

## **WEDNESDAY, JANUARY 11, 2012:**

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:00 a.m. in the Ceremonial Courtroom with Board Chairman Randy L. Phiel presiding. The following were in attendance: Commissioners James E. Martin and Marty Karsteter Qually; Solicitor John M. Hartzell; Albert Penksa, County Manager; Controller Steve Renner; Kelly Lawver, Clerk of Courts; Beverly Boyd, Prothonotary; Department Directors Michele Miller, HR, John Eline, EMS, Melissa Devlin, Finance, George Groft, Building & Maintenance, Neil Burkholder, Probation Services, Kathy McConaghay, Children & Youth, Barbara Walter, Assessment, Don Fennimore, Court Administrator, Nick Colonna, Planning, Larry Martick, Conservation District; News Reporters Jess Haines, *The Gettysburg Times*; Steve Maroni, *Hanover Evening Sun*, ACTV and Chief Clerk Paula V. Neiman.

### **Pledge of Allegiance**

### **Minutes:**

- Mr. Qually moved, seconded by Mr. Martin to approve the Minutes of the December 28, 2011 Commissioners' Meeting as presented.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually to approve the Minutes of the January 3, 2012 Re-Organizational Meeting as presented.

Motion carried.

### **Commissioner Comments:**

#### Commissioner Phiel

Announced to everyone in attendance along with Roberts Rules of Order the meeting will be conducted in a professional manner. For the 30 minute Public Comment individuals will be required to stay within the five minute limit, approach the podium, provide their name and address for the records, and keep the content to meeting material. The agenda will be on the County Website by 3:00 p.m. the Monday before the meeting and a hard copy will be available in the Commissioners Office. The Board of Commissioners will be staying a short time after the meeting to address questions. The meeting is not a public forum but to direct county business. We ask for your assistance in making this happen.

Initiatives that the Commissioners are hoping to achieve are as follows:

Commissioner Martin – Establish and maintain good working relationship with the community and stakeholders and to promote a business friendly environment for job growth and economic development.

Commissioner Qually – Radio Project – Everyone is aware of the need to update our current operating system. There is a Proposal on the table that has taken years to prepare. We will be meeting with the radio committee tomorrow to provide us with information. The current budget does not include funding so we will need to find funding and we will be looking for state and federal help. All proposals will be put before the public.

Commissioner Phiel – Internal and external communications is a critical part of good government. We need to enhance our internal communications with staff as well as our external communications with our citizens. We promise to listen and collect information and try to make the best decision. Not everyone will agree with us but we hope that with good communication, we will make better decisions. Every two months, starting

late in February we will be meeting in different municipalities of Adams County with key topics.

**Proclamations:**

- Mr. Martin moved, seconded by Mr. Qually to approve to proclaim January 16, 2012 as **Martin Luther King, Jr. Day** in Adams County. This proclamation was presented to Nancy Whitman, Martin Luther King Committee, who thanked the Board for their support. She noted there will be a night of celebration on January 21, 2012, 7:00 p.m. at the Gettysburg College Chapel.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin to approve to proclaim January 2012 as **“National Stalking Awareness Month”** in Adams County. This proclamation was presented to Melissa Mattson, Community Education Specialist, Survivors, Inc. Ms. Mattson thanked the Board for their support.

Motion carried.

**Public Comments:**

- Bob Jackson, Liberty Township – complimented the Commissioners on the change of venue for these meetings. This is a good indication for better government communications.
- Patrick Sullivan, New Oxford - Looking forward to a very profitable year, this move is a good step forward. Have two suggestions - 1) the forums that are going to be held in municipalities - suggest at each one an opportunity for people to be instructed or provided help in filing their own appeal for assessment. Some did not or could not file an appeal because they did not understand; 2) being hard of hearing microphones for the other commissioners would be an improvement.
- Alexandria Escalera, Gettysburg – speaking on behalf of myself my own personal situation with stalking, the proclamation for Stalking Awareness is appreciated. She also feels the move to this location is a good move.

As Peoples Choice Adams – glad to see openness and agendas ahead of the meetings and appreciates all the communications and hopes that it continues throughout your term. We have a deep interest in assessment, justice and fairness in the county. Clean & Green also needs to be reviewed.

**Commissioners:**

- Mr. Martin moved, seconded by Mr. Qually to approve and sign the Engagement Letter between the County of Adams and Zelenkofske Axelrod LLC, 830 Sir Thomas Court, Suite 100, Harrisburg, PA for the GASB 54 Compliance, (Fund Balance Reporting & Governmental Fund Type Definitions and closing out Green Acres) in the amount not to exceed \$8,000 for year ending December 31, 2011.

Motion carried.

- Pursuant to section 1782.1 of the County Code, 16 P.S. §1782.1, Mr. Qually moved, seconded by Mr. Martin for the Board of Commissioners to take action to “open ” and reconsider the 2012 budget, including the levy and tax rate, pursuant to the timeframes contained in this section, with any amended budget adopted on or before February 15, 2012. It was noted the budget is being opened to allow them the

flexibility of change, it does not mean there will be a change. Solicitor Hartzell noted the budget, once reopened, must be adopted by February 15. A 10-day public comment period is required and the scheduled meeting prior to February 15 is February 8 so any action by the Board should be done at the January 25 meeting. Once again it is also noted the budget can be opened and no changes made.

Motion carried.

**Clerk of Courts:**

Recommendation from Clerk of Courts Kelly Lawver to approve and sign between the County of Adams and COTT Systems, 350 East Wilson Bridge Road, Suite 200, Worthington, Ohio the following. Ms. Lawver was in attendance and provided an overview of why the programs were needed and noted the first two agreements will be paid out of the Records Management funds with no county funds being utilized.

- Mr. Martin moved, seconded by Mr. Qually to approve the Data Conversion Schedule to Transfer Tridata Indexing System and FullCourt System for Marriage License Applications, Gestational Births, Adoptions, Terminations and Estates/Guardianships, approximately 22,034 cases, in the amount of \$7,000.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin to approve the Master Agreement for the Software License and Software Assurance for the Verdict Case Management System in the amount of \$29,318.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually to approve an Agreement between the County of Adams and Credit Management Company (CMC), 2121 Noblestown Road, Pittsburgh, PA for professional services for the collection of delinquent backlog of fines, costs, fees and other charges due with regard to criminal cases at a commission rate of 25% on all amounts collected.

Motion carried.

**Emergency Services:**

With recommendation from John Eline, Director, Mr. Qually moved, seconded by Mr. Martin to approve and sign the Certification for Authorized Use of 9-1-1 Funds and to authorize Mary H. Bowers, Deputy Director, to apply for these funds with the PA Emergency Management Agency. Mr. Eline noted this is an annual Agreement that outlines the funding for Adams County.

Motion carried.

**Building & Maintenance:**

With recommendation from George Groft, Director, Mr. Martin moved, seconded by Mr. Qually to approve and sign a Maintenance Services Agreement between the County of Adams and NRG Building Services, Inc., 48 South Harrisburg Street, Harrisburg, PA for the Department of Emergency Services Building Automation System and Automatic Temperature Controls for the heating, ventilating and air conditioning equipment in the annual amount of \$6,150.00.

Motion carried.

**Probation Services:**

With recommendation from Neil Burkholder, Director, Mr. Qually moved, seconded by Mr. Martin to approve and sign a Purchase of Service Agreement between the County of Adams and Sara Heilman, 44 Lexington Drive, Hanover, PA in the amount of \$55.00/hour for the services of a Certified DUI Instructor to teach the Pennsylvania Alcohol Highway Safety Program for the Adams County Department of Probation Services and the Court System for the period February 13, 2012 through June 7, 2012. Mr. Burkholder noted these classes are mandated and paid by the client.

Motion carried.

**Tax Assessment:**

With recommendation from Barbara Walter, Chief Assessor, Mr. Martin moved, seconded by Mr. Qually to approve exoneration of personal taxes for Nancy Sell, Oxford Township.

Motion carried.

**Children & Youth Services:**

With recommendation from Kathy McConaghay, Administrator, Mr. Qually moved, seconded by Mr. Martin to approve and sign the following Purchase of Service Agreements and to amend Reading Specialist to reflect the 2010-2011 fiscal year:

<u>2011-2012</u>	<u>Per Diem</u>
• Children’s Home of York	See Contract
• DIAKON Lutheran Social Ministries Bridge Program	\$45.70
• Pinkney’s Vineyard of Faith Ministries	See Contract
<u>2010-2011</u>	<u>Per Diem</u>
• Reading Specialists Safeguards Specialized Foster Care Program	See Contract

Motion carried.

**Adams County Housing Committee:**

Mr. Qually moved, seconded by Mr. Martin to approve to appoint the following to the Adams County Housing Committee, effective January 11, 2012 for a two-year term:

- Mark D. Berg
- R. Glenn Snyder

Motion carried.

**Reports:**

Chairman Phiel noted receipt of the Juvenile Probation Caseload Report for December 2011 reflecting a total supervision of 166.

**Personnel Report:**

Mr. Martin moved, seconded by Mr. Qually to approve the Personnel Report dated January 11, 2012 as follows:

Commissioners:

- Note the end of the Elected Four-Year Term for Commissioners George A. Weikert, R. Glenn Snyder and Lisa Moreno-Woodward, effective January 1, 2012

- Note the beginning of the Elected Four-Year Term for Commissioners Randy Phiel, Jim Martin and Marty Karsteter Qually, effective January 2, 2012.

Auditor:

Note the elimination of the Elected Four-Year Term for Auditors Glenn Hartzel, Barbara Weikert and Marty Karsteter Qually, effective January 1, 2012. This has occurred due to Adams County moving to a Fifth Class County.

Controller:

Note the beginning of the Elected Four-Year Term for Controller Steven Renner, effective January 2, 2012.

Adams County Adult Correctional Complex:

Note the employment of the following Corrections Officer, effective January 9, 2012:

- Bradley Utz
- Daryl Stryker
- Michael Kimble
- Joshua Kirsch
- Scott Tantlinger
- Jareth Herring
- Michelle Rowe
- Josh Kriner

Separation of Employment:

- Alissa Watson, GIS Technician II, effective January 20, 2012

Motion carried.

**Expenditures:**

Mr. Qually moved, seconded by Mr. Martin to approve the following expenditures for the period December 27, 2011 through January 11, 2012:

General Fund	\$ 1,003,285.68
911 Fund	\$ 23,766.08
Children & Youth Services	\$ 114,992.15
CDBG	\$ 1,009.47
Emergency Shelter	\$ 12,589.90
Act 137	\$ 27.55
Hotel Tax Fund	\$ 51,214.08
Commissary Fund	\$ 3,393.03

Motion carried.

**Other Business:**

Redistricting:

Mr. Martin moved, seconded by Mr. Qually to approve to send a letter addressed to Charles E. O'Connor, Jr., Executive Director of the Legislative Reapportionment Commission expressing their concern and disagreement with the Senatorial Redistricting of Adams County. Instead of Adams County being contained entirely within the 33rd Senatorial District, it is now broken up into three proposed districts, 15th, 31st, and the 33rd. The letter was read for the record by Commissioner Jim Martin.

Motion carried.

PennDOT Road Construction for 2013:

Mr. Qually moved, seconded by Mr. Martin to approve the signing of a Letter to the Pennsylvania Department of Transportation regarding the road construction that is scheduled for 2013. It was noted this construction was to take place in 2012 and will include road closures as well as the closing of a bridge on Route 116. We are joining the Borough of Gettysburg and the National Park Service to request PennDOT to reconsider this construction due to the impact on the tourist trade.

Motion carried.

Commissioner Phiel

Thanked everyone for attending their first meeting and also thanked the Department Directors for the information they provided. Commissioners Martin and Qually echoed the same.

**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 10:15 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk