

WEDNESDAY, DECEMBER 14, 2022:

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:05 a.m. at the Adams County Courthouse, Historic Courtroom and via conference call with Chairman Randy L. Phiel presiding. Others in attendance: Commissioners James E. Martin and Marty Karsteter Qually; Steve Nevada, County Manager (virtual); Solicitor Molly R. Mudd; John Phillips, Controller; Judge Christina Simpson; Brian Sinnett, District Attorney; Michele Miller, HR Director; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Melissa Devlin, Budget & Purchasing Director; Phil Swope, Budget & Purchasing Assistant Director; Todd Garrett, Budget Analyst II; Phil Walter, CIO (virtual); Susan Miller, Tax Assessor; Sarah Finkey, ACCYS Administrator (virtual); 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. Qually, to approve the Minutes of the November 30, 2022 Commissioner's Meeting as presented.

Motion carried.

Proclamation:

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim December 2022 as **"NATIONAL IMPAIRED DRIVING PREVENTION and 4D PREVENTION MONTH** in Adams County. This proclamation was presented to Nate Sterner, Youth Director, Collaborating for Youth.

Motion carried.

Presentation:

At this time Chairman Phiel recognized Kristin Rice who has given 19 years of dedicated service to Adams County as our Public Defender. Ms. Rice has provided a vital link in the criminal justice system. Judge Simpson noted her deep respect, admiration and appreciation that she has shown to her clients. District Attorney Sinnett noted they did not always see eye to eye but he did recognize how she advocated for her clients. Her dedication to her staff and clients is admirable.

Public Comment:

No Public Comments were addressed to the Board at this time.

Office of the Coroner:

With recommendation from Coroner Patricia Felix, 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 sign the Forensic Pathology Associates/HNL Lab Medicine Service Agreement for forensic autopsy services, including anatomic and clinical pathology services. It is further recommended that the Board review and approve the Business Associate Agreement (BAA) with Forensic Pathology Associates governing the use and disclosure of Protected Health Information (PHI) and other confidential information. The Term of the Agreement is one year, commencing on January 1, 2023 and terminating December 31, 2023. Routine forensic autopsy services are \$2,300.00, excluding specialized studies and ancillary services, which are further identified in the Agreement.

Motion carried.

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 sign the

Splunk General Terms, which includes an exhibit with alternate and additional terms specifically for government entities. These terms apply to the renewal of the County's Splunk Enterprise License, which was previously approved by the Board at the November 30, 2022 Public Meeting.

Motion carried.

Children & Youth Services:

With recommendation from Sarah Finkey, Administrator, Mr. Martin moved, seconded by Mr. Qually, to approve the following 2022-23 Agreements: York County Youth Development Center-Revised, SAMS Contract.

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:

- US Department of Transportation Federal Fiscal Year 2023-2025 Hazardous Materials Emergency Preparedness Grant Agreement C950003912 between the Pennsylvania Emergency Management Agency (PEMA) and Adams County. This Agreement provides for a grant award of \$6,365.00, to be used for Department attendance at two HAZMAT training conferences. The term of the Agreement is October 1, 2022 to October 30, 2025. This Agreement has three periods of performance, the first of which commences on October 1, 2022 and terminates on September 30, 2023; the second of which commences on October 1, 2023 and terminates on September 30, 2024; and the third of which commences on October 1, 2024 and terminates on September 30, 2025. The total project cost is \$7,956.00, with the County contributing \$1,591.00 as a non-Federal match.

Motion carried.

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

- License and Service Agreement with Tyler Technologies, Inc. of Yarmouth, Maine. This Agreement provides a perpetual license for use of Tyler's Computer Aided Dispatch ("CAD") enterprise software, which includes dispatch solutions, records management, and analytics, as well as mobile software licenses to assist Adams County first responders. The total cost of the software, services, including third-party products, and travel is \$447,169.00. Additional fees for maintenance and support total \$48,969.00 annually. This Agreement is effective December 14, 2022 for so long as the County uses the software.

Motion carried.

District Attorney:

With recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign the Quote from LowV Systems, Inc., of Mechanicsburg, PA, for installation of an Access Control System at the DA's Office, Room 301, in the Adams County Courthouse. It is further recommended that the Board sign the Master Services Agreement between LowV and the County. The term of the Agreement is ninety (90) days, commencing December 14, 2022 and terminating March 14, 2023. Total cost to the County is \$2,089.00.

- Project Modification Request for the STOP Violence Against Women Grant (#36055) from the PA Commission on Crime and Delinquency (PCCD) for \$375,000.00 in federal funds. This modification allows for a reallocation of the personnel funds granted to YWCA – Hanover Safe Home but does not change the overall percentage of the grant allocated to Safe Home. The Modification is effective December 9, 2022.

Motion carried.

Tax Services:

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

- Disabled Veterans Real Property Tax Exemption Certifications:
 - Surviving spouse has met the qualifications for exemption to remain on Parcel #38G10-0445, located in Straban Township
 - Surviving spouse has met the qualifications for exemption to remain on Parcel #10009-0044, located in East Berlin Borough
- Personal Tax Exemption – has met the guidelines of County policy – Charlyne Terrell and Wayne Gebhart, both of Oxford Township

Motion carried.

Liquid Fuel Funds:

With recommendation from Deputy Chief Clerk Lisa Moreno-Woodward and after review from Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve and sign the Application with the Pennsylvania Department of Transportation to encumber \$200,000.00 of Liquid Fuels Tax Funds for the 2022-2023 Bridge Maintenance Project, Project #22-01000-001.

Motion carried.

South Central Workforce Development Board:

Mr. Qually moved, seconded by Mr. Martin, to approve to re-appoint Michael Strausbaugh to the South Central Workforce Development Board for another 3-year term effective June 20, 2022 through June 30, 2025.

Motion carried.

Human Resources:

With recommendation from Michele Miller, HR Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the Agreement for Employer Wellness Services with WellSpan Medical Group. This Agreement provides for the appointment of a WellSpan Wellness Coordinator for County employees and includes biometric screenings. The screenings will be reimbursed to WellSpan by the County at a cost of \$30.00 per person. This Agreement is effective December 14, 2022 for a period of one (1) year.

Motion carried.

Adams County Adult Correctional Complex (ACACC):

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 approve the Memorandum of Understanding with Equus Workforce Solutions, a Kentucky company with local offices in Gettysburg, to provide employment

readiness skills, education, and mentoring services for the inmate population at the ACACC, in accordance with the Workforce Innovation and Opportunity Act. The term of the Agreement is one (1) year, commencing on January 1, 2023 and terminating on December 31, 2023. These services will be provided at no additional cost to the County.

Motion carried.

Adoption of the 2023 Adams County Budget:

Mr. Martin moved, seconded by Mr. Qually, to approve and adopt the 2023 Adams County Budget as follows:

	BUDGET BREAKDOWN		
	Revenues	Expenditures	Variance
General Fund	\$ 57,639,509	\$ 60,276,283	(\$2,636,774)
Special Funds	\$ 14,163,683	\$ 14,163,683	
Sub Total	\$ 71,803,192	\$ 74,439,966	(\$2,636,774)
Appropriated Fund Balance	\$ 2,636,774		
	\$ 84,647,535	\$84,647,535	
Hotel Tax	\$ 2,408,500	\$ 2,320,215	\$88,285
Bridge Funds	\$ 710,500	\$ 710,500	
ARPA	\$ 9,115,656	\$ 9,115,656	
Capital Budget	\$ 3,336,609		

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to adopt Resolution #16 of 2022 Establishing, Levying and Setting the Taxes and Tax Rates on Real Property and Persons for Fiscal Year 2023 as follows:

A RESOLUTION OF THE COUNTY OF ADAMS, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING, LEVYING AND SETTING THE TAXES AND TAX RATES ON REAL PROPERTY AND PERSONS FOR FISCAL YEAR 2023

RESOLUTION NO. 16 OF 2022

NOW THEREFORE, BE IT RESOLVED, and it is hereby **RESOLVED**, by the County of Adams, Pennsylvania, by its governing body, the duly elected and incumbent Board of County Commissioners, Randy L. Phiel, James E. Martin, and Marty Karsteter Qually, as follows:

- 1. Real Property Tax:** A tax be and the same is hereby levied on all real property within the said County subject to taxation for County purposes for the fiscal year 2023, pursuant to authority contained in the County Code, 16 P.S. § 1770, as follows: Tax rate for general County purposes, 4.4393 mills, which includes on each dollar of assessed valuation.
- 2. Per Capita Tax:** That a per capita tax on persons be and the same is hereby levied on all persons subject to taxation for County purposes for the fiscal year 2023, at the rate of Five Dollars (\$5.00) per capita.
- 3. Effective Date:** This Resolution is adopted this 14th day of December 2022 and shall be effective for and during the fiscal year 2023.

IN WITNESS WHEREOF, the present Resolution has been duly adopted this 14th day of December 2022 in a duly advertised and convened public session.

ATTEST:

ADAMS COUNTY COMMISSIONERS

_____/s/

_____/s/

Paula V. Neiman
Chief Clerk

Randy L. Phiel, Chairman

/s/
James E. Martin, Vice-Chairman

/s/
Marty Karsteter Qually, Commissioner

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:

- Authorize the advertisement of Ordinance No. 1 of 2023 – Amending and restating Adams County Tax Collection Policy for adoption at the January 13, 2023 Adams County Commissioners regularly scheduled advertised public meeting.

Motion carried.

Personnel Report:

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

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman, to approve the following:

- Note the revised date of hire for Casmer Bielby, Corrections Officer, from December 12 to December 5, 2022
- Corrections Officers, pending successful completion of background screenings: Adam Brown, December 12, 2022; Donnell Reed, Monica Castro Martinez, Derrick Akins, Jeremy Freeman, effective January 9, 2023

Separation of Employment with permission to post:

- Grant Johnson, Deputy Sheriff, effective December 12, 2022
- Brett Riser, Part Time Telecommunicator, effective December 9, 2022
- Nicholas Barry, Corrections Officer, effective December 4, 2022
- Joshua Luckabaugh, Corrections Officer, effective December 5, 2022
- Joel Masterstefone, Corrections Officer, effective December 7, 2022
- Rescind offer of employment for Derrick Akin, Corrections Officer, effective January 9, 2023

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period November 26 through December 9, 2022:

General Fund Total	\$ 1,509,914.34
General Fund	\$ 438,961.92
PCard Payment	\$ 10,378.72
Payroll – Week #49	\$ 1,060,573.70
Children & Youth Services	\$ 150,379.55
Liquid Fuels	\$ 6,189.96
CDBG	\$ 6,575.00
Commissary Fund	\$ 3,627.67
Records Management	\$ 10,880.00
Hotel Tax Fund	\$ 340,687.36
Human Services	\$ 1,666.44
Pass Through Grant-Interest	\$ 1,000,000.00

Capital Project - Reserve	\$ 53,930.54
Capital Projects	\$ 215,943.71
911 Fund	\$ 21,321.12
Internal Service Fund	\$ 282,650.35

Motion carried.

Other Business:

The Commissioner’s Meeting scheduled for December 28, 2022 is cancelled. The next public meeting is scheduled for Friday, January 13, 2023.

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 9:54 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman
Chief Clerk