

### **WEDNESDAY, OCTOBER 19, 2022:**

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:02 a.m. at the Adams County Courthouse, Historic Courtroom and via conference call with Chairman Randy Phiel presiding. Others in attendance: Commissioners James E. Martin and Marty Karsteter Qually; Steve Nevada, County Manager; Solicitor Molly R. Mudd; Beth Cissel, Deputy Controller; Harlan Lawson, Economic Development Specialist; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Phil Walter, CIO; Ellen Dayhoff, Rural Resources Manager; Melissa Devlin, Director of Budgets & Purchasing; Todd Garrett, Budget Analyst II; Danette Laughman, HR Deputy Director; Gerry Olson, Controller's Office; Robin Fitzpatrick, Adams Economic Alliance; News Reporter Vanessa Pellechio Sanders, *Gettysburg Times* and Judi Seniura, *Gettysburg Connections* and Chief Clerk Paula V. Neiman.

### **Minutes:**

Mr. Martin moved, seconded by Mr. Phiel, to approve the Minutes of the October 5, 2022 Commissioner's Meeting as presented.

Motion carried.

### **Proclamations:**

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim October 29, 2022 as **"NATIONAL PRESCRIPTION DRUG TAKE BACK DAY"** in Adams County. This proclamation was presented to Griseydi Castaneda and Lisa Lindsey of Collaborating for Youth.

Motion carried.

### **Public Comment:**

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

### **Court Administration, Information Technology & Commissioners:**

- With recommendation from District Court Administrator Don Fennimore and Chief Information Officer Phil Walter, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board of Commissioners, the Memorandum of Understanding (MOU) Among the 51<sup>st</sup> Judicial District and the Adams County Commissioners and the Adams County Information Technology (IT) Department as to Information and Technology Needs of the Courts setting forth a model for efficient, secure and cost-effective technology services provided for the Courts by the Commissioners through the IT Department. This MOU is written and executed by the Parties in the spirit of collaboration and cooperation described in the AOPC White Paper on the Use of County-Provided Technology Resources by the Judiciary (Darr, Thomas, July 25, 2017, Pennsylvania Court Administrator).

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to amend the Lease Agreement with the Township of Reading, Adams County for the office space for Magisterial District Judge Tony Little at 50 Church Road, East Berlin, PA for another two-year lease, effective January 1, 2023 and expires December 31, 2024.

Motion carried.

### **Ag Land Preservation:**

With recommendation from Ellen Dayhoff, Rural Resource Manager, Mr. Martin moved, seconded by Mr. Qually, to approve the offer letter for the purchase of the

conservation easement for the Bruce Pohlman & Son Hog Farm located at 125 Clouser Road in Union and Germany Townships, 42.72 acres. \$3,000.00/acre. It is further recommended for the Board of Commissioners to appoint Chairman Randy L. Phiel to sign the Agreement of Sale on behalf of the County.

Motion carried.

**IT Department:**

With recommendation from Phil Walter, CIO, 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 approve Quote #1017917 with Link Computer Corporation, a Pennsylvania Company, for the renewal of the County's Veeam licenses. The Veeam application performs backups on critical and non-critical virtual servers in the County's network environment. The Veeam software also backs up information and files of the Microsoft Office 365 accounts of all County employees. It is further recommended that the Commissioner's sign the Addendum to Veeam's End User License Agreement, which incorporates the County's standard terms and conditions into the Agreement. This quote is made pursuant to Costars contract number 006-E22-223. The quote covers four separate licenses, the terms of which are November 9, 2022 to November 11, 2023; November 11, 2022 to November 11, 2023; November 12, 2022 to November 11, 2023; and November 12, 2022 to November 12, 2023. Total cost to the County is \$20,705.00.

Motion carried.

**Human Services Development Fund Grant:**

With recommendation from Paula Neiman, Chief Clerk, Mr. Qually moved, seconded by Mr. Martin, to approve and sign the Certification Statement for the receipts and expenditures for the 2021-2022 Human Services Development Fund Grant in the amounts of \$93,894.00 for the Homeless Assistance Program and \$57,826.00 for Human Services Development Fund.

Motion carried.

**Human Resources:**

With recommendation from Michele Miller, 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 approve the Guaranteed Price Agreement with ADP, Inc., a New Jersey company. The Agreement specifies the price of the County's ADP services shall increase by 1% year over year for the next three (3) years. ADP provides the County's payroll services, HMC managed services, and Time and Labor Management System. The Year-1 increase for these services is estimated not to exceed \$2,000. It is further recommended that the Board approve the Third Addendum to the Master Services Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is November 2, 2022 to November 2, 2025.

Motion carried.

**Elections & Voter Registration:**

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

- Proposal (Estimate No. 3548) by MidPoint Technology Group for the purchase of a Honeywell ProWatch PW7K1LC Intelligent Controller. This Controller is necessary to interconnect the card reader that Low-V will be installing on the door to the voting machine storage room. Total cost of the Controller is \$1,844.18. This Agreement is effective October 19, 2022.

- Estimate #7495 with Low-V Systems, Inc., for the purchase and installation of an OmniProx OP40 Proximity Reader on the door to the room where the county's voting machines are securely housed. Total cost of hardware and installation is \$2,111.00. This Agreement is effective October 19, 2022.
- Purchase Agreement with Quadient, Inc. for the purchase of an IM-210 Letter Opener and annual maintenance service. The letter opener is \$5,484.00 and the annual maintenance fee is \$775.00 for a total cost to the County of \$6,259.00. The pricing and terms of this Agreement are subject to COSTARS Contract No. 4400015968. This Agreement is effective October 19, 2022.

Motion carried.

#### **Commissioners:**

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

- Execute the Memorandum of Understanding with the Adams County Industrial Development Authority (ACIDA) that provides for the transfer of \$150,000.00 from the County's Hotel Tax Fund revenues collected by the County Treasurer pursuant to 16 P.S. Section 1770.7, to the ACIDA for the sole purpose of funding the development of a Feasibility Study and Business Plan to inform the operating costs, development budget and infrastructure needs associated with locating the PA AG Discovery Center in Adams County.

Motion carried.

#### **Personnel Report:**

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

##### **Domestic Relations:**

- Employment of Kathryn VanDusen, Case Management Officer, effective October 31, 2022

##### **Register & Recorder:**

Recommendation from Register & Recorder Karen Heflin to approve the extension of employment for Beth Corson, Clerk Floater, Part time as needed, effective through December 30, 2022.

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

Recommendation from Warden Katy Hileman, to approve the following:

- Corrections Officers, pending successful completion of background screenings: Kevin Plummer, Bryce Nitchman, Jenatta Bilodeau, Christy Decker, effective October 11, 2022; Courtney Bonebrake, effective October 24, 2022

##### **Separation of Employment with permission to post:**

- Lisa Hinton-Hardison, Caseworker 1 with Children & Youth Services, effective October 6, 2022
- Barbara Shultz, Records Manager, Adams County Adult Correctional Complex, effective October 31, 2022
- Gary Shoemaker, Part time as needed Deputy Coroner, effective October 13, 2022
- Erica Kirkner, Office Manager in the Sheriff's Department, effective November 4, 2022
- Bryce Nitchman, Corrections Officer Trainee, effective October 11, 2022
- Ashley Hockman, Corrections Officer, Part time Regular, effective October 3, 2022

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period October 1 through October 14, 2022

General Fund Total	\$ 1,347,232.96
General Fund	\$ 327,842.27
Payroll – Week #41	\$ 1,019,390.69
Children & Youth Services	\$ 122,499.77
HazMat Fund	\$ 12.50
CDBG	\$ 146,613.87
Commissary Fund	\$ 1,792.43
Hotel Tax Fund	\$ 319,170.38
Human Services	\$ 3,332.88
Capital Projects	\$ 110,593.88
911 Fund	\$ 5,859.99
Internal Service Fund	\$ 260,548.93

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 9:44 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk