

**WEDNESDAY, SEPTEMBER 28, 2016:**

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; Albert Penksa, County Manager; John Hartzell, Solicitor; Steve Renner, Controller; Beth Cissel, Deputy Controller; Donna Cassatt, Deputy Court Administrator; Michele Miller, HR Director; Melissa Devlin, Finance Director; Phil Swope, Staff Accountant; Sara Brensinger, Purchasing Coordinator; Phil Walter, IT Director; Barbara Walter, Chief Assessor Tax Services; Sherri Clayton-Williams, Director of Planning & Development; Laura Rowland, Executive Director of Probation Services; Jay Ondrizek, CJAB Coordinator; Nabeel Kamel, Commissioner's Office Intern; Ron Harris, Mayor of Carroll Valley; Bob Jackson, Citizen Representative; News Reporter Alex Hayes, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

**Pledge of Allegiance**

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the September 14, 2016 Commissioners' Meeting as presented.

Motion carried.

**Proclamation:**

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim October 2016 as "**MEDICINE ABUSE AWARENESS MONTH**" in Adams County. The proclamation was presented to Eileen Grennel of Collaborating for Youth and Officer Nathan Groft of the Carroll Valley Police Department.

Motion carried.

**Public Comment:**

No public comment was addressed to the Board at this time.

**Tax Services Department:**

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

**Disabled Veterans Real Property Tax Exemption Certification:**

- Leroy P. Bowers, 1960 Bullfrog Road, Gettysburg, PA, Freedom Township, Parcel #13D16-0023---000, consisting of 1.77 acres and a one story home, effective for the 2017 County and Municipal taxes.
- James E. Stambaugh, 831 Littlestown Road, Littlestown, PA, Union Township, Parcel #41J15-0029L---000, consisting of .52 acres and a one story home, effective for the 2017 County and Municipal taxes.

**Personal Tax Exemption Request:**

The following residents, all of Oxford Township, have met the income, age/disability criteria guidelines: William Chatham, Jr.; Esther Harman; Kathryn Miller; Reitta Miller; Virginia Ricker

**Personal Tax Exemption Denial:**

Deny the personal tax exemption request, due to exceeding the guidelines, for Evelyn Stuller, Littlestown Borough.

Motion carried.

**Office of Elections and Voter Registration:**

Request from Monica Dutko, Director, and after review by Solicitor John Hartzell, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners, sitting in their role as the Adams County Board of Elections, approve Resolution 11 of 2016, Establishing Rules for the Conduct of Elections, Under Authority Contained in the Pennsylvania Election Code as follows:

**RESOLUTION NO. 11 OF 2016**

**A RESOLUTION OF THE COUNTY OF ADAMS, PENNSYLVANIA, APPROVING AND ADOPTING POLICIES FOR LOCAL ELECTION BOARDS, REVISING PROCEDURES FOR CONDUCTING ELECTION-NIGHT RETURNS IN THE COUNTY COURTHOUSE, ALL SUPPLEMENTING STATUTES CONTAINED IN THE PENNSYLVANIA ELECTION CODE**

**WHEREAS**, the County of Adams (“County”), is obligated to undertake certain actions and fulfill responsibilities for the conduct of elections within the geographic limits of Adams County, such responsibilities contained in the Pennsylvania Election Code, P.L. 1333 of 1937, as amended, codified at 25 P.S. § 2601, *et. seq.* (“Code”); and

**WHEREAS**, the County, through the Board of Elections (“Board”), has authority pursuant to 25 P.S. § 2641(a), to establish such rules, regulations, and instructions that it deems necessary for elections, and for the guidance of election officers; and

**WHEREAS**, the Board believes the adoption of policies will provide greater certainty for the guidance of local election officials, and for the fair and efficient undertaking of elections throughout Adams County; and

**WHEREAS**, the publishing of such policies will ensure the residents and electors of the County will have greater knowledge of these standards.

**NOW, THEREFORE, BE IT RESOLVED**, and it is hereby **RESOLVED**; by the County of Adams, Pennsylvania, by its Board of Elections, which constitutes the duly elected and incumbent Board of County Commissioners, Randy L. Phiel, James E. Martin, and Marty Karsteter Qually, in their statutory role as members of the Board of Elections for all years during which they are not candidates for office, per 25 P.S. § 2641, as follows:

1. The Board is aware of the need for policies to provide greater certainty for local election boards for matters arising during elections.
2. In order to fulfill those needs, and to update processes conducted the night of the election at the Adams County Courthouse, the Board hereby approves those policies contained in Exhibit “A,” entitled “Adams County Board of Elections Policies,” which are incorporated herein as if fully set forth, and made an essential part hereof.
3. These policies are adopted by action of the Board of Elections, effective this Wednesday, September 28, 2016, at public meeting, and shall continue and have force and effect until amended or rescinded by appropriate and legal action.
4. The Director of the Adams County Department of Elections and Voter Registration is directed to distribute these policies as he or she may

believe appropriate, to provide training on the contents of these policies, and to propose such amendments and updates as local election officials, poll workers and electors, may recommend, and as are in keeping with the election laws of the Commonwealth of Pennsylvania.

**IN WITNESS WHEREOF**, this Resolution has been duly adopted this 28th day of September 2016.

**ATTEST**

**ADAMS COUNTY COMMISSIONERS**

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

By: \_\_\_\_\_ /s/  
Randy L. Phiel, Chairman

By: \_\_\_\_\_ /s/  
James E. Martin, Vice-Chairman

By: \_\_\_\_\_ /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 28, 2016; 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 28, 2016

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

Motion carried.

**IT Department:**

With recommendation from Phil Walter, Director, Mr. Martin moved, seconded by Mr. Qually, to approve and authorize Board Chairman Randy L. Phiel to sign the Fifth Amendment to the Products and Services Agreement between the County of Adams and CenturyLink Sales Solutions, Inc. (Amendment contract #110900384233) in the amount of: 1) Classic Metro Ethernet Service to the Courthouse - \$11,976.00 annually; 2) Classic Metro Ethernet Connection to the Human Services Building - \$11,400.00 annually; and 3) Utilization of a dedicated IP Port-LEQ 100 MBPS connection to the Human services Building - \$16,752.00 annually.

Motion carried.

**Commissioners:**

- With recommendation from Solicitor John Hartzell, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners authorize the advertisement of proposed Ordinance 3 of 2016, an Ordinance Authorizing the Implementation of a Fee for Local Use, Imposing a County Cost of \$5.00 for Each Nonexempt Vehicle as a Component of Commonwealth Vehicle Registration, with all Fees Collected to be Used

for Local Road, Highway, and Infrastructure Improvement, as Authorized by Act 89 of 2013 amending 75 Pa.C.S. § 1935, and with the Intention that this Proposed Ordinance will be Adopted at a Public Meeting of the Board of Commissioners on October 12, 2016, which will allow for the 90 day notice to PennDot as required.

Motion carried.

- With recommendation from County Manager Albert Penksa, and after review by Solicitor John Hartzell, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners adopt the Secondary Market Disclosure Policies and Procedures, which shall serve to provide guidelines for the County, and its officers and employees, related to reporting, disclosing, and ensuring financial information, including audits, budget adoption and other activities, are reported in a manner prescribed by the Municipal Securities Rulemaking Board, through its Electronic Municipal Market Access System (EMMA).

Motion carried.

- With recommendation from the Central Pennsylvania Transportation Authority (Rabbittransit), Mr. Qually moved, seconded by Mr. Martin, to re-appoint, by Resolution No. 12 of 2016, Darlene Brown, 40 East High Street, Gettysburg, PA to the Central Pennsylvania Transportation Authority Board of Directors for a five year term effective September 1, 2016 through August 31, 2021 as follows:

**RESOLUTION No. 12 of 2016**

**APPOINTMENT TO THE CENTRAL PENNSYLVANIA  
TRANSPORTATION AUTHORITY**

On motion duly made by Commissioner Marty Karsteter Qually, seconded by Commissioner James E. Martin, it is resolved that Darlene Brown, with a term effective September 1, 2016 to August 31, 2021, is hereby re-appointed to the Central Pennsylvania Transportation Board of Directors.

This Resolution is executed this 28<sup>th</sup> day of September 2016.

**ATTEST**

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

**ADAMS COUNTY COMMISSIONERS**

\_\_\_\_\_/s/  
Randy L. Phiel, Chairman

\_\_\_\_\_/s/  
James E. Martin, Vice-Chairman

\_\_\_\_\_/s/  
Marty Karsteter Qually, Commissioner

**Personnel Report:**

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

Courts:

- Probation Department – rescind the separation of employment for Matthew Livelsberger, Probation Officer II, effective September 9, 2016.
- Law Clerk – Separation of employment for Daniel Topper, Law Clerk, effective September 20, 2016

Motion carried.

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

Commissioners:

Recommendation from Albert Penksa, County Manager, to approve the Internship of Nabeel Kamel, effective September 26, 2016.

Building & Maintenance:

Recommendation from Larry Steinour, Director, to approve the employment of Kevin Hipkins, Custodian, effective September 19, 2016.

District Attorney:

Recommendation from District Attorney Brian Sinnett, to approve the employment of Daniel Topper, Assistant District Attorney, effective September 21, 2016.

IT Department:

Recommendation from Phil Walter, Director, to approve the employment of the following as IT Tech 1/Application Specialist:

- Brandon Bittinger, fulltime, effective September 26, 2016
- Travis Stasa, part time, effective September 26, 2016 and fulltime effective December 19, 2016

Separation of Employment:

- Deputy Sheriff First Class Bradley Sheetz, effective September 9, 2016

Motion carried.

**Expenditures:**

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period September 12, 2016 through September 23, 2016:

General Fund	\$ 1,243,605.30
911 Fund	\$ 4,042.54
Children & Youth Services	\$ 228,972.13
HazMat Fund	\$ 1,111.54
CDBG	\$ 71,300.00
Law Enforcement	\$ 467.00
Act 137 (Affordable Housing)	\$ 596.00
Records Management	\$ 3,155.00
Ag Land Funds	\$ 171,279.16
Human Services Building	\$ 32,199.10
Hotel Tax Fund	\$ 222,953.43
Capital Project	\$ 4,173.29
Commissary Fund	\$ 1,775.34
Radio Project	\$ 328.25

Motion carried.

**Other Business:**

Commissioner Phiel reminded everyone of the Apple Harvest Festival to be held the next two weekends, October 1<sup>st</sup> & 2<sup>nd</sup> and October 8<sup>th</sup> & 9<sup>th</sup>.

**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 9:58 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk