

## **WEDNESDAY, NOVEMBER 8, 2017:**

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; John Hartzell, Solicitor; Albert Penksa, County Manager; Steve Renner, Controller; Beth Cissel, Deputy Controller; Melissa Devlin, Finance Director; Phil Swope, Staff Accountant; Sara Brensinger, Purchasing Coordinator; Daryl Crum, Tax Services Director; Don Fennimore, Court Administrator; Sherri Clayton-Williams, Director of Planning; Harlan Lawson, Economic Development Specialist; Sarah Finkey, Children & Youth Administrator; Michele Miller, HR Director; Todd Garrett, Intern; News Reporters Vanessa Pellechio, *Gettysburg Times* and Dustin Levy, *Evening Sun* and Chief Clerk Paula V. Neiman

### **Pledge of Allegiance**

### **Community Forum:**

Board Chairman Phiel noted the next Community Forum will be held at the Thomas Harbaugh Library in Biglerville on Tuesday, November 14<sup>th</sup> at 6:30 p.m. discussing Tourism.

### **Minutes:**

Mr. Martin moved, seconded by Mr. Phiel to approve the Minutes of the October 11, 2017 Commissioners' Meeting as presented.

Motion carried.

### **Public Comment:**

Gene Stilp of Middle Paxton Township is requesting permission to burn a combined confederate-nazi flag in front of the Adams County Courthouse on Friday, November 17<sup>th</sup> at noon as an educational demonstration. He presented the Board with a letter requesting permission to do so. Board Chairman Phiel told Mr. Stilp to get in touch with the Gettysburg Borough regarding his request.

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

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

- After review by Assistant Solicitor Molly Mudd, that the Board of Commissioners review and approve the Child Accounting and Profile System (CAPS) Application Service Provider Agreement with vendor AVANCO that designed, supports and services the state-wide database that houses all client data for County's Children and Youth Services Department, for the initial term of October 1, 2017 through June 30, 2018 with the option for renewal thereafter for successive 12-month terms, at a cost to the County of \$7,576.80 per quarter, or \$30,307.20 annually.
- Further recommendation from Administrator Sarah Finkey that the Board of Commissioners review and approve the HIPAA Business Associate Agreement with AVANCO International, Inc. as a Business Associate of the County of Adams, a Covered Entity under the terms of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191.

Motion carried.

- With recommendation from Administrator Sarah Finkey, and after review by Assistant Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that Chairman Randy Phiel on behalf of the Board of Commissioners review and approve the Wyndham Executive Meeting Agreement for the Use of Meeting Space and Food and Beverage Services for a professional training event on or about April 26, 2018, at a cost of \$1,920.00.

Motion carried.

**Conservation District Board:**

- With recommendation from Adams County Nominating Agencies, Mr. Martin moved, seconded by Mr. Qually, to approve the re-appointment of the following to the Adams County Conservation District Board for a four-year term effective January 1, 2018 through December 31, 2021:
  - Barbara Underwood, Public Director
  - Ed Wilkinson, Farm Director

Motion carried.

- With recommendation from the Adams County Board of Commissioners, Mr. Qually moved, seconded by Mr. Phiel, to re-appoint James E. Martin as the Commissioner Representative to the Adams County Conservation District Board for a one-year term effective January 1, 2018 through December 31, 2018.

Motion carried.

**Planning:**

With recommendation from the Adams County Planning Department, Mr. Martin moved, seconded by Mr. Qually, to approve the following:

2017 Community Development Block Grant (CDBG):

Submission to the PA Department of Community & Economic Development the following 2017 CDBG Budget and Resolution No. 13 of 2017 authorizing said submission:

|   |                     |
|---|---------------------|
| <u>Adams County Allocation Total:</u>                       | <u>\$269,738.00</u> |
| Adams County Arts Council                                   | \$ 20,000.00        |
| New Hope Ministries   | \$ 20,000.00        |
| Possum Valley Municipal Authority                           | \$ 35,392.00        |
| HART Center Air Conditioning Units                          | \$ 89,000.00        |
| HART Center Pole Building                                   | \$ 56,794.00        |
| Administration  | \$ 40,000.00        |
| Planning  | \$ 8,552.00         |
| <u>Adams County On Behalf Of Gettysburg Borough Total:</u>  | <u>\$111,166.00</u> |
| ADA Compliant Curb Ramps                                    | \$109,166.00        |
| Administration  | \$ 2,000.00         |
| <u>Adams County On Behalf Of Littlestown Borough Total:</u> | <u>\$ 85,592.00</u> |
| ADA Compliant Curb Ramps                                    | \$ 84,000.00        |
| Administration  | \$ 1,592.00         |

Resolution No. 13 of 2017:

**COUNTY OF ADAMS, PENNSYLVANIA  
RESOLUTION NO. 13 OF 2017**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS, OF THE COUNTY OF ADAMS,  
PENNSYLVANIA, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR 2017  
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS TO THE PENNSYLVANIA DEPARTMENT  
OF COMMUNITY AND ECONOMIC DEVELOPMENT**

**WHEREAS**, the County of Adams (“County”) has been notified that it is eligible to apply for \$269,738.00 in Fiscal Year (“FY”) 2017 Entitlement Community Development Block Grant Funds for County programs; and

**WHEREAS**, applications must be submitted to the Pennsylvania Department of Community and Economic Development by December 8, 2017; and

**WHEREAS**, the County of Adams, in accordance with the Act entitled Community Development Block Grant Entitlement Program for Nonurban Counties and Certain Other Municipalities, Act 179 of 1984, P.L. 906, codified at 35 P.S. § 1751-1765, regulations adopted pursuant thereto, and the request of the Boroughs of Gettysburg and Littlestown, has elected to submit an application for FY 2017 Community Development Block Grant Program funds in the amount of \$111,166.00 on behalf of the Borough of Gettysburg, and \$85,592.00 on behalf of the Borough of Littlestown; and

**WHEREAS**, the County Commissioners have designated the Adams County Department of Planning and Development as the County’s Administrating Agency.

**NOW, THEREFORE, WITH THE FORGOING INCORPORATED HEREIN AND MADE AN ESSENTIAL PART HEREOF, BE IT RESOLVED**, by the Board of Commissioners, of the County of Adams, Pennsylvania, and it is hereby resolved, that the Office of Planning and Development shall submit an application for 2017 Entitlement Community Development Block Grant Funds, including a budget reflection of the projects that were included in the public notice published by the County in *The Gettysburg Times* on November 1st, 2017.

**DULY ADOPTED** this 8<sup>h</sup> day of November, 2017, by the Board of Commissioners of Adams County, Commonwealth of Pennsylvania.

**IN WITNESS WHEREOF**, the present Resolution has been duly adopted this 8<sup>th</sup> day of November, 2017, in a duly advertised and convened public session.

**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 November 8th, 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: November 8, 2017

/s/  
\_\_\_\_\_  
Paula V. Neiman, Chief Clerk

Motion carried.

2016 Community Development Block Grant:

With recommendation from the Adams County Planning Department, Mr. Qually moved, seconded by Mr. Martin, to approve and sign the Community Development Block Grant Program Contract No. C000066599 in the amount of \$474,196.00 for the period October 18, 2017 through October 17, 2022.

Motion carried.

**District Attorney – STOP Grant:**

Board Chairman Phiel noted for the record, the amendment to the 2016-2018 STOP Grant Application to reflect modifications to job duties in Personnel Salaries, Secondary and Bilingual On-Call costs. There was no changes to the total grant amount of \$125,000.00.

**Tax Services:**

Sitting as the Adams County Board of Assessment Appeals and with recommendation from Daryl Crum, Director, and per the Consolidated Assessment Law, Mr. Qually moved, seconded by Mr. Martin, to approve and certify for 2018 the following:

- Real Estate Tax Rolls – Real Estate Assessment Total = \$9,361,251,000
- Total Occupation Assessment = \$14,712,475
- Per Capita Tax Total = 72,531

Motion carried.

**Commissioners:**

- Mr. Martin moved, seconded by Mr. Qually, to remove from the table for consideration proposed Resolution No. 11 of 2017, entitled “A Resolution of the County of Adams, Pennsylvania regulating the possession and use of medical marijuana by employees of the Adams County Adult Correctional Complex, pursuant to Act 16 of 2016.”

Motion carried.

- Upon the recommendation of Solicitor John Hartzell, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve, pending final Solicitor review, Resolution No. 11 of 2017, concerning the use and possession of medical marijuana by personnel assigned to the Adams County Adult Correctional Complex.

(Insert Resolution)

Motion carried.

- At the request of Solicitor John Hartzell, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve, pending final Solicitor review, a Settlement Agreement with Julesburg (PA), Inc., owner of the Quality Inn Hotel located at 871 York Road, Gettysburg,

PA, with the Agreement calling for immediate payment of \$75,000 toward Hotel Room Rental Taxes, and a payment of the balance over the next twelve months, thereby resolving the arrearage of taxes owed by that business entity.

Motion carried.

**Personnel Report:**

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

Courts:

- Domestic Relations – Note the employment of Melissa Ludwig and Rebecca Neeley as Conference Officers, effective November 13, 2017
- Probation Department – Note the employment of Samuel Crater and Tyrhee Williams as Probation Officers I, effective October 30, 2017
- Separation of Employment: David Podgorney, Probation Officer I, effective November 20, 2017 and Daniel Driscoll, Probation Officer I, effective November 17, 2017 with the intent to post and fill these positions.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the employment of Amanda Zekany, Caseworker 2, effective November 6, 2017.

Department of Emergency Services:

Recommendation from Warren Bladen, Director, to approve the employment of the following as 911 Telecommunicator Trainee's effective October 27, 2017: Elizabeth Males, Brayden Byers and Caitlyn Fetrow.

Adams County Adult Correctional Complex:

Recommendation from Warden Michael Giglio to approve the employment of David Morris and Jeremy King as Corrections Officers, effective November 13, 2017.

Separation of Employment with the intent to post:

- Charlene Grinder, Caseworker 2, effective November 6, 2017
- Shaunie Burns, Corrections Officer, effective November 7, 2017
- Jamil Lee, Corrections Officer, effective November 7, 2017

Motion carried.

**Expenditures:**

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period October 23, 2017 through November 3, 2017:

|                           |                 |
|---------------------------|-----------------|
| General Fund Total        | \$ 1,486,221.42 |
| General Fund              | \$ 615,099.62   |
| Pcard Payment             | \$ 5,702.33     |
| Payroll                   | \$ 865,419.47   |
| Children & Youth Services | \$ 187,511.35   |
| HazMat Fund               | \$ 1,178.86     |
| Commissary Fund           | \$ 9,333.23     |
| Records Management        | \$ 3,155.00     |
| Hotel Tax Fund            | \$ 196,372.55   |
| Human Services            | \$ 5,963.28     |
| Capital Projects-Reserve  | \$ 5,063.28     |
| Human Services Building   | \$ 2,650.31     |
| 911 Fund                  | \$ 65,139.34    |
| Internal Service Fund     | \$ 308,152.28   |

Motion carried.

**Salary Board Meeting:**

The Salary Board Meeting will be held following the Commissioners Meeting.

**Other Business:**

No Other Business was brought to the Board at this time.

**Adjournment:**

Mr. Martin moved, seconded by Mr. Qually, to adjourn the Commissioners' Meeting at 9:37 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk