

## **WEDNESDAY, OCTOBER 21, 2020**

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:07 a.m. in the Historic Courtroom and via conference call with Chairman Randy Phiel presiding. Others in attendance: Commissioners James Martin and Marty Karsteter Qually; Solicitor Molly R. Mudd; Steve Nevada, County Manager; John Phillips, Controller; Beth Cissel, Deputy Controller (phone); Don Fennimore, Court Administrator; Phil Walter, CIO; Sarah Finkey, ACCYS Administrator (phone); Melissa Devlin, Finance Director; Todd Garrett, Budget Analyst; Ron Hankey, Chairman of Community Evaluation Team; Sherri Clayton Williams, Planning Director; Rebecca Moreland, Grants Coordinator (phone); Harlan Lawson, Economic Development Planner; Kristi Fields, Probation Services; Susan Miller, Chief Assessor; Ben Jones, TripWire; Alex Hayes, *Gettysburg Times*, and Paula V. Neiman, Chief Clerk.

### **Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the October 7, 2020 Commissioner's Meeting as presented.

Motion carried.

### **Meeting Change:**

Board Chairman Phiel noted the Adams County Commissioners and the Adams County Salary Board Meetings scheduled for Wednesday, November 4 has been rescheduled to Thursday, November 5, 2020 at 9:00 a.m. in the Historic Courtroom or via teleconference at 1-415-655-0001, 132-798-3497#.

### **Election Update:**

Chairman Phiel announced the coming Presidential election has an impact on both the County residents and on County staff. Our elections office has been very busy and doing their best to keep the election process moving. We have asked several county employees to assist us during this election and with their help we will do everything to make this election a success.

Chairman Phiel announced the following:

- 1) It used to be that mailed ballots needed to be postmarked and received by the end of business on election day. The Legislature has changed this procedure – the mailed ballots must be postmarked by November 3<sup>rd</sup> and can be received by the Elections Office until Friday, November 6<sup>th</sup>.
- 2) If you have received a mail-in ballot, and you wish to go to the election polls to vote, you must bring the ballot, with the envelopes, along to the election polls and surrender it to a clerk before you will be issued another ballot.
- 3) Added additional personnel and voting booths at our election polls. We also added a separate station for provisional ballots.
- 4) The County was hoping to be allowed to process the ballots, not count the ballots, but process them three (3) days prior to the election. Our Legislature must vote on this which more than likely will not happen.
- 5) We are using the Jury Assembly Room and will be starting at 7:00 a.m. on election day to begin counting mail-in ballots. There will be three (3) lines with county personnel processing them. We will always have one republican and one democrat commissioner in the Jury Assembly Room. This process will be live streamed from 7:00 a.m. to 11:00 p.m. Tuesday, November 3 and Wednesday, November 4.

We ask that everyone be patient and kind as you wait to vote and as we work through this election.

**Proclamations:**

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim October 21, 2020 as **“Chris Glatfelter Day”** in Adams County.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim October 2020 as **“Domestic Violence Awareness Month”** in Adams County. This proclamation was presented to representatives from YWCA Safe Home.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim November 5, 2020 as **“Giving Spree Day”** in Adams County. This proclamation was presented to Ralph Serpe, President & CEO of Adams County Community Foundation and Bev Grazulewicz, Director of Scholarships & Administration of Adams County Community Foundation.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim **“Lights on After School”** to Amelia Contreras, Executive Director of Manos Unidas.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim the week of October 18-24, 2020 as **“Week Without Violence”** in Adams County. This proclamation was presented to representatives from the YWCA.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim the week of October 23 – 31, 2020 as **“National Red Ribbon Week”** in Adams County. This proclamation was presented to Eileen Grennel, Collaborating for Youth.

**Motion carried.**

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim October 24, 2020 as the **“20<sup>th</sup> Adams County Medicine Take Back Day”** in Adams County. This proclamation was presented to Eileen Grennel, Collaborating for Youth.

Motion carried.

**Public Comment:**

No Public Comment was addressed to the Board at this time via telecommunication.

**Adams County Juvenile Probation Services:**

With recommendation from Gale Kendall, Chief and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Juvenile Probation Services Grant Agreement with the Commonwealth of Pennsylvania, through the Juvenile Court Judges’ Commission of the Office of General Counsel. The grant award of \$25,599.41 is payable to the County for the development and improvement of probation services for juveniles, pursuant to the Juvenile Act, 42 Pa. C.S.A. Section 6374. The Adams County Juvenile Justice System Enhancement Strategy Implementation Plan indicates that the grant funds will be used to contribute to the compensation of six (6) County Juvenile Probation Officers, for the period of July 1<sup>st</sup>, 2020 through June 30<sup>th</sup>, 2021. This grant requires no County match.

Motion carried.

**Law Library:**

With recommendation by Briant Bohleke, Law Librarian, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners appoint Chairman Randy Phiel to sign on behalf of the Board the 3-year Library Maintenance Agreement (No. 77792.0) with Thomson Reuters for the regular update of certain legal books in print format at a rate of \$5,297.00/month in 2021, \$5,562.00/month in 2022, and \$5,840.00/month in 2023. The effective date of this Agreement will be December 1<sup>st</sup>, 2020 and will expire on November 30<sup>th</sup>, 2023.

Motion carried.

**Clerk of Courts:**

With recommendation from Clerk of Courts Kelly Lawver, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners execute the Film Scanning Quote with IMR Digital and the Costars Participation Addendum for the digital conversion of images into PDF/A files for permanent document retention. The term of the contract is for one (1) year through Oct 21, 2021. The cost of the contract is not a fixed-Price bid, but rather is calculated per image unit scanned, with estimated price per roll ranging from \$25.00 to \$70.00/per roll. The first \$2,000.00 has been budgeted for 2020. The remaining cost of the conversion will be paid for out of Automation Funds or Record Improvement Funds.

Motion carried.

**Children & Youth Services:**

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

- 2020-2021 Purchase of Service Agreements with: Substance Abuse Services, Inc. dba RASE Project and Alternative Rehabilitation Communities, Inc.
- Adoption Assistance Agreement with D.C & J.D. on behalf of D.Z. in the subsidy amount of \$690.00/month.

Motion carried.

**Tax Services:**

With recommendation from Chief Assessor Susan Miller, Mr. Qually moved, seconded by Mr. Martin, to approve the Disabled Veterans Real Property Tax Exemption for the following:

- Ronald L. Williams, 241 Knoxlyn Orrtanna Road, Gettysburg, PA, Parcel #20-E13-0036, located in Highland Township for his one (1) story home, with two (2) car attached garage, personal shed and .46 acres effective with the 2020-2021 School Taxes.
- Nelson R. Mills, 445 West Myrtle Street, Littlestown, PA, Parcel #27007-0010, located in Littlestown Borough for his one (1) story home, with one (1) car attached garage, personal shed and .31 acres, effective with the 2020-2021 School Taxes.
- Michael D. Wolfe, 1915 Carlisle Road, Aspers, PA, Parcel #29F05-0070A, located in Menallen Township for his Bi-level home, with one (1) car attached garage, personal shed and .45 acres, effective with the 2020-2021 School Taxes.
- Edward Lee Hale, 53 Stedtle Court, Littlestown, PA, Parcel #27004-0290, located in Littlestown Borough for his one (1) story home, with a two (2) car attached garage and .15 acres, effective with the 2020-2021 School Taxes.

Motion carried.

**Tax Collector – Gettysburg Borough:**

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

- Accept the resignation of Brian Eastman, Gettysburg Borough Tax Collector, effective September 15, 2020
- Approve the appointment of Lisa A. Angstadt as the Gettysburg Borough Tax Collector, effective October 13, 2020

Motion carried.

