

**WEDNESDAY, SEPTEMBER 4, 2019**

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:00 a.m. in the Ceremonial Courtroom with Chairman Randy Phiel presiding. Others in attendance: Commissioner Marty Karsteter Qually; Molly R. Mudd, Solicitor; Beth Cissel, Deputy Controller; Crissy Redding, Treasurer; Donna Cassatt; Deputy Court Administrator; Michele Miller, HR Director; Phil Swope, Staff Accountant; Sara Brensinger, Purchasing Coordinator; Sarah Finkey, Children and Youth Administrator; John Phillips; News Reporter Charles Stanger, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

**Pledge of Allegiance**

**Minutes:**

Mr. Qually moved, seconded by Mr. Phiel to approve the Minutes of the August 28, 2019 Commissioners' Meeting as presented.

Motion carried.

**Executive Session:**

Chairman Phiel noted an Executive Session will be called at the discretion of the Board of Commissioners to discuss attorney client/personnel issues.

**Proclamation:**

Mr. Qually moved, seconded by Mr. Phiel, to adopt and proclaim September 15, 2019 as "**ADAMS COUNTY HERITAGE FESTIVAL DAY**" in Adams County. This proclamation was presented to Bill Collinge and representatives from the Adams County Heritage Festival Committee.

Motion carried.

**Public Comment:**

There was no Public Comment addressed to the Board at this time.

**Other Business:**

No Other Business was brought before the Board at this time.

**Children & Youth Services:**

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

- Field Experience and Internship Agreement in Social Work with Salisbury University, Salisbury, Maryland. The term of the agreement covers the 2019-2020 academic year, wherein the County shall provide the student(s) intern(s) with field experience and exposure to the Agency organization, administration and operations. The University shall set the educational objectives, instructional schedule and hours of practice for their intern(s).
- Memorandum of Understanding for CAPS Technical Support between PCYA and Adams. The service deliverables include CCAP review of AVANCO proposals, CCAP technology gap analysis, CCAP technology traceability documentation and test case scenarios for upgrades and new features, the review of AVANCO work order tasks, the review of AVANCO quarterly reports, and the attendance at quarterly CAP's governance meetings and PCYA Board meetings. The shared cost to the County for FY 19-20 is \$799.11 for a one (1) year term.

- Purchase of Service Agreement for 2019-2020 with Children's Home of Reading
- Appoint the following to the Adams County Children & Youth Advisory Board:
  - Laura M. Rowland
  - Christina M. Fatzinger, MS

Motion carried.

**Commissioner's:**

With recommendation from Will Cameron, Bridge Engineer, Mr. Qually moved, seconded by Mr. Phiel, to approve Contract Change Order #1 for the Maintenance Repairs of 40 County Bridges to repair Bridge No. 79, due to an accident on the bridge, in the amount of \$38,385.64.

Motion carried.

**Personnel Report:**

Mr. Qually moved, seconded by Mr. Phiel, to approve the Court's Personnel Report as presented:

Courts:

- Separation of employment for John Jefferson, Probation Officer Aide, effective August 28, 2019
- Employment of Victoria Swint, MDJ General Clerk Floater, effective August 26, 2019

Motion carried.

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

Building & Maintenance:

- Recommendation from Larry Steinour, Director, to approve the employment of Dale Smiley, Maintenance Tech II (Prison), effective September 9, 2019

Tax Services:

- Note the passing of Philip E. Little, Bonneauville Borough Tax Collector on August 27, 2019

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Employment of the following Corrections Officers, effective September 9, 2019: Sonny Williams, Kevin Shipley, Malcom Rankin, Kirstin Miller and Melanie Signor
- Rescind the employment offer to Azmar Sullivan, Corrections Officer, effective September 9, 2019

Motion carried.

**Other Business:**

Eicholtz Lease Agreements:

With recommendation from Phil Swope, Staff Accountant and after review from Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, to approve the following:

- Lease #450-7407123-013 for 23 copiers/scanners for various County offices for a five-year term in the amount of \$1,308.24/month
- Lease #450-7407123-014 for 2 copiers for the Adams County Adult Correctional Complex for a 24-month term in the amount of \$1,623.12/month

- Quality Maintenance Agreement in the amount of \$9.95/month, \$3.95/month for each additional machine and \$.03 per scan. Coverage includes QLink, Full Service and supplies, Network Controller/Printer Board and Fax System for standard terms of the life of all copiers approved above.

Motion carried.

**Executive Session:**

Board Chairman Phiel called for an Executive Session at 9:16 a.m. this date to discuss attorney/client and personnel issues.

**Meeting Reconvened:**

Chairman Phiel reconvened the Commissioner's Meeting at 10:53 a.m. this date with the following in attendance: Commissioner Marty Karsteter Qually; Solicitor Molly R. Mudd, and Chief Clerk Paula V. Neiman.

**Adjournment:**

Mr. Qually moved, seconded by Mr. Phiel, to adjourn the Commissioner's Meeting at 10:55 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk