

WEDNESDAY, JULY 12, 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; Molly R. Mudd, Solicitor; John Phillips, Controller; Beth Cissel, Deputy Controller; Michele Miller, HR Director; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Phil Swope, Budget & Purchasing Assistant Director; Phil Walter, CIO (phone); Sherri Clayton-Williams, Planning Director; Ellen Dayhoff, Rural Resources Director; Deana Duvall, Grants Coordinator; Sarah Finkey, CYS Administrator (phone); Tammy Myers and Carla Sterner (phone); 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 28, 2023 Commissioner's Meeting as presented.

Motion carried.

Proclamation:

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim July 16 -22, 2023 as **"PRETRIAL, PROBATION AND PAROLE SUPERVISION WEEK"** in Adams County. This proclamation was presented to Gale Kendall, Chief of Probation Services and several other probation officers.

Motion carried.

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. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the License Agreement with Syntrio, Inc., an Illinois company, for thirty (30) single course user licenses for online Workplace Harassment General Manager training. The county-funded Court Managers will utilize this program to obtain non-discrimination training, as required by the County's Risk Pool Coverage Document. This training will comply with the requirements of the Pennsylvania Supreme Court (UJS). The term of the Agreement is September 1, 2023 to August 31, 2024. Total cost is \$1,000.00, which will be paid out of Court funds.

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 and designate Chairman Randy L. Phiel to sign the following:

- Quote from TeamViewer, a German Company, for a corporate subscription with TeamViewer, as well as four add-on licenses. The TeamViewer application allows IT staff to remotely view and manage technology issues on County and Court desktops, laptops, and tablets. The term of the Agreement is July 17, 2023 through July 16, 2024. Total cost to the County is \$6,355.00.
- Quote #010171 with Kyocera Document Solutions America, Inc., a New Jersey Company, for renewal of the County's DocStar Annual Maintenance

Agreement. DocStar is a document management system utilized extensively by many County departments. The term of the Agreement commences September 1, 2023 and terminates August 31, 2024. Total cost to the County is \$13,360.00.

Motion carried.

Children & Youth Services:

With recommendation from Sarah Finkey, Administrator, Mr. Martin moved, seconded by Mr. Qually, to approve the following:

- 2023-2024 Contracts: Drug & Alcohol Rehab.; PA Child; Justice Works; Justiceworks-Field Coach; Catholic Charities of the Diocese of Harrisburg; Common Sense Adoption Services; Hempfield Behavioral Health; Hempfield Behavior Health-Incredible Years; TrueNorth Wellness; Community Services Group, Inc.; The Children’s Aid Society of Franklin County; The Board of Child Care; City Mission-Living Stones, Inc.; Business Associate Agreement for Concern; Concern Contract; Pinkney’s Vineyard of Faith Ministries; Diakon Child & Community Ministries

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign the Adoption Assistance Agreement with D. & J.U. on behalf of B.G.J.in the amount of \$790.83/month

Motion carried.

Planning – Community Development Block Grant:

With recommendation from Deana Duvall, Grants Coordinator, Mr. Martin moved, seconded by Mr. Qually, to approve and sign the following:

- FY 2021 Community Development Block Grant Subrecipient Agreements between Adams County and East Berlin Borough in the allocated amount of \$36,192.00 for their Municipal Building ADA Improvement Project.
- To comply with the National Fair Housing Law, approve Fair Housing Resolution No. 7 of 2023 as follows:



**FAIR HOUSING RESOLUTION FOR 2023
RESOLUTION NO. 7 OF 2023**

LET IT BE KNOWN TO ALL PERSONS of the County of Adams, Borough of Gettysburg, and the Borough of Littlestown that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services, because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act) and the Pennsylvania Human Relations Act extends this prohibition of discrimination to the additional protected classes of age, ancestry, use of guide or support animals due to the blindness, deafness, or physical handicap of the user, and the handling or training of support or guide animals. It is the policy of the County of Adams, Borough of Gettysburg, and the Borough of Littlestown to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age, ancestry, use of guide or support animals due to the blindness, deafness, or physical handicap of the user, and the handling or training of support or guide animals. Therefore, the County of Adams, Borough of Gettysburg and the Borough of Littlestown does hereby pass the following resolution.