**Planning:**

With recommendation from Rebecca Moreland, Grants Coordinator, to approve and sign Resolution No. 15 of 2020 revising Resolution No. 11 of 2020 adopted July 15, 2020, for the submission of the 2020 CDBG-CV Application to the Department of Community & Economic Development as follows:

**RESOLUTION NO. 15 OF 2020**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF ADAMS, PENNSYLVANIA, AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR FUNDING THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT – CORONAVIRUS (CDBG-CV) PROGRAM, AS PART OF THE CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT [P.L. 116-136] AND FURTHER CERTIFYING COMPLIANCE WITH THE REQUIREMENTS OF SAID PROGRAM.**

**WHEREAS**, it is necessary and in the public interest that the County of Adams, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant-Coronavirus Program; and

**WHEREAS**, the Pennsylvania Department of Community and Economic Development has notified the County that its 2020 CDBG-CV allocation is \$166,152; and

**WHEREAS**, the Adams County Board of Commissioners has the legal authority and responsibility under the Act entitled Community Development Block Grant Entitlement Program for Nonurban Counties and Certain Other Municipalities, Act 179 of 1984, P.L. 906, codified at 35 P.S. Sec 1751-1765, to apply for Community Development Block Grant-Coronavirus funds and represent the non entitlement communities within the County; and

**WHEREAS**, the County, in accordance with Act 179, regulations adopted pursuant thereto, and the request of the Boroughs of Gettysburg and Littlestown, has elected to submit an application for FY 2020 CDBG-CV Program funds in the amount of \$70,413 on behalf of the Borough of Gettysburg, and in the amount of \$61,878 on behalf of the Borough of Littlestown; and

**WHEREAS**, the Adams County Board of Commissioners have undertaken a considerable community participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Needs Assessment; and

**WHEREAS**, the Adams County Board of Commissioners are familiar with the requirements of the program as included in the Statement of Assurances; and

**WHEREAS**, the County has designated the Adams County Office of Planning and Development as its administrating agency for its CDBG Program.

**WHEREAS**, the Adams County Board of Commissioners wishes to apply for said funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Adams County Board of Commissioners that its Chairperson is authorized to have prepared the necessary forms and documents to submit an application to the Department of Community and Economic Development for Community

Development Block Grant-Coronavirus funds for the purposes aforesaid, including a budget reflecting the amounts and activities that were included in the public notice published by the County in *The Gettysburg Times* on July 8, 2020; and

**BE IT FURTHER RESOLVED**, if CDBG-CV funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, Adams County Board of Commissioners agrees to repay the proportion deemed ineligible from non-federal sources.

**BE IT FURTHER RESOLVED** that the Community Needs Assessment developed in coordination with low and moderate individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

**BE IT FURTHER RESOLVED** that the Chairperson of the Adams County Board of Commissioners is empowered to place his signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the Unit of Local Government.

**THIS RESOLUTION WAS ADOPTED** on the 21st day of October 2020, at a duly advertised and convened public session.

**ATTEST:  
COMMISSIONERS**

**ADAMS COUNTY**

By: \_\_\_\_\_ /s/  
Paula V. Neiman, Chief Clerk

By: \_\_\_\_\_ /s/  
Randy L. Phiel, Chairman

By: \_\_\_\_\_ /s/  
James E. Martin, Vice-Chairman

By: \_\_\_\_\_ /s/  
Marty Karsteter Qually, Commissioner

Motion carried.

**Department of Emergency Services:**

With recommendation from Director Warren Bladen, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners execute the U.S. Department of Homeland Security Federal Fiscal Year 2020 Emergency Management Performance Grant Agreement for grant funding in the amount of \$85,163.00. This PEMA grant will reimburse the County for expenditures on all-hazards emergency management capabilities during the performance period of October 1<sup>st</sup>, 2019 through September 30<sup>th</sup>, 2020. The Agreement will be effective from October 1<sup>st</sup>, 2019 through September 30<sup>th</sup>, 2022. A County match is required totaling 50% of the total project cost, or \$85,163.00.

Motion carried.

**Information Technology Department:**

With recommendation from Philip Walter, CIO and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners sign and execute the Comcast Enterprise Services Sales Order Form, the First Amendment to Comcast Enterprise Services Master Services Agreement No. PA-22091143-CStd and the Comcast Enterprise Services Master Services Agreement. The term of the agreement is sixty (60) months. The cost of installing the fiber will be \$1,000.00. The monthly charges will be

\$1,540.00 for the cost of service and \$69.90 for the cost of needed equipment, to be paid from the Contracted Services Fund.

Motion carried.

**Fund for Adams Investment & Recovery (FAIR):**

At this time Chairman Phiel recognized Sherri Clayton-Williams, Director of Planning. Ms. Clayton-Williams announced the second round of applications for the CARES funding closes on Friday, October 23, 2020. She encouraged anyone who wishes to apply for funding meet this deadline. There may or may not be a third round of applications. At this time Ron Hankey, Chairman of the Community Evaluation Team noted there is extensive work involved with the review process as they are still reviewing round one applications. More awards will be forthcoming and after the awards today, there will be approximately \$7.2 million left for disbursement.

<u>Applicant</u>	<u>Grant Award</u>
• CL Hankey, LLC (The Pike)	\$100,000.00
• J & G Artworks, LLC	\$ 40,050.00
• East Berlin Community Library	\$ 31,041.74
• Young Women’s Christian Association (YWCA) of Gettysburg & Adams County	\$100,000.00
• Home Association of American Legion Post 262 (Biglerville)	\$ 24,747.98
• Family First Health Corp	\$ 35,000.00
• Children’s Aid Society SOPA COB, Inc.	\$ 8,810.86
• Shelley Kellogg dba Village Book and Table Restaurant	\$ 9,541.00
• John and Rose Lansing, Sole Proprietor as Couple (Redbud)	\$ 4,116.12
• Arentz Hay & Grain, Inc.	\$100,000.00
• Gettysburg Print and Frame, LLC	\$ 8,370.00

With recommendation from Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, to approve the Sub-Recipient Agreements with the above listed Applicants and to award the CARES grant monies to the Applicants as stated above.

Motion carried.

**Commissioner’s Office:**

With recommendation from Michele Miller, HR Director, Mr. Qually moved, seconded by Mr. Martin, to approve and adopt the health insurance rates for fiscal year 2021 for Non-Union, AFSCME, Teamster Professional and Support employees effective January 1, 2021 which includes a catch-up adjustment as part of the employee contribution.

Motion carried.

**Personnel Report:**

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

Courts:

- Operational Services: Note the employment of Melissa Goodwin, General Clerk, effective October 19, 2020
- MDJ Beauchat: Note the employment of Tamara Gail Boyd, General Clerk, effective October 19, 2020

Separation of Employment with permission to post:

- William Coffelt, Corrections Officer, effective October 14, 2020

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period October 5, 2020 through October 16, 2020:

General Fund Total	\$ 1,324,984.40
General Fund	\$ 366,221.16
PCard Payment	\$ 225.75
Payroll – Week #42	\$ 958,537.49
Children & Youth Services	\$ 179,619.22
CDBG	\$ 97,319.00
Commissary Fund	\$ 355.41
Records Management	\$ 440.00
Hotel Tax Fund	\$ 122,734.90
Coroner VISA	\$ 100.00
COVID-19 County Relief	\$ 845,493.78
Capital Projects - Reserve	\$ 74,146.24
911 Fund	\$ 232,952.94
Internal Service Fund	\$ 260,039.03

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. Martin moved, seconded by Mr. Qually, to adjourn the Commissioner’s Meeting at 10:24 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk