

**WEDNESDAY, OCTOBER 30, 2019**

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: Commissioners James E. Martin and Marty Karsteter Qually; Molly R. Mudd, Solicitor; Beth Cissel, Deputy Controller; Don Fennimore, Court Administrator; Phil Walter, IT Chief Information Officer; Michele Miller, HR Director; Melissa Devlin, Finance Director; Phil Swope, Staff Accountant; Michele Miller, HR Director; Sarah Finkey, Children and Youth Administrator; Susan Miller, Tax Services; John Phillips and Chief Clerk Paula V. Neiman.

**Pledge of Allegiance**

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually to approve the Minutes of the October 23, 2019 Commissioners' Meeting as presented.

Motion carried.

**Executive Session:**

Chairman Phiel noted an Executive Session will be called at the discretion of the Board of Commissioners to discuss attorney client/personnel issues and we anticipate no further public business to be conducted.

**Proclamation:**

Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim Thursday, November 7, 2019 as "**GIVING SPREE DAY**" in celebration of the 9<sup>th</sup> Annual County Day of Giving in Adams County. This proclamation was presented to Adams County Community Foundation President Ralph Serpe; Lisa Donohoe, Director of Community Programs and Beverly Grazulewicz, Director of Scholarships.

Motion carried.

**Public Comment:**

There was no Public Comment addressed to the Board at this time.

**Children & Youth Services:**

With recommendation by Sarah Finkey, Director, Mr. Martin moved, seconded by Mr. Qually, to approve the following:

- Permanent Legal Custodianship Agreement between the County of Adams and E.C. on behalf of G.H. in the monthly subsidy amount of \$798.00
- Adoption Assistance Agreement between the County of Adams and A.P. & H. R. on behalf of R.C-H. in the monthly subsidy amount of \$780.00

Motion carried.

- With recommendation by Sarah Finkey, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, to approve an agreement with York County Youth Development Center for Juvenile Shelter Care Services at a per diem rate of \$375.60, effective until June 30<sup>th</sup>, 2020.

Motion carried.

**Tax Services:**

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

- Personal Tax Exemption request for the following individuals who have met the guidelines of County policy: Rose Hess, Cumberland Township; Donald Bollinger, Doris Frohock, Nancy Luckenbaugh, Doris Kovach and Phyllis Kohr all of Oxford Township

Disabled Veterans Real Property Tax Exemption Certification:

- Robert L. Keck, 350 Glenwyn Drive, Littlestown, PA, located in Littlestown Borough, Parcel #27006-0015---000 consisting of a one-story home, with attached garage and .47 acre, effective with the 2020 County and Township taxes
- Kenneth L. Harrington, 15 Waynesboro Pike, Fairfield, PA, located in Liberty Township, Parcel #25C18-0046A---000 consisting of a one-story home and 5.81 acres, effective with the 2020 County and Township taxes
- John W. Colby, 1244 Chambersburg Road, Gettysburg, PA, located in Cumberland Township, Parcel #09E12-0086---000 consisting of a one-story home, with attached garage and .84 acre, effective with the 2020 County and Township taxes

Motion carried.

**Information Technology Department:**

With recommendation from Chief Information Officer Phil Walter, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Statement of Work and Terms & Conditions for Network and Web Application Penetration Testing Services by the Center for Internet Security, Inc. ("CIS") for the performance of external testing on the County's public facing assets to identify, assess and remediate vulnerabilities in the County System and Emergency Services, at a cost to the County of \$16,520.00. Further recommendation that the Board execute the Addendum to Penetration Services Terms & Conditions and a Business Associate Agreement with CIS to protect from disclosure of the County's PHI and HIPAA-protected data.

Motion carried.

**Commissioners**

Historic Courthouse Painting:

With recommendation from Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve and sign the Agreement for Services between the County of Adams and M & A Coatings, LLC, 1508 Amity Ridge Road, Washington, PA in the amount of \$45,000.00 for the exterior painting above the second story windows of the Old Historic Courthouse Building.

Motion carried.

Adams County Document Shredding Policy:

With recommendation from Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, to adopt the Adams County Document Shredding Policy, wherein County records are to be destroyed at the HSB by staff, in accordance with the terms of this policy, as recorded by the responsible Department Director in the County Records Disposal Log, and as evidenced by the Building & Maintenance staff by the Certificate of Destruction. And wherein records of the 51<sup>st</sup> Judicial District shall be destroyed by CJIS-identified personnel only, and, recorded in the Unified Judicial System Disposal Log-Non-Permanent Records and evidenced by a Certificate of Destruction. Destruction of Permanent Records shall be coordinated with the District Court Administrator after approval by the AOPC.

Motion carried.

Health Insurance:

- Set the following rates commencing January 1, 2020 for a term of (1) year, for employee health benefits, said rates being set in preparation for County's Open Enrollment period commencing on or about November 4th, 2019:
  - Capital Blue Cross Administrative Services Only (ASO) rate of \$43.75 per Person per Month, includes PPO and Rx claims processing;
  - Capital Blue Cross Vision Claims Processing and Administration rate of \$1.00 per Person per Month;
  - One America for the following Employer provided benefits:
    - Employee Life Insurance benefits at the following rates per \$1,000 in coverage based on age:  
0-29 \$.09, 30-34 \$.128, 35-39 \$.141, 40-44 \$.154, 45-49 \$.218, 50-54 \$.320, 55-59 \$.576, 60-64 \$.870, 65-69 \$1.65, 70 and older \$2.659;
    - Accidental Death & Dismemberment Coverage at the cost of \$.10 per month per employee;
    - Short Term Disability at a rate of \$.43 per \$1000.00 in coverage.
  - Infinisource FSA Health Flexible Spending Account and DSA Dependent Care Flexible Spending Account administration rate of \$4.50 per participant per month;
  - Colonial Life Voluntary Employee Supplemental Insurance for Critical Care, Cancer Coverage, Accident &/or Long-term Disability Coverage Renewal at 2019 rates (no change for renewal at any level of coverage);
  - One America Voluntary Employee Spousal &/or Dependent Life Insurance Coverage Renewal at 2019 rates (no change for renewal at any level of coverage).

Motion carried.

**Personnel Report:**

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

Court:

- Domestic Relations – Note the separation of employment for Brandi Green, Case Management Officer, effective November 11, 2019.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the following:

- Brandi Green, Office Assistant, effective November 11, 2019
- Kristina Miller, Office Assistant, effective November 4, 2019

Separation of Employment with Permission to Post:

- Mayria Kitzmiller, Custodian, effective October 25, 2019
- Carl Athey, Field Data Property Evaluator, effective October 30, 2019
- Timothy Unger, Corrections Officer, effective October 25, 2019

Motion carried.

**Other Business:**

Commissioner Phiel announced the cancellation of the November 13, 2019 Adams County Commissioner's Meeting.

**Executive Session:**

Board Chairman Phiel called for an Executive Session at 9:26 a.m. this date to discuss attorney/client and personnel issues and anticipate no further business to be conducted.

**Meeting Reconvened:**

Chairman Phiel reconvened the Commissioner's Meeting at 12:09 a.m. this date with the following in attendance: Commissioners James E. Martin and Marty Karsteter Qally; Solicitor Molly R. Mudd, Assistant Solicitor Sean Mott and Chief Clerk Paula V. Neiman.

**Adjournment:**

Mr. Qally moved, seconded by Mr. Phiel, to adjourn the Commissioner's Meeting at 12:11 p.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk