

WEDNESDAY, SEPTEMBER 27, 2017:

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:04 a.m. in the Ceremonial Courtroom with Chairman Randy Phiel presiding. Others in attendance: Commissioners James E. Martin and Marty Karsteter Qually; John Hartzell, Solicitor; Albert Penksa, County Manager; Steve Renner, Controller; Beth Cissel, Deputy Controller; Don Fennimore, Court Administrator; Melissa Devlin, Finance Director; Phil Swope, Staff Accountant; Sara Brensinger, Purchasing Coordinator; Sherri Clayton Williams, Director of Planning; Anne Thomas, Grants Coordinator; Planning Department Staff; Michele Miller, HR Director; Barbara Walter, Chief Assessor; Chief Rick Hileman; News Reporters Vanessa Pellechio, *Gettysburg Times* and Dustin Levy, *Evening Sun* and Chief Clerk Paula V. Neiman

Pledge of Allegiance

Minutes:

Mr. Martin moved, seconded by Mr. Qually to approve the Minutes of the September 13, 2017 Commissioners' Meeting as presented.

Motion carried.

Presentation:

Board Chairman Phiel acknowledged 30 Years of Service for Anne Thomas, Grants Coordinator, Adams County Planning Department. Sherri Clayton-Williams, Director of Planning was recognized at this time and provided a background of Anne's dedicated work and community involvement during her 30-years of service.

Public Comment:

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

Tax Services:

With recommendation from Chief Assessor Barbara Walter, Mr. Qually moved, seconded Mr. Martin, to approve the following:

- Personal Tax Exemption Request for the following who have met the County guidelines: 1) Constance Sunderland, Cumberland Township; 2) Margaret Groft, Cumberland Township; 3) Dorothy Lookingbill, Oxford Township.
- Veterans Real Property Tax Exemption Requests:
 - Rita Sagedy, 323 North Street, McSherrystown, PA, McSherrystown Borough, Parcel #28001-0092-000 consisting of a two-story residence, garage and .15 acres, effective beginning with 2018 County/Municipal taxes.
 - Leonard E. Morrison, 745 Barts Church Road, Hanover, PA, Union Township, Parcel #41K17-0135---000 consisting of a one-story residence and 1.23 acres, effective beginning with 2018 County/Municipal taxes.

Motion carried.

Planning:

- With recommendation from Sherri Clayton-Williams, Director, Mr. Martin moved, seconded Mr. Qually, to approve Resolution No. 10 of 2017 as follows regarding Section 3 Action Plan and the appointment of Robert Thaeler as the Compliance Officer and to appoint Mr. Thaeler as the Fair Housing Officer:

RESOLUTION NO. 10 OF 2017

RESOLUTION REGARDING SECTION 3 ACTION PLAN AND COMPLIANCE OFFICER

AUTHORIZING A RESOLUTION BY THE ADAMS COUNTY COMMISSIONERS, ADAMS COUNTY, PENNSYLVANIA, APPROVING THE SECTION 3 ACTION PLAN AND COMPLIANCE OFFICER

WHEREAS, according to the provisions of 24CFR Part 135 objectives, the County of Adams is required to develop a Section 3 Action Plan to ensure compliance with the requirements of Section 3 for the Community Development Block Grant Program (CDBG); and

WHEREAS, the adoption of the Section 3 Action Plan includes the County of Adams , the Borough of Gettysburg and the Borough of Littlestown for the Community Development Block Grant (CDBG)Program and any other HUD funded grants that may be received including but not limited to the HOME investment Partnership Program, Emergency Solutions and Economic Development Initiatives; and

WHEREAS, by the adoption of this Resolution, the Adams County Board of Commissioners designate Robert Thaeler as the Section 3 Compliance Officer.

NOW THEREFORE, WITH THE FORGOING INCORPORATED HEREIN AND MADE AN ESSENTIAL PART HEREOF, be it resolved by the Adams County Board of Commissioners, Adams County, Pennsylvania, shall hereby adopt Resolution No. 10 of 2017 adopting the Section 3 Action Plan and Compliance Officer with regard to the CDBG Program.

IN WITNESS WHEREOF, the present Resolution has been duly adopted this 27th day of September, 2017.

ATTEST:

ADAMS COUNTY COMMISSIONERS

_____/s/
Paula V. Neiman
Chief Clerk

_____/s/
Randy L. Phiel, Chairman

_____/s/
James E. Martin, Vice-Chairman

_____/s/
Marty Karsteter Qually, Commissioner



CERTIFICATION

I, Paula V. Neiman, the duly appointed and incumbent Chief Clerk of the County of Adams, Pennsylvania, being duly authorized to do so, hereby certify that the foregoing Resolution was duly adopted in accordance with law by the County of Adams, Pennsylvania, by its governing body, the duly elected and incumbent Board of Commissioners, Randy L. Phiel, James E. Martin, and Marty Karsteter Qually, at a duly advertised and convened public meeting of the said Commissioners, held on September 27, 2017; that the foregoing Resolution has been duly entered in the official Commissioners' Minutes of such meeting; and that such Resolution remains in full force and effect as of the date of the present Certification.

Date:
September 27, 2017

_____/s/
Paula V. Neiman, Chief Clerk

Motion carried.

- With recommendation from Sherri Clayton-Williams, Director, to authorize the advertisement of the annual Notice of Fair Housing Policy and Complaint Process.

Motion carried.

2016-2017 Human Services Plan:

Mr. Martin moved, seconded by Mr. Qually, to approve and sign the 2016-2017 Final Expenditure Reports for the Homeless Assistance Grant in the amount of \$93,894.00 and the Human Services Development Fund in the amount of \$57,826.00 for submission to the Department of Health.

Motion carried.

Commissioners:

With recommendation from Chief Richard L. Hileman, Mr. Qually moved, seconded by Mr. Martin, to approve and sign the Byrne Justice Assistance Grant (JAG) in the amount of \$22,400.00 for submission to the Pennsylvania Commission on Crime & Delinquency. This grant is a continuation of the Adams County Law Enforcement E-citation and Information Sharing Initiative program and is effective January 1, 2018 through December 31, 2018. This is a federally funded pass through grant.

Motion carried.

Human Services Building:

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

- Change Order No. 5 – eciConstruction, LLC in the amount of \$1,838.00 to install a baby changing station in A109, A138, A139, C134 and C137.
- Pending Change Order No. 41 – Courtroom Furniture in the approximate amount of \$144,279.00

Motion carried.

Finance/Purchasing:

With recommendation from Phil Swope, Staff Accountant and after review by Solicitor John Hartzell, Mr. Qually moved, seconded by Mr. Martin, to authorize Chairman Randy Phiel to sign on behalf of the County an Annual Maintenance Agreement with AutoClear, 2 Gardner Road, Fairfield, NJ in the amount of \$6,500.00 effective April 15, 2017 through April 14, 2018. This maintenance agreement is for County Security equipment.

Motion carried.

Personnel Report:

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

Court:

Recommendation from Don Fennimore:

- Note the employment of Gabrielle Francis, General Clerk in the Domestic Relations Department, effective September 18, 2017.
- Separation of Employment for Karen Smith, Probation Officer III, effective September 16, 2017 with the intent to post.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the employment of Melissa Calderon, Caseworker 2-Family Support, effective October 2, 2017.

Department of Emergency Services:

Note the transfer of Rick Eisenwine from the Security Department to the position of Deputy Director, Department of Emergency Services, effective October 9, 2017.

Separation of Employment with Permission to Post:

- Katie Seymore, West Nile Virus Conservation Technician, effective October 13, 2017
- Amanda Knaub, Caseworker 2-Independent Living, effective October 6, 2017

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period September 11, 2017 through September 22, 2017:

General Fund Total	\$ 1,696,802.93
General Fund	\$ 431,757.19
Debt Service Payments	\$ 386,901.87
Payroll	\$ 878,143.87
Children & Youth Services	\$ 319,167.13
Liquid Fuels	\$ 332,454.79
HazMat Fund	\$ 64.36
CDBG	\$ 3,934.09
Law Enforcement	\$ 195.00
Commissary Fund	\$ 4,153.59
HOME Grant	\$ 182.00
Capital Projects-Reserve	\$ 168,062.44
Human Services Building	\$ 10,194.74
911 Fund	\$ 2,594.15
Internal Service Fund	\$ 204,380.82

Motion carried.

Other Business:

Human Services Building Parking Lot:

Recommendation from Erik Vranich, P.E. Project Engineer, with concurrence by Solicitor John Hartzell, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners authorize issuance of a Notice to Proceed to Conewago Enterprises, Inc., pending final Solicitor and Engineer review, for the Human Services Building parking lot extension project.

Motion carried.

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 Commissioners' Meeting at 9:36 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman
Chief Clerk