BE IT RESOLVED, that within available resources the County of Adams, Borough of Gettysburg, and the Borough of Littlestown will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status,

handicap (disability), age, ancestry, use of guide or support animals due to the blindness, deafness, or physical handicap of the user, and the handling or training of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

BE IT FURTHER RESOLVED that the County of Adams, Borough of Gettysburg, and the Borough of Littlestown shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
 - a. Public advertisements for vacancy or discussing the program
 - b. Applications for assistance
 - c. Contracts
 - d. Municipal letters dealing with the federal programs

If you're a person with a disability and require a reasonable accommodation to be able to access any notification, please contact the business offices of Robert Thaeler or Sherri Clayton-Williams, Office of Planning and Development, 670 Old Harrisburg Road, Gettysburg, PA 17325 (717) 337-9824, rthaeler@adamscountypa.gov or sclayton@adamscountypa.gov.

If you're Limited English Proficient and require a document translation of any notification, please contact the business offices of Robert Thaeler or Sherri Clayton-Williams, Office of Planning and Development, 670 Old Harrisburg Road, Gettysburg, PA 17325 (717) 337-9824, rthaeler@adamscountypa.gov or sclayton@adamscountypa.gov.

Approved at the regularly scheduled meeting of the County of Adams held the 12th day of July, 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

- To comply with Section 504 of the Rehabilitation Act of 1973, approve Resolution No. 8 of 2023 Authorizing a Resolution by the Adams County Commissioners, Adams County, PA, re-adopting a Policy of Non-Discrimination on the basis of disability as follows:

RESOLUTION NO. 8 OF 2023

**AUTHORIZING A RESOLUTION BY THE ADAMS COUNTY COMMISSIONERS,
ADAMS COUNTY, PENNSYLVANIA, RE-ADOPTING A POLICY OF NON-
DISCRIMINATION ON THE BASIS OF DISABILITY**

WHEREAS, the Congress of the United States has passed Section 504 of the Rehabilitation Act of 1973 which requires that “no otherwise qualified individual with a disability in the United States, shall solely on the basis of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance;” and

WHEREAS, the County of Adams, the Borough of Gettysburg, and the Borough of Littlestown receive an annual Community Development Block Grant (CDBG) and are required to comply with Section 504 of the Rehabilitation Act of 1973; and

WHEREAS, the County of Adams administers the annual Community Development Block Grant (CDBG) on behalf of the Entitlement communities of the Borough of Gettysburg and the Borough of Littlestown; and

WHEREAS, the failure to comply with the terms and conditions of Section 504 of the Rehabilitation Act may cause the County of Adams, the Borough of Gettysburg, or the Borough of Littlestown to lose their grant or eligibility for future grants;

NOW THEREFORE, WITH THE FORGOING INCORPORATED HEREIN AND MADE AN ESSENTIAL PART HEREOF, be it resolved by the Adams County Board of Commissioners, Adams County, Pennsylvania, and it is resolved, as follows:

- Section I. It is the policy of the County of Adams that all programs and activities shall be accessible to and usable by persons with disabilities.
- Section II. That the County of Adams shall undertake and evaluate, conduct, and coordinate with citizen groups involving persons with disabilities, its programs, policies, procedures, and facilities in order to determine those areas where discrimination may occur.
- Section III. The County of Adams shall upon completion of said evaluations, make such revisions, modifications, or other changes so as to fully comply with the letter of intent of Section 504.
- Section IV. Further, the County of Adams shall, where building modifications are required, develop and implement a transition plan for the timely elimination of structural barriers to citizens with disabilities.
- Section V. Further, to the extent possible, the County of Adams will make all public meetings understandable to hearing and sight impaired individuals upon prior notice.
- Section VI. The County of Adams hereby designates Robert Thaeler as the Adams County, Gettysburg Borough, and Littlestown Borough Section 504 Officer.
- Section VII. After performing an annual review of the Adams County, Gettysburg Borough, and Littlestown Borough Section 504 Plan, originally adopted the 29th day of April, 2015, the County of Adams hereby re-adopts the Section 504 Plan, as amended.

IN WITNESS WHEREOF, the present Resolution has been duly adopted this 12th day of July 2023.

ATTEST:

ADAMS COUNTY COMMISSIONERS

_____/s/
Paula V. Neiman, Chief Clerk

_____/s/
Randy L. Phiel, Chairman

_____/s/
James E. Martin, Vice Chairman

_____/s/
Marty Karsteter Qually, Commissioner

Motion carried.

Ag Land Preservation:

With recommendation from Ellen Dayhoff, Rural Resource Manager, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the offer letter for the purchase of the conservation easement for the Apple Valley/Donaldson Farm, 223 Fairfield Station Road, Fairfield, PA, located in Hamiltonban Township, 99.7 acres at \$1,827.00/acre, is a State and County owned easement, and to designate Chairman Randy L. Phiel to sign the Agreement of Sale.

Motion carried.

Treasurer:

With recommendation from Treasurer Christine Redding, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the following Quotes from Quality, a Pennsylvania Company, for the remodel of the Treasurer's Office:

- Furniture Proposal for new office furniture manufactured by Global and Evolve. This quote is made pursuant to PA Contract #'s 4400025848 and 4400025661. Total cost to the County is \$7,839.85.
- Furniture Proposal for new office furniture manufactured by COE. This quote is made pursuant to PA Contract #4400025746. Total cost to the County is \$18,918.35.
- Furniture Proposal for acoustic panels manufactured by EZO. Total cost to the County is \$3,987.21.
- Proposal for Delivery and Installation of the above items by Quality. Total cost to the County is \$2,800.00.

It is further recommended that Commissioner Phiel sign the Purchase Order for the Global and Evolve products. These Quotes are all effective July 12, 2023.

Motion carried.

Department of Emergency Services:

With recommendation from Warren Bladen, Director and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Commonwealth of Pennsylvania State Fiscal Year 2023-2024 Radiation Emergency Response Fund Grant Agreement C950004025 between the Pennsylvania Emergency Management Agency (PEMA) and Adams County. This Agreement provides for a

grant award of \$16,948.00, to be used for equipment and supplies, planning, and miscellaneous items necessary for the development of improved emergency response capabilities in the event of radiological accidents or incidents at Pennsylvania's nuclear power plants. The term and period of performance of this Agreement are July 1, 2023 through June 30, 2024. No County match is required.

Motion carried.

Voter Registration & Elections:

With recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Equipment Lease Agreement with Kyocera Document Solutions Mid Atlantic Inc., of York, PA, for a copier for Voter Registration's new location at DES. It is further recommended that Commissioner Phiel sign the Amendment to Equipment Lease Agreement, which incorporates the County's standard terms and conditions into the Agreement. Finally, it is recommended that Commissioner Phiel sign the Maintenance Agreement with Quality: a Kyocera Group Company, also of York, PA, for maintenance of the copier. The term of the Agreements is sixty (60) months and shall commence upon delivery of the copier. Total cost to the County is \$8,259.60 plus printing fees as outlined in the Maintenance Agreement.

Motion carried.

Adams County Adult Correctional Complex:

With recommendation by Warden Katy Hileman, 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 Chesapeak Shredding, LLC, a Maryland Company, for document shredding and disposal services. Chesapeak will perform a bulk shred of ACACC documents from the past twenty years which have surpassed their retention requirements. The Agreement is effective July 12, 2023, and the date of shredding is anticipated to be July 17, 2023. Total cost to the County is \$603.00.

Motion carried.

Human Resources:

Request to table for further discussion - Recommendation from Michele Miller, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign on behalf of the Board the proposal from Cross & Crown, of Chambersburg, PA, to undertake a Digital Marketing Recruitment Campaign on behalf of the County. This project will be comprised of campaign creation and messaging; a microsite for the HR Department; a video package; and digital marketing. Implementing this campaign will allow the County to brand itself in this extremely competitive recruiting environment and help the County reach markets that no longer use the recruiting mediums currently employed. It is further recommended that the Commissioners sign the Terms and Conditions between Cross & Crown and the County. The term of this Agreement is twelve (12) months, commencing on June 12, 2023. Total cost to the County is \$42,300.00, to be paid as an initial project deposit of \$10,500.00 and twelve (12) monthly installments of \$2,650.00.

Commissioners:

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

- Mr. Martin moved, seconded by Mr. Martin, to adopt Resolution No. 9 of 2023 approving the joinder of Franklin County as a voting member into the Susquehanna Regional Transportation Authority ("SRTA"), of which Adams County is a member. The Resolution includes approval of proposed amendments to the articles

- Mr. Qually moved, seconded by Mr. Martin, to appoint Chairman Randy L. Phiel to sign on behalf of the Board The Purchase Agreement with WellSpan Properties Inc. for the purchase of real property located in Cumberland Township, identified as Lot 2 on the Final Subdivision Plan for Oak Lawn Memorial Gardens, at a cost of Seventy Thousand Dollars (\$70,000) per acre for the approximate (5) acres fronting Chambersburg Road (“hereinafter The Future Lot”), or if Purchaser so elects to purchase all of Lot 2, for a sum of Five Hundred Thousand Dollars (\$500,000). The Due Diligence Period shall commence the effective date of this Agreement and continue for a six (6) month period, with an option for Purchaser to extend the Period by an additional ninety (90) days with written notice to Seller.

Motion carried.

Personnel Report:

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

Court Administration:

- Employment of Colleen McGrath, Law Clerk, effective August 21, 2023
- Employment of Omar Rayo-Vazquez, Court Technical & Operations Analyst, effective July 3, 2023

Domestic Relations:

- Employment of Airica Evangelista-Simmers, Conference Officer, effective August 28, 2023

Probation Services:

- Separation of employment for Probation Officers Arianna Floyd and Brittini Fogle, effective June 27, 2023

District Attorney:

- Employment of Christian Sweger, Assistant District Attorney, effective July 31, 2023
- Transfer of Skylar Wheeler, Part time Office Legal Assistant, to the Victim Witness Department, effective July 31, 2023

Sheriff Department:

- Employment of James Zettlemyer, First Class Deputy Sheriff, effective July 5, 2023
- Transfer of David White from Part-time as needed Deputy Sheriff to Deputy First Class, effective July 5, 2023

Register & Recorder:

- Employment of Jaime McGreevy, Deputy Clerk 2, effective July 5, 2023

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the Merit Hire Promotion for Trystan Griffith, Caseworker 1 to Caseworker 2, effective July 17, 2023.

Conservation District:

Recommendation from Adam McClain, District Manager, to approve the employment of Thomas VonHagn, Agricultural Conservation Technician, effective July 10, 2023.

Department of Emergency Services:

Recommendation from Warren Bladen, Director, to approve the employment of James Barnhart, Telecommunicator, effective July 11, 2023.

Security:

Request permission to post an open Part time as Needed Security Officer.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve employment of the following:

- Corrections Officers pending successful completion of background screenings: LaMaur Stephens, Lauren Haller, Marsheera Love, effective July 10, 2023; James Martin, effective August 7, 2023
- Rescind the resignation of Christy Andrew, Corrections Officer, effective June 29, 2023
- Revised date of hire for LaMaur Stephens, Corrections Officer, from July 10 to August 7, 2023

Separation of Employment with permission to post:

- Noah Privett, Deputy Sheriff, effective July 7, 2023
- Wendy Franco, Deputy Clerk 3, Clerk of Courts, effective July 11, 2023
- Deanna Alpaugh, Program Specialist-Mentoring, Children & Youth Services, effective July 7, 2023
- Steven Murphy, Caseworker 2, Children & Youth Services, effective July 14, 2023
- Thomas Kirkpatrick, Caseworker 2, Children & Youth Services, effective June 30, 2023
- Brett Allison, Assistant Supervisor, Department of Emergency Services, effective July 11, 2023. Note: Mr. Allison is transferring to a Part Time as Needed Telecommunicator position.
- Tina Antkowiak, Corrections Officer, effective July 17, 2023. Note: Ms. Antkowiak is transferring to the Sheriff's Department
- Seth Fisher, Corrections Officer, effective July 18, 2023

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period June 26, 2023 through July 7, 2023:

General Fund Total	\$ 1,610,808.44	
General Fund	\$ 541,158.82	
PCard Payment	\$ 15,632.26	
Payroll – Week #27	\$ 1,054,017.36	
Children & Youth Services	\$ 165,557.26	
HazMat Fund	\$ 12.00	
Commissary Fund	\$ 351.57	
Records Management	\$ 2,624.92	
Human Services	\$ 3,322.67	
Pass Through Grant-Interest	\$ 4,121.00	
911 Fund	\$ 19,808.13	
Internal Service Fund	\$ 368,123.34	

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 9:49 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman

Paula V. Neiman
Chief Clerk