

**WEDNESDAY, JANUARY 10, 2018:**

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; Albert Penksa, County Manager; John Hartzell, Solicitor; Steve Renner, Controller; Beth Cissel, Deputy Controller; Don Fennimore, Court Administrator; Crissy Redding, Treasurer; Sara Finkey, Children & Youth Administrator; Michele Miller, HR Director; Melissa Devlin, Finance Director; Phil Swope, Staff Accountant; Sara Brensinger, Purchasing Coordinator; News Reporters Vanessa Pellichio, *Gettysburg Times* and Dustin Levy, *Evening Sun* and Chief Clerk Paula V. Neiman

**Pledge of Allegiance**

**Minutes:**

Mr. Qually moved, seconded by Mr. Phiel, to approve the Minutes of the January 3, 2018 Commissioners' Meeting as presented.

Motion carried.

**Executive Session:**

Executive Session will be called at the discretion of the Board of Commissioners to discuss attorney client privilege, and personnel issues.

**Proclamations:**

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

- **“HUMAN TRAFFICKING AWARENESS MONTH” – January 2018.** This proclamation was presented to Jessica Ritter of Survivors.
- **“MARTIN LUTHER KING, JR. HOLIDAY” – January 15, 2018.** This proclamation was presented to Nancy Whitman, Representative from the MLK Committee.

Motion carried.

**Public Comment:**

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

**Human Services Building Renovations:**

With recommendation from Josh Bower, Architect, Mr. Qually moved, seconded by Mr. Phiel, to approve Change Order No. 16, dated December 14, 2017 for eciConstruction, LLC for labor, materials and equipment to install office cabinets in the Domestic Relations Department in the amount of \$2,651.00.

Motion carried.

**Children & Youth Services:**

With recommendation from Sarah Finkey, Administrator, Mr. Qually moved, seconded by Mr. Phiel, to approve an Adoption Assistance Agreement with M.C. on behalf of M.E.L. in the amount of \$900.00/month.

Motion carried.

**Treasurer:**

With recommendation from Treasurer Crissy Redding, Mr. Qually moved, seconded by Mr. Phiel, to approve the following:

- ACNB Bank Corporate Authorization Resolutions for the following accounts:
  - Account #XXX3448 – requiring the signatures of the Treasurer and Deputy Treasurer
  - Account #XXX3662; #XXX8611; #XXX1360 and #XXX3092 – requiring one signature from the President Judge or Court Administrator and one signature from the Treasurer or Deputy Treasurer
  - Account #XXX6430 – requires two signatures from the Commissioners and one signature from the Controller/Deputy Controller and one signature from Treasurer or Deputy Treasurer
  - Account #XXX6665; #XXX3454; #XXX3239; #XXX5485; #XXX8991; #XXX3993; #XXX3611; #XXX3638; #XXX3689; #XXX5739; #XXX3022; #XXX2536 and #XXX9901 – requires two Commissioners, one Controller/Deputy Controller and one Treasurer/Deputy Treasurer
- ACNB Bank User Setup Information for wire transfers for Account #XXX3638; #XXX3454 and #XXX3611

Motion carried.

- Board Chairman Phiel noted the appointment of John A. Wolfe, Esq. of Wolfe, Rice & Quinn LLC as Solicitor for the Adams County Treasurer effective for the four-year term beginning January 1, 2018 through December 31, 2021.

**Commissioners:**

- Mr. Qually moved, seconded by Mr. Phiel, to approve the Lease Agreement between the County of Adams and Reading Township, Adams County for the District Magistrate Tony Little's Office in the amount of \$1,550.00/month. This Lease is effective for one year beginning January 1, 2018 through December 31, 2018 and shall automatically be renewed for each additional one-year terms.

Motion carried.

- Mr. Qually moved, seconded by Mr. Phiel, to authorize Vice-Chairman James E. Martin to sign a Quotation Form with Donald B. Smith, Inc., Roofing Contractor in the amount of \$3,900.00 for a low sloped rubber roof repair at the Department of Emergency Services Building. The funds for this repair was obtained through a PComp Safety Improvement Grant Program Application.

Motion carried.

**Purchasing/Finance:**

With recommendation from Phil Swope, Staff Accountant, Mr. Qually moved, seconded by Mr. Phiel, to approve and authorize Chairman Randy L. Phiel to sign a Waste Management of Pennsylvania Inc. Service Agreement, No. S0009317282 for waste pickup at the Department of Emergency Services building in the amount of \$117.15/week.

Motion carried.

**Personnel Report:**

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

Tax Services:

Recommendation from Daryl Crum, Director, to approve the employment of Terri A. Sanders and Kimberly J. Pollock, Customer Service Assessors, effective January 22, 2018.

Sheriff:

Recommendation from Sheriff Jim Muller to approve the employment of Chelsea R. Anderson, PTAN Deputy Sheriff, effective January 23, 2018.

Adams County Adult Correctional Complex:

Recommendation from Warden Michael Giglio to approve the employment of Juan Pena, Lieutenant, effective January 22, 2018.

Separation of Employment:

- Laura Smetanik, Children & Youth Caseworker 2, effective January 19, 2018

Motion carried.

**Salary Board Meeting:**

The Salary Board Meeting will be held following the Commissioners Meeting.

**Other Business:**

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

**Recess:**

Board Chairman Phiel recessed for Executive Session at 9:33 a.m. this date to discuss attorney client privilege, and personnel issues.

**Meeting Reconvened:**

Board Chairman Phiel reconvened the Commissioners Meeting at 10:00 a.m. this date with no further business to come before the Board at this time.

**Adjournment:**

Mr. Qually moved, seconded by Mr. Phiel, to adjourn the Commissioners' Meeting at 10:02 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk