

WEDNESDAY, JANUARY 12, 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 Chairman Randy Phiel presiding. Others in attendance: Commissioners James E. Martin and Marty Karsteter Qually; Steve Nevada, County Manager; Solicitor Molly R. Mudd; Controller John Phillips; Beth Cissel, Deputy Controller; Danette Laughman, Deputy HR Director; Don Fennimore, Court Administrator; Melissa Devlin, Director of Budget & Purchasing; ; Todd Garret, Budget Analyst 2; Warden Katy Hileman; Deputy Warden Larry Snyder; those participating by phone Philip Swope, Assistant Director of Budget & Purchasing; Warren Bladen, Department of Emergency Services Director; Daryl Crum, Tax Services Director; Lisa Chilcoat and Barbie Taylor, ACACC; Aaron Boyhont, IT Department; News Reporters Alex Hayes, *Gettysburg Times* and Chuck Sangor, *Gettysburg Connection* and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the December 29, 2021 Commissioner's Meeting as presented.

Motion carried.

Proclamation:

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim January 2022 as **"YWCA Hanover Safe Home - Adams County Human Trafficking Awareness Month"** in Adams County. This proclamation was presented to Rachel Wonder and Greg Smith.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim January 17, 2022 as **"Martin Luther King Jr. Day"** in Adams County. This proclamation was presented to Nancy Whitman, MLK Committee. After the reading of the proclamation, the "Living the Dream" award was presented to Shawn Palmer.

Motion carried.

Presentation:

Warden Katy Hileman and Deputy Warden Larry Snyder recognized John Roberts, Corrections Officer, for his 17 years of service to the County of Adams. The Commissioners presented Mr. Roberts with a plaque for his years of service.

Public Comment:

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

Sheriff:

With recommendation from Sheriff James Muller, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the Lease Amendment and Maintenance Agreement with Quality, a Pennsylvania company, for a new printer for the Sheriff's Office. Additionally, it is recommended that the Board sign the Addendum to the Maintenance Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Amendment commences on January 12, 2022 and terminates on July 28, 2026. The term of the Maintenance Agreement is one (1) year, commencing on January 12, 2022 and terminating on January 11, 2023. Total cost to the County is a \$75.00 document fee; \$23.54 per month over the life of the lease; and \$0.018 per black and white image printed and \$0.085 per color image printed.

Motion carried.

Tax Services:

With recommendation from Daryl Crum, Director 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 Maintenance Agreement Contract with Business Equipment Solutions Technologies, Inc. ("B.E.S.T. Inc."), a Pennsylvania company. This Agreement provides for the maintenance and service of Tax Service Department's Formax FD 20154 form sealer machine. The Agreement is effective January 12, 2022 for a term of one (1) year. Total cost to the County is \$998.00.

Motion carried.

Building & 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 designate Chairman Randy L. Phiel, to approve the following proposals from Johnson Controls Fire Protection, LP, for the purpose of upgrading the courthouse fire pump and alarm systems:

- Johnson Controls Fire Protection LP Quotation (Project CPQ-140534) – provides for replacement of existing fire pump with a new Aurora Model 4-383-7B 3 phase electric vertical in-line fire pump, including necessary replacement and installation of fire pump controls. Agreement is made pursuant to COSTARS-40 Contract. Agreement is effective January 12, 2022 and expires upon completion of the project. Total cost is \$41,114.00.
- Johnson Controls Fire Protection LP Quotation (Project CPQ-159763) – provides for installation of a Simplex 4100ES fire alarm control unit, smoke detection devices, replacement of horns, new annunciators, and rerouting of monitoring into the main control system. Agreement is made pursuant to COSTARS-40 Contract. Agreement is effective January 12, 2022 and expires upon completion of the project. Total cost is \$264,609.00.

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 approve the Quote and Consulting Agreement with JH Consulting, LLC, a West Virginia company, for performance of a Commodity Flow Study in order to evaluate and to make recommendations for ongoing hazardous material preparedness in Adams County. This study will collect hazardous material transport data from the County's highways, railways, pipelines and covered facilities. The performance period for the study is January 12, 2022 to September 30, 2022. Total cost to the County is \$9,940.00.

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 Chairman Randy L. Phiel to sign the Application for Renewal of Certificate of Registration for Radiation-Producing Machines with the Commonwealth of Pennsylvania, through the Department of Environmental Protection. This Application renews the County's registration of its X-ray tube inventory at the ACACC (namely, the single x-ray tube used in the Tek84 Body Scanner). Renewal is effective February 28, 2022, for a one (1) year term. Total renewal fee is \$400.00.

Motion carried.

Human Resources:

With recommendation from Danette Laughman, Deputy Director and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve Chairman Randy Phiel to sign the On-the-Job Training Master Agreement with the SouthCentral Workforce Development Board, doing business as SCPa Works, of Harrisburg, PA. This Agreement allows the County to work with PA CareerLink to provide on-the-job training to new qualifying employees. Under the Workforce Innovation and Opportunity Act (WIOA), fifty percent of the trainees' wages will be reimbursed to the County by SCPa Works for a period of up to twelve weeks. The agreement begins on January 12, 2022. There is no additional cost to the County.

Motion carried.

Commissioner's Office:

With recommendation by Solicitor Molly R. Mudd that the Board of Commissioners approve the following:

- Mr. Qually moved, seconded by Mr. Martin, per the IRS standard mileage rates for 2022, approve to set Adams County's mileage rate for fiscal year 2022 at \$.58.5 cents/mile, effective January 1, 2022

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, that Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board Change Order No. 4 for the Renovations to Mercy House Project for General Contractor Gettysburg Construction Company, to deduct \$47,800.00 from remaining project retainage for Owner-Adams County to pay funds directly over to Larry L. Miller, Esquire on behalf of subcontractor Summit Drywall, Inc.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to appoint Shelby Jenkins as the Tax Collector to accept County taxes on behalf of Berwick Township for a term effective January 10, 2022 through December 31, 2023

Motion carried.

Personnel Report:

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

Courts:

Recommendation from Don Fennimore, Court Administrator, to approve the following:

- Employment of Deborah Litten, Tipstaff, effective January 3, 2022.

Clerk of Courts:

Recommendation from Clerk of Courts Kelly Lawver, to approve the employment of Kristyn Gates, Deputy Clerk 3/Orphans Court, effective January 18, 2022.

Emergency Services:

Recommendation from Warden Bladen, Director, to approve the promotion of Ashley Williams from part-time Telecommunicator to Assistant Supervisor, effective December 20, 2021.

Building & Maintenance:

Recommendation from Larry Steinour, Director, to approve the promotion of Emily Geltmacher, Maintenance Tech 1, effective December 20, 2021.

Adams County Adult Correctional Complex:

- Recommendation from Warden Katy Hileman, pending successful completion of background screenings, the employment of the following Corrections Officers:
 - Jason Ferrebee, effective December 20, 2021
 - Dylan Huiet; Shuan Felty; Matthew Dahler; Michael Dell; Danielle Airth, Shamari Young and Robert Hatfield, effective January 10, 2022.
 - Amend the date of hire for Levi Hughes, effective January 18, 2022.

Separation of Employment with permission to post:

- Note the end of Internship for Chloe Armstrong, Controller’s Department, effective January 12, 2022
- John Roberts, Corrections Officer, effective January 16, 2022.
- Rescind the offer of employment for Shamari Young, Corrections Officer, effective January 7, 2022.

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period December 27, 2021 through January 7, 2022:

General Fund Total	\$ 1,362,434.68
General Fund	\$ 331,685.63
PCard Payment	\$ 7,372.60
Payroll – Week #1	\$ 1,023,376.45
Children & Youth Services	\$ 142,304.02
Liquid Fuels	\$ 183,411.95
CDBG	\$ 3,061.00
Commissary Fund	\$ 36.30
Records Management	\$ 1,694.63
Act 137 (Affordable Housing)	\$ 26,211.21
Hotel Tax Fund	\$ 156,227.55
Human Services	\$ 3,289.50
Capital Project-Reserve	\$ 287.16
911 Fund	\$ 35,700.75
Internal Service Fund	\$ 32,616.32

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 9:54 a.m. this date.

Motion carried.

Respectfully submitted,
Paula V. Neiman
Chief Clerk