

### **WEDNESDAY, JANUARY 26, 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; Michele Miller, HR Director; Melissa Devlin, Director of Budget & Purchasing; ; Phil Swope, Budget & Purchasing Assistant Director; Todd Garret, Budget Analyst 2; Susan Miller, Chief Assessor; Ellen Dayhoff, Rural Resource Manager; Rob Thaeler, Principal Planner; Deana Duvall, Project Coordinator; those participating by phone Warren Bladen, Department of Emergency Services Director; Sarah Finkey, CYS Administrator; News Reporters Alex Hayes, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

### **Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the January 12, 2022 Commissioner's Meeting as presented.

Motion carried.

### **Public Comment:**

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

### **District Attorney:**

With recommendation by 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 SAVIN Maintenance and Service Agreement with the Pennsylvania District Attorneys Institute (PDAI). The SAVIN system provides automated criminal justice notification information for victims and residents of the County, and this agreement establishes PDAI as an intermediary with the SAVIN vendor, APPRISS, for purposes of implementation, maintenance, and service. The County will pay 0% of the maintenance fee. This agreement is effective January 1, 2022 and terminates December 31, 2022.

Motion carried.

### **Children & Youth Services:**

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

- 2021-2022 Purchase of Service Agreement with Soul Meet Body Treatment Center
- Addendum to the March 10, 2021 Residential Lease Agreement with SAG Real Estate Group. The property, located on Carlisle Street, is used to support the CYS Independent Living program. This Addendum renews the lease term for one (1) year and increases the rent to \$1,150.00 per month (from \$1,125.00/month). The renewal term commences March 1, 2022 and terminates February 28, 2023.

Motion carried.

### **Planning – FY 2017 Community Development Block Grant (CDBG):**

With recommendation from Sherri Clayton-Williams, Director, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve submission of a budget revision to the PA Department of Community & Economic Development (DCED) for the 2017 CDBG contract C000069657 to transfer \$13,300.81 from the New Hope Ministries Workforce Development activity to the HART Center HVAC Replacement activity and to authorize Chairman Randy Phiel to sign all documentation.

Motion carried.

**Ag Land Preservation:**

With recommendation from Ellen Dayhoff, Rural Resource Manager, Mr. Martin moved, seconded by Mr. Qually, to approve the following:

- \$444,978.00 to be certified for the 2022 County Match to the Pennsylvania Department of Agriculture, Bureau of Farmland Preservation as follows:

Allocation of 2022 County Match Funds from County Revenues	\$360,000.00
Interest Earned on Certified County Funds	\$ 2,816.00
Total Interest Collected from 2021 County Clean and Green (Rollback Tax Penalties to be used for easement purchases)	\$ 82,162.00

Accumulated Total Certified County Match Funds for 2022                      \$444,978.00

**Ag Land Preservation Board:**

- Reappoint Dave Boyer to another 3-year term effective through December 31, 2024
- Reappoint Craig Yingling as Chairman and appointment of Dave Wenk as Vice-Chairman
- Staff appointments – Ellen Dayhoff, Treasurer and Mark Clowney, Acting Secretary until the Administrative Position is filled.

Motion carried.

**Tax Services:**

With recommendation from Chief Assessor Susan Miller, Mr. Martin moved, seconded by Mr. Qually, to approve personal tax exemption requests for the following individuals who meets the guidelines of County policy: Wendy Hoff, Cumberland Township; Sarah Miller and Louise Krout both of Oxford Township.

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 sign the Planned Maintenance Agreement with Susquehanna Door Service, a New Oxford, PA company. The Agreement provides for biannual maintenance on the automated doors at the Adams County Courthouse and Human Services Building. It is further recommended that the Commissioners sign the Addendum to the Agreement, which incorporates the County’s standard terms and conditions into the Agreement. The term of the Agreement is three (3) years, commencing on January 1, 2022 and terminating on December 31, 2024. Total cost to the County is \$2,160.00.

Motion carried.

**Elections & Voter Registration:**

With recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the Sales Order Form and Addendum with Election Systems & Software (“ES&S”), LLC, a Delaware company, for the purchase of a Model DS450 High Speed Scanner which will accurately scan high volumes of election ballots. The Addendum makes the purchase order subject to the terms of COSTARS Contract No. 003-039, as well as the ES&S master agreement previously approved by the Board on April 4, 2019. Total cost for the DS450 scanner, together with the installation, license, warranty, and maintenance is \$52,715.00. Agreement is effective January 26, 2022.

Motion carried.

**Department of Emergency Services:**

With recommendation from Warren Bladen, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Commonwealth of Pennsylvania 9-1-1 Statewide Interconnectivity Funding Grant Agreement PEMA 2021-150 between the Pennsylvania Emergency Management Agency (PEMA) and Adams County. This Agreement provides for a grant award of \$4,460.70, to be used for installation of racks to house the new Next Generation 911 equipment and installation of A/B power at the new rack locations. The term of this Agreement is January 26, 2022 through December 31, 2022. No County match is required.

Motion carried.

**Adams County Adult Correctional Complex:**

- With recommendation from Warden Katy Hileman, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve and ratify Quote # CDH-2211866 from Sage Technology Solutions, Inc. of Mount Joy, PA for the purchase and installation of an analog camera to replace a damaged and inoperable camera at the facility. Equipment, labor, and service total \$790.60.

Motion carried.

- With recommendation from Warden Katy Hileman, 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 sign the Quote with Kint Corporation of Harrisburg, a Pennsylvania company, to re-pipe the Prison kitchen's Ansul 9-gallon R-102 system; add additional nozzles over the second tilt skillet; and add an additional 3-gallon tank agent, hose package and link bracelet. This work will bring the system into full compliance for life and safety fire suppression. It is further recommended that the Commissioners sign the Addendum to the Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. The Quote is effective on January 26, 2022 and expires on February 10, 2022. Total cost to the County is \$2,183.00.

Motion carried.

**Commissioner's Office:**

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

**Adams County Vehicle Policy:**

- Mr. Martin moved, seconded by Mr. Qually, to approve the Adams County Vehicle Use Policy – This Policy provides guidelines for the use of vehicles owned or leased by the County and personal vehicles used in the course of business on behalf of the County and the Courts. This Policy will be effective January 26, 2022.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to appoint Chairman Randy L. Phiel to sign on behalf of the Board of Commissioners the January 21, 2022 Human Services Building Proposal Amendment, Engineer's Project No. 2792.8.13.01 from CS Davidson, Inc. for additional Construction Phase Contract Administration Services related to the HSB Re-Roofing Project for an additional \$15,000.00, bringing the total project estimated fee for design, bidding and construction to \$80,000.00.

Motion carried.

MS-991 Report for Tax Year 2021

- With recommendation from Deputy Chief Clerk Lisa Moreno-Woodward, Mr. Martin moved, seconded by Mr. Qually, to approve the MS-991 Report of County Liquid Fuels Tax Fund, Report of Act 89 Fund and Report of Act 44 Tax Fund for submission to the PA Department of Transportation.

Motion carried.

**Personnel Report:**

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

District Attorney:

Recommendation from District Attorney Brian Sinnett to approve employment of the following: Sandra Pruchnic, Legal Assistant, and Skylar Wheeler, Administrative Intern, both effective January 18, 2022

Emergency Services:

Recommendation from Warden Bladen, Director, to approve the employment of Andrew Locke, Telecommunicator, effective January 18, 2022.

Adams County Adult Correctional Complex:

- Recommendation from Warden Katy Hileman, pending successful completion of background screenings, the employment of the following Corrections Officers: Charles Adamson, effective January 18, 2022

Separation of Employment with permission to post:

- Miranda Blazek, Solicitor for Children & Youth, effective February 4, 2022
- LaQuiwndra Bridges, Corrections Officer, effective January 17, 2022
- Matthew Dahler, Corrections Officer Trainee, effective January 21, 2022
- Rescind offer of employment to Shaun Felty, Corrections Officer, effective January 31, 2022

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period January 10, 2022 through January 21, 2022:

General Fund Total	\$ 2,003,448.96
General Fund	\$ 974,487.73
Payroll – Week #3	\$ 1,028,961.23
Children & Youth Services	\$ 212,594.67
HazMat Fund	\$ 40.01
Commissary Fund	\$ 1,900.47
Hotel Tax Fund	\$ 2,953.45
Parks, Recs & Green Space Prgm	\$ 1,620.00
Capital Project-Reserve	\$ 9,466.60
911 Fund	\$ 122,832.14
Internal Service Fund	\$ 488,482.70

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. Qually moved, seconded by Mr. Martin, to adjourn the Commissioner's Meeting at 9:26 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk