

**WEDNESDAY, NOVEMBER 2, 2022:**

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 Vice-Chairman James E. Martin presiding. Others in attendance: Commissioner Marty Karsteter Qually; Steve Nevada, County Manager; Solicitor Molly R. Mudd; John Phillips, Controller; Beth Cissel, Deputy Controller; Michele Miller, HR Director; Sherri Clayton Williams, Planning Director; Harlan Lawson, Economic Development Specialist; Candi Clark, Court HR Generalist; Phil Walter, CIO; Daryl Crum, Tax Services Director; Warren Bladen, Department of Emergency Services Director; Gale Kendall, Chief Probation Services; Sarah Finkey, Children & Youth Administrator (phone); Marco Aurelio; Greg Lupp; News Reporter Vanessa Pellechio Sanders, *Gettysburg Times* and Judi Seniura, *Gettysburg Connections* and Chief Clerk Paula V. Neiman.

**Minutes:**

Mr. Qually moved, seconded by Mr. Martin, to approve the Minutes of the October 19, 2022 Commissioner's Meeting as presented.

Motion carried.

**Public Comment:**

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

**2022 Community Development Block Grant Public Hearing:**

Vice-Chairman Martin called the public hearing to order at 9:02 a.m. this date and noted this is the date and time advertised to hold the public hearing to accept public comment on the 2022 Community Development Block Grant (CDBG) Application. At this time Vice-Chairman Martin recognized Harlan Lawson, Economic Development Specialist, who announced the public notice was advertised in *The Gettysburg Times*, a local newspaper of general circulation. The CDBG Application is being submitted on behalf of non-entitlement communities within the County and for the Boroughs of Gettysburg and Littlestown. The activities proposed for inclusion for the non-entitlement communities in the County are: Biglerville Borough – East York Street Waterline Replacement in the amount of \$100,000.00. This is the second request for the multi-year project; Hoffman Homes – Public Safety Improvements in the amount of \$163,338.90. This will be for an installation of a fence on their property; and Administration in the amount of \$57,806.10 for a total CDBG Application submission of \$321,145.00.

At this time Vice-Chairman Martin asked if there was any public comment to be received on the 2022 Community Development Block Grant Application. The record shall show that no public comment was received.

The hearing adjourned at 9:04 a.m. this date.

**Planning Department:**

With recommendation from Harlan Lawson, Economic Development Specialist, Mr. Qually moved, seconded by Mr. Martin, to approve the submission of the 2022 Community Development Block Grant Application to the PA Department of Community & Economic Development in the total amount of \$321,145.00 and to further adopt Resolution #15 of 2022 authorizing the submission.

Motion carried.

**Probation Services:**

With recommendation from Chief Gale Kendall, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the proposal from Dewaine Finkenbinder to renew his position as the DUI Facilitator

for Adams County, wherein he coordinates and provides Pennsylvania Alcohol Highway Safety Classes and Victim Impact Panel groups and classes, in conjunction with the Department of Probation Services and Victim Witness. It is further recommended that the Commissioners sign the Independent Contractor Agreement with Mr. Finkenbinder. The term of the Agreement is one (1) year, commencing on January 1, 2023 and terminating on December 31, 2023. Total cost to the County is \$9,350.00.

Motion carried.

**Controller:**

With recommendation from Controller John Phillips, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve Quote # Q-110467 with CentralSquare Technologies. This quote upgrades the Controller's ONESolution accounting software platform including consulting, project management, technical, and training services. Total cost of the upgrade is \$11,340.00. This quote is effective November 2, 2022.

Motion carried.

**Conservation District:**

The approval to appoint the following to the Adams County Conservation District Board of Directors was tabled until quorum available:

- Dave Benner – re-appointment as a Farmer Director for another 4-year term through December 31, 2026
- Commissioner James E. Martin as the Board of Commissioners representative for another 1-year term through December 31, 2023

**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 the following:

- Designate Vice-Chairman James E. Martin to sign the Quote from Sideview, LLC, of Oakland, CA, for the renewal of the County's license, support, and maintenance for Sideview's App "Cisco CDR Reporting and Analytics." This product allows the IT network team to navigate and search data coming from the Cisco VoIP phone system in order to build reports and dashboards around that information. It is also recommended that the Board approve the Sideview Subscription License Agreement. The term of the Agreement is one (1) year, commencing on November 20, 2022 and terminating on November 19, 2023. Total cost to the County is \$1,600.00.
- Designate Vice-Chairman James E. Martin to sign the quote from Exucom Systems, Inc., an Illinois company, for technical support and software updates for FaxFinder. FaxFinder provides the ability for all offices to securely and digitally send and receive faxes. It is further recommended that the Board sign the Addendum to the Terms & Conditions, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one (1) year, commencing November 22, 2022 and terminating November 22, 2023. Total cost to the County is \$2,673.75.
- In coordination with County Manager Steve Nevada, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve Phase #1 of the proposal from Sage Technology Solutions, Inc., of Mount Joy, PA, to upgrade the audio system in the Historic Courtroom. This quotation expires November 18, 2022. Total cost to the County is \$2,772.00.

Motion carried.

**Children & Youth Services:**

Recommendation from Sarah Finkey, Administrator and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following:

- 2022 Adams County Grants Agreement with the Adams County Community Foundation. This Agreement provides \$6,500.00 in grant funding to the CYS Independent Living Program for the purpose of supporting young adult vehicle purchases. The eligible grant period commenced October 10, 2022 and ends December 31, 2022. This Agreement is effective November 2, 2022. It is additionally recommended that the Board approve the Communications Agreement For Grant Recipients, which outlines appropriate use of the Adams County Community Foundation's name and logo.
- 2022-2023 Purchase of Service Agreements with the following: Children's Choice; City Mission-Living Stones, Inc.; The RASE Project; Diakon Child & Community Ministries

Motion carried.

**Tax Services:**

With recommendation from Daryl Crum, Director, and sitting as the Board of Assessment Appeals, Mr. Qually moved, seconded by Mr. Martin, and pursuant to the PA Consolidated Assessment Law §8844, Subsection "f", shall, on or before November 15<sup>th</sup>, certify the following assessed values:

- Real Property = \$9,832,732,900
- Occupations = 17,077,775
- Per Capita = 77,021

Motion carried.

With recommendation from Chief Assessor Susan Miller, Mr. Qually moved, seconded by Mr. Martin, to approve the following:

- Personal Tax Exemption Request – The following individuals have met the County guidelines: Beverly Shover and Evelyn I. Small, both of Straban Township
- Disabled Veterans Real Property Tax Exemption – Parcel #09E13-0716, home on .05 acres, located in Cumberland Township, effective with the 2023 County/Municipal taxes
- Disabled Veterans Real Property Tax Exemption Removal – Parcel #41K17-0135, located in Union Township, be placed back on the tax rolls effective with the 2023 County/Municipal taxes.

Motion carried.

**Emergency Services:**

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

- Request For Approval from Vesta, a Motorola Solutions Company, and designate Director Bladen to sign the Approval on its behalf. This Approval will allow Vesta, which currently manages County 911 data, to share certain 911 data between Adams County and Carroll County, MD for the purpose of enhancing call routing and transfers between the two counties.

- Designate Vice-Chairman James E. Martin to sign the quotation from Lumen Technologies, a Louisiana Company, for maintenance of the Department of Emergency Services ALI Network routers. The term of the Agreement is September 6, 2022 to September 5, 2023. Total cost to the County is \$526.62.
- Designate Vice-Chairman James E. Martin to sign the Full Service Maintenance Agreement with Gruber Power Services, an Arizona company. This Agreement provides for maintenance of DES's Uninterruptible Power Supply equipment. It is also recommended that the Board approve the Addendum to the Uninterruptible Power System Full Service Maintenance Agreement, which incorporates the County's standard Terms and Conditions into the Agreement. The term of the Agreement is one (1) year, commencing on December 1, 2022 and terminating on November 30, 2023. Total cost to the County is \$6,611.80.

Motion carried.

#### **Building and Maintenance:**

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

- Designate Vice-Chairman James E. Martin to sign the Maintenance Proposal from McClure Company, of Harrisburg, PA. This Proposal covers preventative maintenance of the mechanical systems in the Adams County Courthouse, Prison, Human Services Building, Department of Emergency Services, and St. Francis Xavier House. The term of the Agreement is three (3) years, commencing on January 1, 2023 and terminating on December 31, 2025. Yearly cost to the County will be \$44,020.00 for a total three-year cost of \$132,060.00.
- The following as they relate to the replacement of two (2) HVAC rooftop units at the Adams County Adult Correctional Complex (ACACC):
  - Designate Vice-Chairman James E. Martin to sign the proposal from Enginuity, LLC, of Mechanicsburg, PA, for the replacement of two (2) roof-top HVAC units at the ACACC. Enginuity's quote is made pursuant to Costars contract number 008-E22-829, and is effective November 2, 2022. Total cost to the County is \$361,132.00; and
  - Addendum to the Standard Terms and Conditions, which incorporates that County's standard terms and conditions into the Agreement; and
  - Designate Vice-Chairman James E. Martin to approve the proposal from NRG Building Services, of Harrisburg, PA, for Building Automation Controls for the two (2) new roof-top HVAC units at the ACACC. The quote is effective November 2, 2022, and the period of performance shall be no longer than six (6) months and shall commence upon installation of the units by Enginuity, LLC., at a total cost to the County of \$15,240.00.

Motion carried.

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

With recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners designate Vice-Chairman James E. Martin to sign Proposal Number 149145 from Overhead Door Company of Harrisburg-York to replace the tracks and lift cables on the overhead garage door of the outdoor storage building at the ACACC. It is further recommended that the Commissioners sign the addendum to the Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. The Proposal is valid through November 18, 2022. Total cost to the County is \$2,589.00.

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:

- County Vehicle Use Policy, revised November 2022. This Policy amends and clarifies certain administrative procedures in the existing Policy. This Policy is effective November 2, 2022.

Motion carried.

**Personnel Report:**

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

Courts:

Domestic Relations: Employment of Sally Caldwell, Conference Officer, effective October 31, 2022; Laura Dorsey, Case Management Officer, effective November 14, 2022

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the employment of the following effective November 7, 2022, pending successful completion of pre-employment requirements: Thomas Kirkpatrick, Caseworker 2-Intake; Summer Showers, Caseworker 1-Family Support; Catalina Wilson, Caseworker 1-Family Support

Sheriff's Department:

Permission to post the vacated Office Assistant position, effective November 7, 2022

Planning Department:

Recommendation from Sherri Clayton-Williams, Director, to approve a six (6) month personal Leave of Absence for Laura Neiderer, Comp Planner-Transportation, effective September 6, 2022 through March 6, 2023.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman, to approve the following:

- Corrections Officers, pending successful completion of background screenings: Brian Wendel, Zachary Atkins, Marco Carbajal, effective October 24, 2022; Timothee Nyembau, Brandon Black, effective November 7, 2022

Separation of Employment with permission to post:

- Megan Shull, Clerk of Courts Court Information Specialist, effective October 21, 2022
- Tyler Trostle, Ag Conservation Tech, effective November 4, 2022
- Megan Wagaman, Clerk of Courts First Deputy, effective November 10, 2022
- Gary Angell, Maintenance Tech 2-Special Projects, effective August 25, 2022 (position will not be posted)
- Rescind offer of employment for Corrections Officers Marco Carbajal and Wendel Brian, effective October 24, 2022

Motion carried.

**Expenditures:**

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period October 15 through October 28, 2022

General Fund Total	\$ 1,785,051.85
General Fund	\$ 710,611.64
PCard Payment	\$ 14,788.40
Payroll – Week #43	\$ 1,059,651.81
Children & Youth Services	\$ 271,743.81
HazMat Fund	\$ 5,952.01
Commissary Fund	\$ 2,451.62
Records Management	\$ 3,155.00
Hotel Tax Fund	\$ 52.45
American Rescue Plan Act 2021	\$ 5,426.50
Capital Project-Reserve	\$ 79,753.44
911 Fund	\$ 265,934.32
Internal Service Fund	\$ 295,261.19

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 9:26 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk