

## **WEDNESDAY, SEPTEMBER 20, 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; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Angie Crouse, Elections/Voter Registration Director; Norma Carbaugh, Elections/Voter Registration Assistant Director; Sherri Clayton-Williams, Planning Director; Melissa Devlin, Budget & Purchasing Director; Kristi Fields, Probation Services Acting Chief; Brandon Brenize, IT Assistant Director; Election Board Members Vicki Corbett and Robin Fitzpatrick; Broadband Taskforce Members Isaac Bucher, Chairman, George Mauser, Vice Chairman, and Brady Rogers; Lisa Donahoe, Gettysburg Foundation; Those participating by phone: Megan Shreve and Stacy Rice, Broadband Taskforce and Tammie Myers; News Reporters Judi Seniura, *Gettysburg Connection* and Vanessa Pellechio Sanders, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

### **Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the September 13, 2023 Commissioner's Meeting as presented.

Motion carried.

### **Adams County Community Broadband Advisory Task Force:**

At this time the Board of Commissioners recognized Isaac Bucher, Chairman of the Adams County Community Broadband Advisory Task Force. Mr. Bucher noted it was a year ago to date that this Board of Commissioners created the Broadband Advisory Task Force – Isaac Bucher, Chairman; George Mauser, Vice Chairman; Danijel Lolic; Gavin Foster; Karl Pietrzak; Megan Shreve and Yeimi Gagliardi. He thanked the Commissioners for recognizing the importance of broadband for its citizens. Members of the Task Force are here today to present an overview of the Design Nine Broadband Feasibility Study that was completed in the spring of 2023. The Task Force will continue to meet and forward recommendations.

Brady Rodgers, Broadband Advisory Task Force member presented a power point highlight of the Feasibility Study that was prepared by Design Nine. The following are seven (7) key findings:

- Develop Countywide broadband strategic plan
- Evaluate partnership with Franklin County
- County government should not become an internet provider
- Improved fiber is needed for long term and fixed wireless for short term
- Seek all grants
- Manage expectations
- Develop partnerships with WISPS and ISP's

A residential and business survey, both on-line and mailed, was distributed to Adams County residents. Approximately 2,500 responded with faster, reliable internet service; important for success of their business; work from and county government should help facilitate better broadband. The need to apply for funding through grant possibilities – both government and private grant funding – is a very important factor.

Commissioner Qually noted the next steps will be to get the public involved in the Study. Will reach out to stakeholders – schools, agriculture community, Destination Gettysburg, and local municipalities through the Council of Governments. It is important to have community engagement. We need the public to help by reaching out and contacting organizations and expressing their thoughts and needs for broadband. We are hopeful that, in one year, we will be able to share a list of the Broadband Advisory Task Force achievements.

Commissioners Phiel and Martin thanked the Task Force for their time commitment and enthusiasm to make this work.

**Public Comment:**

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

**2024-2025 Adams County Children & Youth Needs Based Budget Public Hearing:**

Chairman Phiel called the public hearing to order at 9:23 a.m. this date. He announced this is the date and time advertised to present the 2024-2025 Adams County Children & Youth Needs Based Budget for public comment.

Chairman Phiel recognized Sarah Finkey, Administrator, who provided a power point presentation of the 2024-2025 Adams County Children & Youth Needs Based Budget. Following are the highlights:

- State Reimbursements varies from 80% to 100% – Adoption Service; Emergency Shelter; Community Residential and Group Home; Foster Family; Supervised Independent Living; Alternative Treatment; Child Protective/Child Abuse; Child Protective/General; Counseling/ Intervention; Day Care
- Grant Initiatives varies from 85% to 95% with some local match – Family Group Decision Making; PA Promising Practices; Housing Grants; Alternatives to Truancy Prevention
- Act 148 contributes to In-Home Services; Community Based Placement; institutional Placement and Administrative Costs
- Organizations receiving funding – Children’s Advocacy Center; Justice Works; Center for Youth & Community Development; Services In-home PA Family Support Services; Hempfield Behavioral Health; Foster Homes and Community treatment providers
- Percentage of funding – 82% from the State and 18% from the County
- Referrals Received have increased from 3,429 in 2020-2021 to 4,071 in 2022-2023

Commissioner Qually thanked Ms. Finkey and her staff for applying for grants and working with local organizations. Commissioner Martin thanked them for their diligence in working with children and their families to help them building a better future.

Chairman Phiel asked if there was any public comment to be received on this presentation. The record shall show no public comment was received. Chairman Phiel closed the public hearing at 9:33 a.m. this date.

**Children & Youth Services:**

With recommendation from Sarah Finkey, Administrator, to approve the following:

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign the FY 2023-2024 Agreements: Bethany Christian Services of Central PA; Central Pennsylvania Family Support; Community Specialist Corporation.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve for submission to the Pennsylvania Department of Human Services the 2024-2025 Adams County Children & Youth Needs Based Budget.

Motion carried.

**Sheriff:**

With recommendation from Sheriff James Muller, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve Amendment #1 to the User License Agreement for Online Weapons Permit Application with Permittium, LLC, a North Carolina Company, to extend the Agreement for

one (1) year. The Permitium Software provides for submission of Weapons Permit Applications online. The term of the Amended Agreement commences on October 1, 2023 and terminates on September 30, 2024. There is no additional cost to the County.

Motion carried.

### **Adams County Board of Elections:**

At this time Solicitor Mudd announced that we have a quorum of the Adams County Board of Elections – Vicki Corbett and Robin Fitzpatrick. The Board of Elections was presented the following recommendation from Angie Crouse, Director of Elections:

- Authorize and direct the posting of public notice of the following two (2) changes of polling locations within the McSherrystown Borough and Bonneauville Borough election districts to be effective for the November 2023 General Municipal Election, said notice to be made in accordance with Section 2726 of the Pennsylvania Election Code, 25 P.S. §2726:
  - McSherrystown Borough – Permanent change of polling place from McSherrystown Senior Center, 201 S. 3<sup>rd</sup> St., McSherrystown to Delone Catholic High School, 140 S. Oxford Ave., McSherrystown.
  - Bonneauville Borough – Permanent change of polling place from the Bonneauville Municipal Building, 69 W. Hanover St., Bonneauville to the Deacon Rich Weaver Parish Center, 12 E. Hanover St., Bonneauville.

The Election Board was asked if they had any questions or concerns with regards to this change. Hearing none, Ms. Corbett moved, seconded by Ms. Fitzpatrick to approve the polling place changes as stated above.

Motion carried.

### **Budget and Purchasing:**

With recommendation from Melissa Devlin, 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 Quote # Q-147797 from CentralSquare, a Florida Company. This is a change order to a previously approved quote for consultant services to convert Budget and Purchasing's current CDD reports to Cognos Analytics reports. Cognos is CentralSquare's new report writer program. This change order allows for an additional ten (10) hours to complete the services. The Quote is effective September 20, 2023. Total cost to the County is \$1,800.00.

Motion carried.

### **Building and Maintenance:**

With recommendation from Larry Steinour, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Mr. Qually moved, seconded by Mr. Martin, to ratify the Service Authorization Form from Daikin Applied Americas, Inc., a Minnesota company, for evaluation of a condenser coil leak and coil damage in one of the chiller units at the Adams County Adult Correctional Complex. The Service Authorization Form is effective September 15, 2023. Total cost to the County is \$830.00 for the first four hours of evaluation/work and \$185.00 per hour should additional time be needed.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve and sign the Memorandum of Understanding ("MOU") with CAP Glass. This MOU provides that CAP Glass will perform glass removal and recycling services on County-owned property located at

230 Greenamyer Lane, Straban Township, at no additional cost to the County. This MOU is effective September 20<sup>th</sup>, 2023, for a term of one year.

Motion carried.

**Tax Services:**

- With recommendation by Director Daryl Crum, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Phiel to approve and execute the Professional Service Agreement with the Cornogg Appraisal Group. The purpose of this Agreement is to appraise the fair market value of certain property located at 825 Hanover Street, New Oxford for purposes of a tax appeal currently pending in court. Cost of the appraisal is \$7,500.00. This Agreement is effective September 20, 2023.

Motion carried.

- With recommendation from Susan Miller, Chief Assessor, Mr. Qually moved, seconded by Mr. Martin, to approve the following:
  - Personal tax exemption for the following who have met the guidelines of County policy: Elizabeth Neessen and Jerry Neessen both of Oxford Township

**Disabled Veterans Real Property Tax Exemption Certification:**

- Parcel #06005-0053, for a home on .52 acres located in Bonneauville Borough, effective with the 2024 County/Municipal Taxes
- Parcel #11004-0010, for a home on .39 acres located in Fairfield Borough, effective with the 2024 County/Municipal Taxes. Note: .20 acres of this parcel is occupied by a third party/business and will remain taxable.
- Parcel #27007-0225, for a home on .21 acres located in Littlestown Borough, effective with the 2023-2024 School Taxes
- Parcel #38G10-0508, for a home on .25 acres located in Straban Township, effective with the 2024 County/Municipal Taxes

Motion carried.

**Human Resources:**

With recommendation from Danette Laughman, Assistant Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the following:

- Submission of Plan Year 2024 Minimum Municipal Obligation Worksheet (MMO) – Adams County Pension Plan (01-000-1N) to the Pennsylvania Municipal Retirement System.
- Adopt the following language to replace the Weather Time Off Policy at page 60 in the Adams County Employee Handbook:

***WEATHER TIME OFF POLICY***

*The regular Courthouse hours of operation are Monday through Friday 8 am until 4:30 pm. Employees are eligible for Weather Time Off (WTO) when the Courthouse is closed due to inclement weather. The Commissioners and the President Judge shall decide, in their discretion, if and when to close the Courthouse. Employees may be required to work remotely.*

*The purpose of WTO pay is to ensure that employees receive pay for their full regular workweek (37.5 or 40 hours, depending on position) in any week that they are unable to work their full regularly scheduled hours due to a weather closure. Under no circumstances will WTO cause an employee to receive more than their*

*regularly scheduled hours (37.5 or 40 hours, depending on position) for any workweek, but they may receive less if they are using flextime in that work week. WTO does not cover any hours prior to the actual time the Courthouse officially closed.*

*WTO shall always be paid at an employee's straight-time rate, irrespective of the employee's hours worked for the week.*

Motion carried.

**Adams County Adult Correctional Complex:**

With recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Mr. Qually moved, seconded by Mr. Martin, to ratify the Application for Pennsylvania Commission on Crime and Delinquency ("PCCD") Grant Funding, Subgrant #40934. This Application seeks \$103,516.00 in federal grant funding for the purposes of detection and mitigation of COVID-19 within the correctional complex through COVID testing kits, UV-C lighting systems, personal protective equipment, and other mitigation supplies. The project period for this Grant is from August 1, 2022, through July 31, 2024. No County match is required. This Application is effective September 19, 2023.

Motion carried.

Mr. Martin moved, seconded by Mr. Qually, to approve the following:

- Sign the Addendum to the Memorandum of Understanding ("MOU") between the County and the LIU12 Adams County Literacy Council (AACL) extending the term of the MOU by one (1) year. This MOU, which was originally executed on November 16, 2022, allows the AACL to provide Adult Basic Education services to eligible individuals incarcerated at the ACACC. The amended term of the MOU is September 22, 2023 to September 22, 2024. There is no additional cost to the County.
- 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 commences on September 22, 2023 and will terminate on September 21, 2024. There is no additional cost to the County.

Motion carried.

**Commissioners:**

With recommendation from Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following:

- Adopt and approve the Adams County HIPAA Privacy and Security Policies and Procedures and the Adams County HIPAA Security Policy. These Policies reflect the County's compliance with the applicable Federal Standards for Privacy of Individually Identifiable Health Information and the Security Standards for the Protection of Electronic Protected Health Information as mandated by the Health Insurance Portability and Accountability Act (HIPAA), including applicable regulations at 45 CFR Parts 160 and 164 and the Health Information Technology for Economic and Clinical Health Act (HITECH). Further, the HIPAA Privacy and Security Policies and Procedures designate the County as a Hybrid Entity, pursuant to 45 C.F.R. §§ 164.103 and 164.105. These policies are effective September 20, 2023.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to appoint Chairman Randy L. Phiel to execute on behalf of the Board of Commissioners an Amendment to the Articles of Incorporation of the Susquehanna Regional Transportation Authority (“SRTA”), in compliance with the requirements of the Act of June 19, 2001, P.L. 287, known as the Municipality Authorities Act, 53 Pa.C.S.A. §§5601 *et. seq.*, said Authority having been formed for the purpose of implementing a mass transportation service and other transit and transportation related services in the region, and having resolved to approve the joinder of Franklin County with and into the SRTA by Resolution No. 9 of 2023 on or about July 12, 2023.

Motion carried.

**Personnel Report:**

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

Court Administration:

- MDJ Beauchat: Employment of Kelly Nichols, General Clerk, effective September 25, 2023

Clerk of Courts:

- Promotion of Jennifer Mouer to Court Information Specialist, effective September 4, 2023
- Employment of Caitlyn Binderup, Deputy Clerk 3-Orphans Court, effective September 25, 2023

Tax Services:

- Employment of David Forbes, Field Data Property Evaluator-Commercial, effective September 25, 2023

IT Department:

- Employment of Maxwell Hamrick, IT Tech 1/Application Specialist, effective September 25, 2023

Department of Emergency Services:

- Employment of Bryan Rausch, Emergency Services Network & System Support Specialist, effective October 2, 2023

Building & Maintenance:

- Employment of Angela Shultz, Mail Clerk/Custodian, effective September 25, 2023

Personnel Report cont'd:

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Employment of the following Corrections Officers, pending successful completion of background screenings: Ernesto Perez, effective September 11, 2023; Gregory Bowlin, Dustin Study, Cindy Lankford, Gilbert Sackett, Sarah Verrastro, Omar Figueroa, effective October 16, 2023

Separation of Employment:

- Rescind the offer of employment to the following Corrections Officers, effective September 20, 2023: Omar Figueroa; Gilbert Sackett; Sarah Verrastro

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period September 4, 2023 through September 15, 2023:

General Fund Total	\$ 1,692,766.52
General Fund	\$ 275,372.41
Debt Service Payments	\$ 349,628.13
Payroll – Week #35	\$ 1,067,765.98
Children & Youth Services	\$ 112,010.90
HazMat Fund	\$ 1,100.80
Commissary Fund	\$ 2,565.07
Hotel Tax	\$ 319,118.82
Human Services	\$ 1,924.37
Capital Projects	\$ 15,890.90
911 Fund	\$ 2,054.54
Internal Service Fund	\$ 455,308.46

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 9:57 a.m. this date.

Motion carried.

Respectfully submitted,



Paula V. Neiman  
Chief Clerk