

**FRIDAY, JANUARY 13, 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 Solicitor Sean A. Mott; John Phillips, Controller; Beth Cissel, Deputy Controller; Treasurer Crissy Redding; Deputy Treasurer Kierstyn Green; Michele Miller, HR Director; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Melissa Devlin, Budget & Purchasing Director; Phil Swope, Budget & Purchasing Assistant Director; Todd Garrett, Budget Analyst II; Susan Miller, Tax Assessor; Gale Kendall, Chief of Probation Services; Andrew Merkel, Planning Assistant Director; Sarah Finkey, ACCYS Administrator (phone); Ellen Dayhoff, Rural Resources Director (phone); News Reporter Vanessa Pellechio Sanders, *Gettysburg Times* and Judi Seniura, *Gettysburg Connections* (phone) and Chief Clerk Paula V. Neiman.

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the December 14, 2022 Commissioner's Meeting as presented.

Motion carried.

**Public Comment:**

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

**Probation Services:**

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

- Memorandum of Understanding between the County and MGS Consulting, LLC, of Lancaster, PA, to provide access to online Alcohol Highway Safety School classes for referred residents of the Adams County Adult Correctional Complex. The term of the Agreement is one (1) year, commencing on January 11, 2023 and terminating on January 10, 2024. The cost to the County is \$175.00 per student per month, which will be funded by Probation's 2022-2023 Intermediate Punishment Treatment Program Grant administered by the Pennsylvania Commission on Crime and Delinquency.
- 2022-23 County Adult Probation and Parole Grant (#40047) Application made through the PA Commission on Crime and Delinquency (PCCD) for \$111,819.00 in State funds. This money will be used to assist in supporting the salaries and benefits of County adult probation and parole staff. The application is effective December 20, 2022. No County match is required.

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 approve the Professional Services Agreement with The Law Office of Rosina Stambaugh, Esq. Ms. Stambaugh was appointed by the Court to represent a juvenile in a pending immigration matter and this Agreement formalizes the County's relationship with Ms. Stambaugh to provide those legal services at a rate of \$80.00/hour. This Agreement is effective September 26, 2022 and shall expire upon conclusion of the assigned case.

Motion carried.

**District Attorney:**

With recommendation from District Attorney Brian Sinnett, 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 approve the Equitable Sharing Agreement and Certification (Tracking No. PA001043A) with the U.S. Department of Justice and the U.S. Department of Treasury. This Agreement confirms that the District Attorney's Office received no federal forfeiture funding in fiscal year 2022 and that the County agrees to comply with applicable federal regulations governing any future receipt of federal forfeiture funding. This Agreement is effective January 13, 2023.

Motion carried.

**Planning Department:**

With recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board the Pennsylvania Department of Transportation (DOT) Transportation Planning and Programming Agreement C920001360 Amendment to Work Order #1, reflecting new funding from the federal Infrastructure Bill, shared out with all MPO/RPO's in the Commonwealth. The County's Tasks as reflected in the Unified Planning Work Program (UPWP) have been amended to reflect the funding changes.

Motion carried.

**Ag Land Preservation Board:**

With recommendation from Ellen Dayhoff, Rural Resources Manager, to approve the following:

- Mr. Qually moved, seconded by Mr. Martin, to the re-appointment of "Farmer" Board members for another 3-year term: Craig Yingling, Dave Wenk, Sidney Kuhn and Doyle Waybright.

Motion carried.

With recommendation from Ellen Dayhoff, Rural Resources Manager, Mr. Martin moved, seconded by Mr. Qually, to approve the following:

- Re-appointment of Craig Yingling as Chairman and Dave Wenk as Vice-Chairman
- Appoint the following Staff members: Ellen Dayhoff, Treasurer; LeighAnn Abraham, Secretary; Mark Clowney, Assistant Secretary

Motion carried.

**Victim Witness:**

With recommendation from Samantha Hoffman, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners ratify the approval and signatures of the Project Modification Request for the Awareness, Notification, and Restitution Grant (#34618) from the Pennsylvania Commission on Crime and Delinquency (PCCD) for \$175,521.00 in federal funds. This modification allows for a reallocation of personnel funds to cover health benefits and additional supplies but does not change the overall grant amount. The Modification is effective December 8, 2022.

Motion carried.

**Tax Services:**

- With recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of

Commissioners approve the Maintenance Agreement Contract with Business Equipment Solutions Technologies, Inc. ("B.E.S.T."). This Agreement renews the annual maintenance services for Tax Services' Formax FX2054 High Volume Pressure Sealer. Total cost of renewal is \$1,048.00. This Agreement is effective February 9, 2023 for a one-year term.

Motion carried.

- With recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, to approve Amendment #1 To Professional Services Agreement with David K. James, III, Esquire. This Amendment amends the original Service Agreement (approved June 29, 2015) with Attorney James to increase the rate of pay from \$6,000.00/year to \$7,500.00/year for various legal services required by the Tax Services Department. This Amendment is effective January 1, 2023 for a term of one (1) year.

Motion carried.

### **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:

- Resolve to adopt the Non-Disaster Hazard Mitigation Planning Grant Designation of Agent Resolution; and
- Designate Chairman Randy L. Phiel to sign on behalf of the Board the Designation Certification; and
- Designate Chairman Randy L. Phiel to sign on behalf of the Board the HMGP Letter of Commitment for Adams County, whereby the County agrees to cooperatively participate in the update of the hazard mitigation planning effort with the Pennsylvania Emergency Management Agency (PEMA) in order to update the Adams County Hazard Mitigation Plan, as required by 44 CFR 201.6.

Motion carried.

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

- First Amendment To The Land And Office Space Lease Agreement (approved by the Board on July 29, 2020) with Air Methods Corporation. This Amendment permits Air Methods, a corporation currently operating emergency helicopter services from a base at the County's DES building, to utilize existing County electrical infrastructure for the purposes of powering the helipad lighting systems. Air Methods shall reimburse the County for its energy usage on a monthly basis. This Amendment is effective January 13, 2023.

Motion carried.

### **Adams County Adult Correctional Complex:**

With recommendation from Warden Katy Hileman, Mr. Martin moved, seconded by Mr. Qually, to approve the following:

- Corporate Authorization Resolution with ACNB Bank for the County of Adams, Adams County Prison Account #XXXX599. The change is needed to add an additional signatory
- After review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Addendum to the February 4, 2022 Memorandum of Understanding between the County and YWCA Hanover Safe Home. This Addendum extends the term for the provision by Safe Home of domestic violence and human trafficking victim services to the residents of the ACACC, as well as professional training for employees and staff of

the ACACC. The new term commenced on September 22, 2022 and will terminate on September 22, 2023. There is no additional cost to the County.

Motion carried.

**Commissioners:**

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

- Mr. Qually moved, seconded by Mr. Martin to approve Ordinance No. 1 of 2023 – Amending and Restating Adams County Tax Collection Policy, effective January 13, 2023 as follows:

**ORDINANCE No. 1 OF 2023**

**AN ORDINANCE OF THE COUNTY OF ADAMS, COMMONWEALTH OF PENNSYLVANIA,  
AMENDING AND RESTATING ADAMS COUNTY TAX COLLECTION POLICY**

(Approved January 1982; Revised November 14, 1986; Revised February 14, 1990;  
Revised February 10, 1993; Revised January 21, 1998; And Revised December 6, 2000)

**WHEREAS**, the County of Adams is a fifth-class county of the Commonwealth of Pennsylvania (“County”) and a local taxing district authorized by the Local Tax Collection Law, 72 P.S. § 5511.1 *et seq.*, to levy and collect certain real estate taxes.

**NOW, THEREFORE**, with the foregoing incorporated herein and made an essential part hereof, be it **HEREBY ORDAINED AND ENACTED** by the Board of Commissioners of Adams County, Pennsylvania, and it is hereby **ORDAINED AND ENACTED** by the authority of the same, that the Tax Collectors of Adams County comply with the provisions of this Ordinance for tax years beginning on January 1, 2023 as follows:

**SECTION I. Mailing of Tax Notices and Certifications.**

- A. Tax Notices.** Adams County Tax Services (“Tax Services”) shall mail individual tax notices, as well as any interim real estate or supplemental per capita tax notices, to all County taxpayers and shall provide a tax duplicate electronically, in .PDF format, to Tax Collectors. Tax collectors will maintain their tax rolls and duplicate utilizing tax collection software provided by Tax Services (“Software”). Tax Services shall mail tax notices not later than March 1<sup>st</sup> of each tax year so that taxpayers have a period of sixty (60) days in which to pay taxes and receive the two percent (2%) discount. Taxpayers who fail to make payment of taxes during the four (4) month period after the date of the tax notice shall be charged a penalty of ten percent (10%), which shall be added by the Tax Collector via the Software and collected with the taxes.
- B. Change (“White”) Letters.** Tax Collectors shall issue new bills to taxpayers and/or make all required entries in the Software within ten (10) days of the date a Change Letter is issued by Tax Services.
- C. Late Real Estate Taxes.** Tax Collectors shall notify, in writing, on or about November 1<sup>st</sup> of each year, all property owners whose property taxes are unpaid that unpaid County real estate taxes as of December 31<sup>st</sup> will be turned over to the Adams County Tax Claim Bureau for collection, and shall include the following notice, contained in the Software, in bold print capital letters to the taxpayer as required by state law.:

YOUR REAL ESTATE TAXES HAVE NOT BEEN PAID ON TIME, AND A PENALTY HAS BEEN ADDED TO THE AMOUNT YOU OWE. IF NOT PAID BY DECEMBER 31, YOUR REAL ESTATE TAXES WILL BE DELINQUENT. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT (NAME OF TAX COLLECTOR) BY MAIL AT (ADDRESS) OR BY TELEPHONE AT (TELEPHONE NUMBER). IF YOUR REAL ESTATE TAXES ARE TO BE PAID FROM

AN ESCROW ACCOUNT ESTABLISHED IN CONNECTION WITH YOUR MORTGAGE, YOU SHOULD CONTACT THE COMPANY MANAGING YOUR ESCROW ACCOUNT.

- D. Late Per Capita Taxes.** Tax Collectors shall notify, in writing, on or about November 1<sup>st</sup> of each year, all persons whose per capita taxes are unpaid that unpaid County per capita taxes as of December 31<sup>st</sup> will be turned over to the Adams County Commissioners for collection, and shall include the following notice contained in the Software to the taxpayer:

YOUR PER CAPITA/OCCUPATION TAXES HAVE NOT BEEN PAID ON TIME, AND A PENALTY HAS BEEN ADDED TO THE AMOUNT YOU OWE. IF NOT PAID BY DECEMBER 31, XXXX, YOUR PER CAPITA/OCCUPATION TAXES WILL BE DELINQUENT.

- E. Tax Certifications.** Tax Collectors shall use the form contained within the Software for Tax Certifications and shall sign and date the form.

**SECTION II. Record Keeping, Reporting and Payment of Taxes to County Treasurer, Procedures, and Penalties.**

- A. Record Keeping Requirements.** Tax Collectors shall keep a correct account of all monies collected, marking each taxable as paid, the amount of taxes paid, and the date on which payment was made by use of the Software.

- B. Monthly Reporting and Payment.** Tax Collectors shall reconcile, report, and pay over monies received to the Adams County Treasurer's Office each month by the 10<sup>th</sup> day of the following month. If this due date falls on a Saturday, Sunday, or a federal or Pennsylvania statewide legal holiday, the due date shall be the next succeeding day that is not a Saturday, Sunday, or legal holiday. Reports shall be submitted to the appropriate office electronically using the formats contained within the Software and shall include those reports shown in Appendix A, which appendix may be updated from time-to-time by Tax Services. The associated payment shall be made by the same date to the Treasurer's Office by Automated Clearing House ("ACH") or other means of electronic funds transfer approved by the Treasurer, provided, however, that Tax Collectors first elected to office prior to the effective date of this Ordinance and who have not transitioned to ACH or other means of electronic funds transfer as of the effective date of this Ordinance may continue to submit payment by check.

- C. Weekly Reporting and Payment.** Tax collectors shall reconcile, report, and pay over to the Treasurer's Office each week, on a day of their choosing, monies received since the last Weekly Report. When the period since the last Weekly Report covers receipts from two calendar months, only one Weekly Report is required and shall be for the prior calendar month only. Reports shall never mix receipts from multiple calendar months. Reports shall be submitted electronically using the formats contained within the Software and shall include those reports shown in Appendix A, which appendix may be updated and published from time-to-time by Tax Services. The associated payment shall be made by the same date to the Treasurer's Office by ACH or other means of electronic funds transfer approved by the Treasurer, provided, however, that Tax Collectors first elected prior to the effective date of this Ordinance and who have not transitioned to ACH or other means of electronic funds transfer as of the effective date of this Ordinance may continue to submit payment by check. Tax Collectors receiving no monies during a weekly period shall electronically notify the Treasurer's Office that no report is due.

**D. Procedures.**

The following represent the minimum procedures required. Procedures established in addition to these are encouraged and permissible:

1. Upon receipt of a taxpayer's payment, information regarding the

payment shall be entered into the taxpayers account within the Software.

2. When making deposits into bank accounts, the tax collector shall prepare the deposit ticket in such a way that allows for a clear audit trail, indicating what each itemized entry on the deposit ticket represents.
3. All monies received shall be deposited into the appropriate Tax Collector's bank account at a minimum, on a weekly basis.
4. A Receipt Report shall be printed from the computerized duplicate and matched to the manual total of the bank deposit.
5. A computerized ledger, maintained via the Software, that summarizes the total amount of taxes collected shall be kept. Data shall be backed up at least daily.
6. A monthly reconciliation shall be performed to reconcile the balance of taxes due per the computerized duplicate and the manual duplicate.
7. The bank account shall be reconciled monthly using the reconciliation format as provided on the bank statements.
8. All voided checks shall be marked void on the face of the check and retained in numerical order.
9. Overpayments of \$3.00 or more must be returned to the taxpayer. Tax Collectors are not required to process refunds less than \$3.00 unless so requested by the taxpayer in writing pursuant to 53 Pa.C.S. §8425.
10. Tax Collectors shall accept cash payments.
11. Tax Collectors shall accept payment postmarked in a timely manner for purposes of determining discount, face period, and penalty.
12. Tax Collectors shall waive charges in excess of the face amount for real estate taxes beginning with the 2023 tax year provided a taxpayer satisfies all of the requirements set forth in 72 P.S. 5511.7, as amended.

**E. Late Filing Penalties:** Penalties will be assessed by the County Treasurer's Office for monthly reports and payments received by the Treasurer after the 10th of the month, for unsubmitted weekly reports and payments, and for settlement completed after the 15<sup>th</sup> of January. This penalty section will be administered and enforced by the Treasurer's Office. Penalties may be waived if a written request from the Tax Collector for an extension of time is received in the Treasurer's Office and approved by the Treasurer ahead of the associated deadline. Such requests for an extension of time will be considered on an individual basis. Penalties will be assessed at the maximum allowed by Act 1998-169, Section 25, as amended from time to time, which currently provides that, "Such fees shall not exceed twenty dollars for each day or part of a day, excluding Saturdays, Sundays and holidays, for the first six days that a statement with reconciled reports is overdue; and such fee shall not exceed ten dollars for each day or part of a day, excluding Saturdays, Sundays and holidays, for each day after such sixth day that a statement with reconciled report is overdue. The maximum fee payable with respect to a single statement with reconciled report shall not exceed two hundred fifty dollars."

### **SECTION III. Expenses and Technical Support Paid by County.**

- A. Expenses.** The County will reimburse each Tax Collector for its proportionate share of expenses for postage and envelopes in accordance with the law pertaining thereto. Tax Collectors shall electronically forward paid invoices to the Adams County Controller's Office, [accountspayable@adamscountypa.gov](mailto:accountspayable@adamscountypa.gov), for this reimbursement. The County's share of the Tax Collectors' bonds will be paid to the agent supplying the bonds.
- B. Technical Support.** The County will provide initial training and support on procedures and the Software. The County reserves the right to limit ongoing support hours provided to individual Tax Collectors where problems are isolated to that Tax Collector and may charge the Tax Collector at cost for support hours in excess of an annual allotment that Tax Services and the Treasurer may

establish and publish. All support requests shall be initiated through Customer Service Specialist/Tax Collector Specialist in Tax Services. Tax Collectors shall not contact the Software vendor nor the County-contracted trainer directly except as authorized. Tax Collectors who do so may be charged at cost for the support hours incurred.

**SECTION IV. Compensation for Tax Collectors.**

Compensation shall be paid to all tax collectors for the collection of all County taxes in accordance with the current Adams County Resolution Establishing and Setting the Rate of Compensation for the Collection of Taxes, as amended from time to time. At the time of enactment of this Ordinance, Adams County Resolution No. 1 of 2021, "A Resolution of the County of Adams, Commonwealth of Pennsylvania, Establishing and Setting the Rate of Compensation for the Collection of County Taxes for Fiscal Years 2022, 2023, 2024 and 2025" is current.

**SECTION VI. Final Settlement of County Tax Duplicate.**

Final settlement with all County tax collectors shall be made each year on or before January 15<sup>th</sup> for all County real estate and per capita taxes. All tax collectors shall submit a list of uncollected taxes to the Commissioners at the date of settlement. Settlement shall include those reports shown in Appendix A, which appendix may be updated and published from time-to-time by Tax Services. After settlement, the tax collectors shall be exonerated from collecting any additional County real estate and per capita taxes.

**SECTION VII. Effective Date.**

This Ordinance shall be effective on January 1, 2023.

**IN WITNESS WHEREOF**, the present Ordinance has been duly enacted, and ordained this 13<sup>th</sup> day of January 2023.

**ATTEST:**

\_\_\_\_\_/s/\_\_\_\_\_  
Paula V. Neiman, Chief Clerk

**ADAMS COUNTY COMMISSIONERS**

\_\_\_\_\_/s/\_\_\_\_\_  
Randy L. Phiel, Chairman

\_\_\_\_\_/s/\_\_\_\_\_  
James E. Martin, Vice-Chairman

\_\_\_\_\_/s/\_\_\_\_\_  
Marty Karsteter Qually, Commissioner

**Appendix A**

**Required Reports**

\*\*All reports are a pdf file, unless noted otherwise.

Weekly Reports, to Treasurer's Office:

- ❖ Export Report
- ❖ Export text data file (txt file)

Monthly Reports, due by 10<sup>th</sup> of each month:

- ❖ Monthly Report (Treasurer's Office)
- ❖ Export Report if there are remaining days of the month to account for (Treasurer's Office)
- ❖ Export text data file (txt file) if there are remaining days of the month to account for (Treasurer's Office)
- ❖ Assessment Report (Tax Services)

❖ Exoneration Report (Tax Services)

Reports due 10 days after receiving a Change (“White”) Letter, to Treasurer’s Office:

- ❖ New Bill Report
- ❖ New Bill text data file (txt file)
- ❖ Treasurer Report

Settlement Reports, due by January 10<sup>th</sup> each year:

- ❖ Monthly report for December (Treasurer’s Office)
- ❖ Export Report, if there are remaining days of December to account for (Treasurer’s Office)
- ❖ Export text data file (txt file) if there are remaining days of December to account for (Treasurer’s Office)
- ❖ Monthly report for January (Treasurer’s Office)
- ❖ Export Report for January (Treasurer’s Office)
- ❖ Export text data file (txt file) for January (Treasurer’s Office)
- ❖ Returns Report for per capita with addresses (Commissioners Office)
- ❖ Returns Report for real estate with addresses (Tax Services)
- ❖ Return of Taxes for Year xxxx (AKA Tax Claim Summary Sheet) signed by Tax Collector as well as Tax Claim (Tax Services)
- ❖ Return of Uncollected Real Estate (txt) (Tax Services)
  - Tax Claim needs the TC files (TC201408M, TI201408M, etc.) TC20xx followed by the district number and M for municipal or S for school. If the file is TI, this is for any school installment payments that were posted.

Motion carried.

- Per the IRS issued standard mileage rate, Mr. Martin moved, seconded by Mr. Qually, approve to increase the mileage rate for the County of Adams to \$65.5 cents per mile driven for business use, effective January 1, 2023

Motion carried.

- Request to Table for further discussion with Courts the Legal Representation Agreement with Mooney Law. This Agreement provides interim legal services by Paul Royer, Esquire, an attorney with the law offices of Mooney Law, at a rate of \$90.00/hour as needed and as assigned by the County/Public Defender’s Office while the County reviews candidates for the vacant Chief Public Defender position. Mr. Royer is a former Assistant Public Defender for the County. This Agreement is effective January 13, 2023 and shall expire December 31, 2023.

**Personnel Report:**

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

Courts:

Domestic Relations:

- Note the appointment of Sherri Piper to the position of Financial Operations Officer, effective January 2, 2023
- Note the employment of Frank Caccioppoli, Conference Officer, effective January 3, 2023

Probation Services:

- Separation of employment with the intent to post: Timothy Breighner, Director, effective January 6, 2023; Probation Officers Matthew Czaplicki, and Isaac Reese, effective January 18, 2023; Andrew Zimmerman, Probation Officer, effective January 27, 2023

Sheriff’s Department:

- Note the employment of Samantha Rife, Office Assistant, effective December 5, 2022 and the separation of her employment, effective December 16, 2022.



- Approve the employment of Chad Binderup, First Class Deputy Sheriff and Leon Moxley, Deputy Sheriff, effective January 17, 2023.

District Attorney:

- Approve the appointment of Skylar Wheeler to the position of Office Legal Assistant, Part time Regular, effective January 2, 2023.

Children & Youth Services:

Approve the employment of Alex Hackney, Caseworker After Hours, effective January 3, 2023.

Emergency Services:

Note the transfer of Brett Allison from fulltime Telecommunicator to Part time as needed Telecommunicator, effective January 4, 2023.

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: Diane Strausbaugh, Megan Jacobs, Spencer Head, Larry Fritz, effective January 9, 2023
- Change of status from Part time to Fulltime for Cody Pierce, Corrections Officer, effective December 5, 2022
- Transfer of Donald Gise from Records Specialist-Court Liaison to Records Specialist, effective December 19, 2022

Separation of Employment with permission to post:

- Debra Eck, Staff Accountant, Conservation District, effective March 31, 2023
- Christy Decker, Corrections Officer, effective January 2, 2023
- Edward Fanflick, Corrections Officer, effective January 20, 2023
- Rescind the offer of employment for Chad Binderup, First Class Deputy Sheriff, effective January 17, 2023
- Rescind offer of employment for Larry Fritz, Corrections Officer, effective January 9, 2023

Ratify from Annual Salary Board

- Shelby Plank, General Clerk in Domestic Relations, effective December 27, 2022
- Roberta Craig, Tipstaff, effective December 28, 2022
- Melissa Goodwin, General Clerk in Department of Operational Services, effective December 30, 2022
- Molly Ryan, Children & Youth Program Specialist-Mentoring, effective January 6, 2023
- Kristina Miller, Children & Youth Office Assistant, effective January 4, 2023
- Asia Macklin, Corrections Officer, effective January 2, 2023
- Anthony Sutherland, Corrections Officer, effective December 19, 2022
- Cheyenne Kautz, Corrections Officer, effective December 13, 2022

Motion carried.

Expenditures:

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period December 10 through December 23, 2022:

General Fund Total	\$ 2,724,048.57
General Fund	\$ 1,713,420.64
Payroll – Week #51	\$ 1,010,627.93
Children & Youth Services	\$ 227,057.90
HazMat Fund	\$ 153.69
Commissary Fund	\$ 2,608.96
Records Management	\$ 3,155.00
American Rescue Plan Act 2021	\$ 5,000.00

Capital Project - Reserve	\$ 3,675.00
Capital Projects	\$ 88,742.88
911 Fund	\$ 273,576.84
Internal Service Fund	\$ 790,724.60

- Expenditures for the period December 24, 2022 through January 6, 2023:

General Fund Total	\$ 1,611,103.73
General Fund	\$ 524,103.83
PCard Payment	\$ 7,308.14
Payroll – Week #1	\$ 1,079,691.76

Children & Youth Services	\$ 90,614.80
Liquid Fuels	\$ 3,003.07
HazMat Fund	\$ 42.00
CDBG	\$ 38,371.18
Commissary Fund	\$ 1,518.62
Records Management	\$ 1,687.50
Capital Project - Reserve	\$ 9,900.00
Capital Projects	\$ 55,838.62
911 Fund	\$ 31,748.39
Internal Service Fund	\$ 243,865.31

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,

Paula V. Neiman  
Chief Clerk