before the Board of Commissioners.

**Board Organization:**

Selection of Temporary Chairman for the purpose of election of officers.

- Election of Chairman
- Election of Vice-Chairman

**Public Comment:**

*During the 30-minute Public Comment the individual wishing to speak will come forward to the podium to address the Board, state their name and address and will have 5-minutes to give his/her comments related to county business. Any public comment on an agenda item should be addressed at this time.*

**Robert's Rules of Order:**

Approve the current version of Robert's Rules of Order regarding procedural matters in various meetings in which the Commissioners would be sitting (Salary Board, Board of Elections, Board of Assessment Appeals) but to retain the prerogative to make procedural rules, specifically the version Parliamentary Procedures at a Glance, that may be contrary to Robert's Rules of Order.

**Bridge Engineer:**

Approve to appoint William D. Cameron, P.E., Pennoni Associates, Inc., 5072 Ritter Road, Suite 102, Mechanicsburg, PA 17055 as the County's Bridge Engineer.

**Commissioners:**

- Per the IRS issued standard mileage rate, approve to increase the mileage rate for the County of Adams to \$.67 cents per mile driven for business use, for all non-union staff and all bargaining unit staff, Professionals, Support and AFSCME, effective January 1, 2024.

**Meeting Dates & Times:**

- Note the Adams County Commissioners will meet on Tuesday, January 9, 2024 and after that date will meet every other Wednesday of the

**AGENDA, TUESDAY, JANUARY 2, 2024**  
**ADAMS COUNTY COMMISSIONERS ORGANIZATIONAL MEETING**  
**Page 2**

Meeting Dates and Times cont'd:

month beginning January 24, 2024, at 9:00 a.m. in the Historical Courtroom, 117 Baltimore Street, Gettysburg, PA or via WebEx 1-415-655-0001, 132-798-3497# as advertised, unless otherwise noted throughout the year.

- Note the Adams County Salary Board will meet on Tuesday, January 9, 2024 and after that date will meet every other Wednesday of the month beginning January 24, 2024 following the Commissioners meeting in the Historical Courtroom, 117 Baltimore Street, Gettysburg, PA or via WebEx 1-415-655-0001, 132-798-3497# as advertised, unless otherwise noted throughout the year.

**Court:**

Recommendation from District Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, that the Board approve the Terms and Conditions Form with Keystone Pet Enhanced Therapy Services (“KPETS”), a non-profit organization. This Agreement allows registered KPETS volunteers and their dogs to participate in therapeutic canine services in County and Court facilities. It is further recommended that the Board approve the Memorandum of Understanding between the County and KPETS registered handler Larry Miller (ID No. 3572). This MOU provides that Mr. Miller is permitted to engage in therapeutic canine services sponsored by KPETS at the Courthouse with his certified dog, Dudley, at such times as may be requested by the County or Courts. Both Agreements are effective January 2<sup>nd</sup>, 2024. There is no cost to the County.

**District Attorney:**

Recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel and District Attorney Brian Sinnett to sign the SAVIN Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute 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, 2024 through December 31, 2024. There is no additional cost to the County.

**AGENDA, TUESDAY, JANUARY 2, 2024**  
**ADAMS COUNTY COMMISSIONERS ORGANIZATIONAL MEETING**  
**Page 3**

**Treasurer:**

Recommendation by Treasurer Crissy Redding, and after review by Solicitor Molly R. Mudd, that the Board approve the Enrollment Agreement with Professional Development Academy. This Agreement will permit 1 staff member to enroll in a 12-week leadership training course offered by the Professional Development Academy in partnership with the National Association of Counties (NACO). Enrollment price is \$1,500. This is a budgeted expense. The Agreement is effective January 2nd, 2024, and the program will begin on January 8<sup>th</sup>, 2024.

**Human Resources:**

Recommendation by Director Michele Miller, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board a Standard Change Endorsement with the County's Stop Loss Carrier BCS Insurance Company of Oakbrook Terrace, Illinois for Policy Number ESL-30360. The Endorsement is effective 1/1/2024 for Policy Period 1/1/2024 through 12/31/2024.

**Commissioners:**

Recommendation by County Manager Steve Nevada, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board a Letter of Intent ("LOI") with The Energy Network ("TEN") of Pittsburgh whereby the parties agree to design and construct a rooftop solar PV energy project with an aggregate capacity of +/- 480 kW DC ("the System") on the roof of the County's Human Services Building located at 525 Boyds School Road.

**Personnel Report:**

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the promotion of Donald Roth from Caseworker 3 to Acting Intake Caseworker Supervisor, effective December 18, 2023.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Corrections Officers, pending successful completion of background screenings: James Samuel, effective January 2, 2024; Aaron Wright, March 4, 2024

Personnel Report continued:

Separation of Employment with Permission to Post:

- Rescind offer of employment to Cayden Beard, Children & Youth Caseworker, effective January 2, 2024
- Petrfrancis Stringer, Corrections Officer, effective January 18, 2024

**Adjournment:**