

**WEDNESDAY, APRIL 22, 2020**

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:00 a.m. via conference call with Chairman Randy Phiel presiding. Others in attendance: Commissioners James E. Martin and Marty Karsteter Qually; Molly R. Mudd, Solicitor; Steven A. Nevada, County Manager; John Phillips, Controller; Don Fennimore, Court Administrator; Dave Allison, Chief Deputy Sheriff; Sam Shipley, Deputy Sheriff; Melissa Devlin, Finance Director; Phil Swope, Staff Accountant; Sara Brensinger, Purchasing Coordinator; Alex Hayes, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

A Moment of Silence was held at this time for the victims of COVID-19.

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually to approve the Minutes of the April 8, 2020 Commissioners' Meeting as presented.

Motion carried.

**NOTE: The April 15, 2020 Commissioner's Meeting was cancelled.**

**NOTE: The next public Commissioner's Meeting is scheduled for May 6, 2020.**

**Proclamation:**

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

- **"NATIONAL PUBLIC SAFETY TELECOMMUNICATOR'S WEEK"**  
April 12 – 18, 2020
- **"FAIR HOUSING MONTH"** – April 2020

NOTED: Proclamations will be presented at a later date.

Motion carried.

**Public Comment:**

No Public Comment was addressed to the Board at this time.

**District Attorney's Department:**

With recommendation by District Attorney Brian Sinnett, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, to approve a project modification request to the 2019-2020 STOP Grant Application, to account for the closure of Survivors, Inc. and redirect remaining grant funding of \$46,117.00 to the YWCA-Hanover Safe Home as the victim service provider for Adams County's domestic violence victims.

Motion carried.

**Sheriff's Department:**

With recommendation by Chief Deputy David Allison, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Cody Systems Proposal Agreement for Licensed Software and/or Professional Services; and Cody Systems Standard Licensed Software and Services Terms and Conditions. This Agreement provides software to help store and manage documents used by the Sheriff's Office. The term of the Agreement is (4) four years, at a total cost of \$33,615.00.

Motion carried.

**Controller's Department:**

With recommendation from Beth Cissel, Deputy Controller, Mr. Martin moved, seconded by Mr. Qually, to approve and sign an Add-on Quote for Advanced Cognos Report Writing Training and Project Management with Central Square Technologies in the amount of \$3,920.00.

Motion carried.

**Tax Services:**

With recommendation from Chief Assessor Susan Miller, Mr. Qually moved, seconded by Mr. Martin, to approve the Disabled Veterans Real Property Tax Exemption Certification for Patrick H. Kuhn, 147 Sherry Lane, McSherrystown, PA, Conewago Township, for Parcel #08001-0137---000 for his one-story home, one (1) car attached garage, personal shed and .28 acres, effective with the 2020 County and Township taxes.

Motion carried.

**Planning Department:**

With recommendation from Rebecca Moreland, Grants Coordinator, to approve the following:

- Mr. Martin moved, seconded by Mr. Qually, to approve to sign Fair Housing Resolution No. 6 of 2020 on behalf of Adams County, Borough of Gettysburg and Littlestown Borough, that within available resources the County of Adams, Borough of Gettysburg and the Borough of Littlestown will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap (disability), age, ancestry, use of guide or support animals due to the blindness, deafness, or physical handicap of the user, and the handling or training of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing & Urban Development, whichever is chosen by the person filing the complaint as follows:

**FAIR HOUSING RESOLUTION FOR 2020**  
**RESOLUTION NO. 6 OF 2020**

**LET IT BE KNOWN TO ALL PERSONS** of the County of Adams, Borough of Gettysburg, and the Borough of Littlestown that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services, because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act) and the Pennsylvania Human Relations Act extends this prohibition of discrimination to the additional protected classes of age, ancestry, use of guide or support animals due to the blindness, deafness, or physical handicap of the user, and the handling or training of support or guide animals. It is the policy of the County of Adams, Borough of Gettysburg, and the Borough of Littlestown to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age, ancestry, use of guide or support animals due to the blindness, deafness, or physical handicap of the user, and the handling or training of support or guide animals. Therefore, the County of Adams, Borough of Gettysburg and the Borough of Littlestown does hereby pass the following resolution.

**BE IT RESOLVED**, that within available resources the County of Adams, Borough of Gettysburg, and the Borough of Littlestown will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap (disability), age, ancestry, use of guide or support animals due to the blindness, deafness, or physical handicap of the user, and the handling or training of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

**BE IT FURTHER RESOLVED** that the County of Adams, Borough of Gettysburg, and the Borough of Littlestown shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

**FURTHER ACTION** will at a minimum include, but not to be limited to:

1. Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
2. Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
3. Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
  - a. Public advertisements for vacancy or discussing the program
  - b. Applications for assistance
  - c. Contracts
  - d. Municipal letters dealing with the federal programs

If you're a person with a disability and require a reasonable accommodation to be able to access any notification, please contact the business offices of Robert Thaeler or Sherri Clayton-Williams, Office of Planning and Development, 670 Old Harrisburg Road, Gettysburg, PA 17325 (717) 337-9824, [rthaeler@adamscounty.us](mailto:rthaeler@adamscounty.us) or [sclayton@adamscounty.us](mailto:sclayton@adamscounty.us)

If you're Limited English Proficient and require a document translation of any notification, please contact the business offices of Robert Thaeler or Sherri Clayton-Williams, Office of Planning and Development, 670 Old Harrisburg Road, Gettysburg, PA 17325 (717) 337-9824, [rthaeler@adamscounty.us](mailto:rthaeler@adamscounty.us) or [sclayton@adamscounty.us](mailto:sclayton@adamscounty.us)

Approved at the regularly scheduled meeting of the County of Adams held the 22<sup>nd</sup> day of April, 2020.

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

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to appoint Robert Thaeler, Principal Planner as the Fair Housing Officer for Adams County and Sherri Clayton-Williams, Director, as the Alternate Fair Housing Officer.

Motion carried.

**Adams County Adult Correctional Complex:**

With recommendation by Warden Katy Hileman, and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

- Mr. Martin moved, seconded by Mr. Qually, to appoint Chairman Randy L. Phiel to sign on behalf of the Board the Prepaid Debit Inmate Release Program Facility Agreement with Rapid Financial Solutions. This Agreement authorizes Rapid Financial Solutions to issue Prison Debit Cards as needed by the ACACC for use in its inmate release program. There is a monthly account service fee of \$4.95 per account.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve the Power DMS Service Order #Q-77516, DMS Terms and Conditions, and the Addendum to Power DMS Terms and Conditions, for software licensing and a cloud-based software service platform that combines document management, training management and accreditation management for tracking staff training and compliance at the Prison. The initial term of the Agreement is (12) twelve months and the cost to the County is \$8,151.41.

Motion carried.

**Children & Youth Services:**

With recommendation from Sarah Finkey, Administrator, Mr. Martin moved, seconded by Mr. Qually, to approve and sign Permanent Legal Custodianship Subsidy Agreements with the following:

- P.M. on behalf of S.H. with a subsidy amount of \$900.00/month
- P.M. on behalf of T.H. with a subsidy amount of \$900.00/month
- P.M. on behalf of A.T. with a subsidy amount of \$900.00/month

Motion carried.

**Information Technology:**

With recommendation by Chief Information Officer Phillip Walter, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board the January 1, 2020 Quality Eicholtz Master Agreement. The contract is for a term of one (1) year and allows Quality to continue offering professional support services to the IT Department, totaling 240 hours for the term of the Agreement, not to exceed \$19,200.00 billed at a rate of eighty (\$80) dollars per hour to the Department receiving the services as assigned by IT. The contract clarifies the scope of Quality's work and allows its employees to better manage their obligations to the County.

Motion carried.

**Commissioners:**

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

- Mr. Martin moved, seconded by Mr. Qually, to sign and approve the Adams County Policy Regarding Workplace COVID-19 Safety Measures, effective April 20, 2020. In recognition that the County and the Courts must remain open in order to provide essential public services, this policy outlines the actions to be taken by our employees to protect the health and welfare of our employees and the residents that we serve who depend upon our ongoing operations.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve the Robert C. Hoffman Charitable Endowment Trust Grant Agreement whereby the County has been awarded \$25,000 by the Trust for the construction costs of the Mercy House Recovery Center, subject to the Grant Conditions and Reporting Requirements, including but not limited to a summary of work completed based on the schedule of project activities, said report due on or before July 31, 2021.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve to authorize the advertisement for the Rehabilitation of Bridge No. 5, T-329 (Shorb Mill Road) over Middle Creek.

Motion carried.

- Board Chairman Phiel noted the following: Due to the new policy regarding workplace COVID-19 safety measures, the County under the March 18, 2020 Emergency Declaration purchased 9,000 level III barrier medical disposable masks from Logo Brands Inc., Franklin Tennessee. The cost per mask is \$0.95, with the purchase order totaling \$8,550.00 plus shipping costs.

**Personnel Report:**

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

Courts:

Separation of Employment:

- Probation Department – Richard Moyer, Probation Shuttle Driver, effective May 1, 2020
- Domestic Relations – Amy Warehime, Conference Officer, effective April 16, 2020

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the employment of the following Corrections Officers, effective May 4, 2020: Romario Cano, Justin Lail, Priscilla Spence, Markie Rogers, Daulton Snyder, Miranda Stultz, Matthew Whitney, Kodi Wilkerson and Dustin Brown.

Separation of Employment with permission to post:

- Sara Bollinger, Corrections Officer, effective April 21, 2020
- Angela Leavitt, Corrections Officer, effective April 21, 2020

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period April 6, 2020 through April 17, 2020:

General Fund Total	\$ 1,154,596.28
General Fund	\$ 195,159.94
Payroll – Week #16	\$ 959,436.34
Children & Youth Services	\$ 262,030.28
Liquid Fuels	\$ 20,785.21
CDBG	\$ 5,757.74
Commissary Fund	\$ 3,175.57
Records Management	\$ 590.00
Act 137 (Affordable Housing)	\$ 7,500.00
Hotel Tax Fund	\$ 82,066.59
Act 13 Bridge Improvements	\$ 15,983.71
Capital Projects - Reserve	\$ 46,197.50
911 Fund	\$ 68,837.28
Internal Service Fund	\$ 398,204.83

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 9:35 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk