

WEDNESDAY, MARCH 13, 2019:

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:00 a.m. in the Ceremonial Courtroom with Board Chairman Randy Phiel presiding. Others in attendance: Commissioners James E. Martin and Marty Karsteter Qually; Molly Mudd, Solicitor; Crissy Redding, Treasurer; Beth Cissel, Deputy Controller; Kelly Lawver, Clerk of Courts; Donna Cassatt, Deputy Court Administrator; Michele Miller, HR Director; Melissa Devlin, Finance Director; Phil Swope, Staff Accountant; Warden Katy Hileman; Laura Rowland, CJAB Coordinator; Rebecca Moreland, Grants Coordinator; John Phillips; Dave Bolton; News Reporter Vanessa Pellechio, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

Pledge of Allegiance

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the February 27, 2019 Commissioners' Meeting as presented.

Motion carried.

Proclamation:

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim March 14 – April 28, 2019 as "**Land Conservancy of Adams County Month**". This proclamation was presented to John Kiel, a representative from the Adams County Land Conservancy.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim March 17 – March 23, 2019 as "**Surveyor's Week in Adams County**". This proclamation was presented to Erick Gladhill of C.S. Davidson.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim March 17 – March 23, 2019 as "**Pennsylvania 4-H Week**". This proclamation was presented to Darlene Resh and representatives from the 4-H Board.

Motion carried.

Public Comment:

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

Controller:

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

- With recommendation by Controller Steve Renner, that the Board of Commissioners review to approve the Letter of Intent to Extend Audit Services with Zelenkofske Axelrod LLC Certified Public Accountants for the years ending December 31, 2019, 2020 and 2021, in the amount of \$71,220 with a 2% increase for 2020 and 2021.
- With recommendation from Beth Cissel, Deputy Controller, to approve and sign a Contract Amendment with Zelenkofske Axelrod LLC, 830 Sir Thomas Court, Harrisburg, PA to adjust the scope of services per GASB 75 and related fees in the amount of \$4,600 for their services to perform the 2018 audit.

Motion carried.

Clerk of Courts

With recommendation by Kelly Lawver, Clerk of Courts, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, to review and authorize Chairman Randy Phiel to sign on behalf of the Board of Commissioners the Pricing Amendment Agreement with Rapid Financial Solutions whereby the County agrees to the \$0.99 per upload charge for the Digital Money Management service option.

Motion carried.

Tax Services:

With recommendation from Daryl Crum, Director, Mr. Martin moved, seconded by Mr. Qually, to approve and authorize Randy L. Phiel to sign the proposed engagement letter with Richard Cornogg of Cornogg Appraisal Group, 1 Tepee Circle, Conestoga, PA 17516, to perform an appraisal of the property located at 380 Steinwehr Avenue, Gettysburg, PA, parcel #16015-0024--000 and owned by PG & JE Corporation, at a cost not to exceed \$4,000.00, to assist the County in a property tax appeal.

Motion carried.

Planning:

With recommendation from Sherri Clayton-Williams, Director, Mr. Qually moved, seconded by Mr. Martin, to approve and authorize Chairman Randy L. Phiel to sign for submission a request to the Pennsylvania Department of Community & Economic Development for a 2017 Emergency Solutions Grant (C000067038) budget revision to transfer \$10,400 within the Rapid Rehousing component.

Motion carried.

Adams County Adult Correctional Complex:

With recommendation from Warden Katy Hileman, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, to approve, sign and authorize the submission of a PCCD Grant "Byrne JAG Program (Federal JAG) in the amount of \$9,900 for the purchase of (18) Level IIIA Armor Express FMS soft ballistic vests for Correctional Officers working within the Adams County community corrections environment.

Motion carried.

Commissioners:

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign the Interim Addendum to the Program Management Agreement with the Pennsylvania Department of Agriculture for The Emergency Food Assistance Program (TEFAP) for the remainder of the contract term through September 30, 2021, to include the federal regulatory provision at 7 CFR 250.4 (c)(2) relating to local requirements for responding to USDA commodity food safety and/or food recall procedures.

Motion carried.

- In accordance with the reporting requirements of Act 293 of 1972, Mr. Martin moved, seconded by Mr. Qually, to approve and authorize Chairman Randy L. Phiel to sign the 2018 Actuarial Valuation Report: Pension Plan with Defined Benefits for submission to the Commonwealth of Pennsylvania Department of the Auditor General.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign a revised Lease Amendment between the County of Adams and Times Square, LLC reducing the parking spaces to one (1) parking space located at the Union Square Parking Lot, effective April 1, 2019.

Motion carried.

Personnel Report:

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

Separation of Employment with permission to post:

- Andrew Raymond, Corrections Officer, effective March 9, 2019
- Kayla Eaton, Corrections Officer, effective March 11, 2019
- Logan Nelson, Corrections Officer, effective March 22, 2019

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period February 25, 2019 through March 8, 2019:

General Fund Total	\$ 1,715,401.79	
General Fund	\$ 535,722.39	
P-Card Payment	\$ 6,432.68	
Debt Service Payments	\$ 228,753.13	
Payroll	\$ 944,493.59	
Children & Youth Services		\$ 216,795.01
Commissary Fund		\$ 2,831.82
Act 137 (Affordable Housing)		\$ 400.00
Coroner Visa		\$ 100.00
Capital Projects-Reserve		\$ 39,553.84
Human Services Building		\$ 4,596.33
Capital Projects – Courthouse Renovation		\$ 15,551.98
911 Fund		\$ 49,897.74
Internal Service Fund		\$ 933,082.40

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 Commissioner’s Meeting.

Adjournment:

Mr. Martin moved, seconded by Mr. Qually, to adjourn the Commissioner’s Meeting at 9:39 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman
Chief Clerk