

## **WEDNESDAY, JULY 15, 2020**

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:00 a.m. in the Historic Courtroom and via conference call with Chairman Randy Phiel presiding. Others in attendance: Commissioners James Martin and Marty Karsteter Qually (phone); Solicitor Molly R. Mudd; Steve Nevada, County Manager; John Phillips, Controller; Beth Cissel, Deputy Controller; Don Fennimore, Court Administrator; Phil Walter, Chief Information Officer (phone); Melissa Devlin, Finance Director (phone); Phil Swope, Staff Accountant (phone); Todd Garrett, Budget Analyst (phone); Daryl Crum, Tax Services Director (phone); Rebecca Moreland, Grants Coordinator (phone); Carl Athey (phone); Sharon Harlacher, York/Adams MH-IDD; Gale Kendall, Executive Director of Probation Services; Jennifer Erickson and Stephanie McIlwee, Adams County Housing Authority (phone); Alex Hayes, *Gettysburg Times*, and Paula V. Neiman, Chief Clerk.

### **Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the July 1, 2020 Commissioner's Meeting as presented.

Motion carried.

**NOTE: The July 8, 2020 Commissioner's Meeting was cancelled.**

**NOTE: The next public Commissioner's Meeting is scheduled for July 29, 2020.**

### **Proclamation:**

Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim the week of July 20 – 24, 2020 as "**Pretrial, Probation and Parole Supervision Week**" in Adams County. Gale Kendall, Executive Director of Probation Services accepted the proclamation on behalf of her department.

Motion carried.

### **Public Comment:**

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

### **2020-2021 Human Services Plan Hearing:**

Chairman Phiel opened the Public Hearing at 9:10 a.m. and announced this is the date and time advertised to present and accept public comment on the 2020-2021 Human Services Plan.

In attendance: Commissioner James Martin; Solicitor Molly R. Mudd; Steve Nevada, County Manager; John Phillips, Controller; Beth Cissel, Deputy Controller; Gale Kendall, Executive Director of Adult Probation; Don Fennimore, Court Administrator; Aaron Boyhont, IT Technician; Alex Hayes, *Gettysburg Times* and Chief Clerk Paula Neiman. In attendance via teleconference: Commissioner Marty Qually; Phil Walter, Chief Information Officer; Daryl Crum, Tax Services Director; Melissa Devlin, Finance Director; Phil Swope, Staff Accountant; Todd Garrett, Budget Analyst; Rebecca Moreland, Grants Coordinator; Carl Athey, Citizen and Jennifer Eckerson and Stephanie McIlwee, Adams County Housing Authority. At this time Chairman Phiel recognized Sharon Harlacher, County Administrator for York/Adams MH-IDD.

Ms. Harlacher provided an overview of the 2020-2021 Human Services Plan. She noted the following: 1) impact to our citizens with regard to the COVID-19 crisis, which hindered the availability of services such as outpatient services and food supplies; 2) State's budget was flat for the first 5 months and for the remainder of the year we can expect a possible 10% decrease in funding; 3) prioritizing residential, outpatient and crisis programs, which will show no decrease; 4) reassuring all citizens that they will be able to obtain the best service and equal access to services; 5) receiving help and support from our service providers during this COVID crisis; 6) there will be service cuts for student assistance

programs which is a mandatory service that schools must provide. They met and have had discussions with several school districts; and 7) they continue to maintain a strong link with probation and children & youth agencies.

York/Adams has submitted a grant to the State for funds to assist them in assigning mental health officers to help diffuse problems between students and police departments. Notification should be received in September/October if they have been awarded any funds. Another major factor that follows mental health issues is the availability of suitable, affordable housing.

Chairman Phiel asked if there was any public comment to be received regarding the 2020-2021 Human Services Plan. The record shall show that no public comment was received in person nor via teleconference.

Chairman Phiel noted that Adams and York Counties have worked jointly together for many years and appreciates the work that each County accomplishes to help keep mental health services going.

Chairman Phiel closed the public hearing at 9:30 a.m. this date.

### **Meeting Recessed:**

Chairman Phiel recessed the Commissioner's Meeting at 9:40 a.m. to convene the 2020 CDBG-CARES Public Hearing.

### **2020 CDBG-CARES Public Hearing:**

Chairman Phiel announced this is the date and time advertised to hold a public hearing to solicit public comment on the proposed budget for Adams County's 2020 CDBG CV Program. In attendance: Commissioner James Martin; Solicitor Molly R. Mudd; Steve Nevada, County Manager; John Phillips, Controller; Beth Cissel, Deputy Controller; Gale Kendell, Executive Director of Adult Probation; Don Fennimore, Court Administrator; Aaron Boyhont, IT Technician; Alex Hayes, *Gettysburg Times* and Chief Clerk Paula Neiman. In attendance via teleconference: Commissioner Marty Qually; Phil Walter, Chief Information Officer; Daryl Crum, Tax Services Director; Melissa Devlin, Finance Director; Phil Swope, Staff Accountant; Todd Garrett, Budget Analyst; Rebecca Moreland, Grants Coordinator; Carl Athey, Citizen and Jennifer Eckerson and Stephanie McIlwee, Adams County Housing Authority.

At this time Chairman Phiel Rebecca Moreland, Grants Coordinator, with the Adams County Planning Office.

Adams County has been notified by the Pennsylvania Department of Community & Economic Development that the 2020 CDBG-CV allocations are as follows: Adams County - \$166,152.00; Gettysburg Borough - \$70,413.00 and Littlestown Borough - \$61,878.00. The grant application will be submitted as one application for all three (3) entities.

The activities proposed for inclusion in the CDBG-CV applications are as follows:

- Adams County – PICPI County-wide Rent/Mortgage/Utilities Assistance - \$121,132; Keystone Health COVID-19 Farmworker Health Services - \$15,113.00; and Administration - \$29,907.00
- On behalf of Gettysburg Borough – Businesses Impacted by COVID-19 Meeting the Urgent Need National Objective - \$19,000.00; Businesses Impacted by COVID-19 Meeting the LMI National Objective - \$46,000.00; and Administration - \$5,413.00
- On behalf of Littlestown Borough – Alpha Fire Company, COVID-19 Response Staffing, Supplies and PPE - \$17,634.00; New Hope Ministries – Rent/Utilities Assistance for Littlestown Residents - \$41,150.00; and Administration - \$3,094.00

It is anticipated that 86% of the approved grant funds will benefit low to moderate income persons. And further, that none of the proposed activities will result in temporary or permanent displacement of any households.

Ms. Moreland noted that the proposals were solicited via an ad in the *Gettysburg Times* on May 19<sup>th</sup>; a Notice of Funding Availability sent to all non-Entitlement Municipalities and a comprehensive list of County Non-profits; and it was published on the County's website. Written proposals were requested by June 26<sup>th</sup>. Four proposals were submitted, two of which are proposed for funding. The deadline for submission of this application is August 31, 2020.

At this time Chairman Phiel asked if there was any public comment or questions in relation to the proposed 2020 CDBG-CV application as set forth. The record shall show that no public comment was received. Ms. Moreland announced that no written comments were received.

Chairman Phiel closed the public hearing at 9:55 a.m. this date.

**Meeting Reconvened:**

Chairman Phiel reconvened the Commissioner's meeting at 9:56 a.m. this date with the following in attendance: Commissioner James Martin; Solicitor Molly R. Mudd; Steve Nevada, County Manager; John Phillips, Controller; Beth Cissel, Deputy Controller; Gale Kendell, Executive Director of Adult Probation; Don Fennimore, Court Administrator; Aaron Boyhont, IT Technician; Alex Hayes, *Gettysburg Times* and Chief Clerk Paula Neiman. In attendance via teleconference: Commissioner Marty Qually; Phil Walter, Chief Information Officer; Daryl Crum, Tax Services Director; Melissa Devlin, Finance Director; Phil Swope, Staff Accountant; Todd Garrett, Budget Analyst; Rebecca Moreland, Grants Coordinator.

**2020 CDBG-CARES Grant Application:**

With recommendation from Rebecca Moreland, Grants Coordinator, Mr. Martin moved, seconded by Mr. Qually to approve and authorize Chairman Randy L. Phiel to sign the 2020 CDBG-CV Application, Budget and to approve Resolution No. 11 of 2020 as follows for submission to the PA Department of Community & Economic Development.

**RESOLUTION NO. 11 OF 2020**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF ADAMS, PENNSYLVANIA, AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR FUNDING THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT – CORONAVIRUS (CDBG-CV) PROGRAM, AS PART OF THE CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT [P.L. 116-136] AND FURTHER CERTIFYING COMPLIANCE WITH THE REQUIREMENTS OF SAID PROGRAM.**

**WHEREAS**, it is necessary and in the public interest that the County of Adams, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant-Coronavirus Program; and

**WHEREAS**, the Pennsylvania Department of Community and Economic Development has notified the County that its 2020 CDBG-CV allocation is \$166,152; and

**WHEREAS**, the Adams County Board of Commissioners has the legal authority and responsibility under 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. Sec 1751-1765, to apply for Community Development Block Grant-Coronavirus funds and represent the non entitlement communities within the County; and

**WHEREAS**, the County, in accordance with Act 179, regulations adopted pursuant thereto, and the request of the Boroughs of Gettysburg and Littlestown, has elected to submit an application for FY 2020 CDBG-CV Program funds in the amount of \$70,413 on behalf of the Borough of Gettysburg, and in the amount of \$61,878 on behalf of the Borough of Littlestown; and



the Language Access Plan for the 2020 Community Development Block Grant, Emergency Solutions Grant and HOME Programs, both Entitlement and CARES Funding.

Motion carried.

**Information Technology Department:**

- With recommendation from Phil Walter, CIO and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve and adopt the revisions to three (3) County IT policies, including, Computer System Access Policy (IT Policy No. 121.01), Network Usage Policy (IT Policy No. 121.02), and Network Security Policy (IT Policy No. 121.03), effective immediately.

Motion carried.

- With recommendation from Phil Walter, CIO and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, to appoint Chairman Randy L. Phiel to sign, on behalf of the Board, the Sylint Agreement 2020 Commitment Form, whereby the County receives Sylint's Tier 2 cyber-security services through the CCAP Enterprise Agreement with Sylint. The cost of the agreement is \$4,200.00 annually. The term of the Agreement is one (1) year commencing August 1, 2020.

Motion carried.

**Children & Youth Services:**

With recommendation from Sarah Finkey, Administrator, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the following 2020-2021 Purchase of Service Agreements: Edison Court; Folium, Inc. dba Laurel Life Services; Perseus House Inc.; and Bethany Children's Home.

Motion carried.

**Finance Department:**

With recommendation by Phillip Swope, Staff Accountant, 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 Equity Lease Rate Quote Agreement with Enterprise Fleet Management, Inc., a corporation domiciled in Missouri, for the lease of a 2020 Dodge Charger SXT Four Door All Wheel Drive Sedan. The monthly rental charge is \$597.32, contract miles total 50,000, estimated service length is 60 months. This lease leverages the Master Agreement executed between the County and Enterprise Fleet Management.

Motion carried.

**Tax Services:**

With recommendation from Daryl Crum, Director, to approve the following:

- Mr. Martin moved, seconded by Mr. Qually, to approve the appointment of the 2020 pool of temporary auxiliary appeal board members to assist the Adams County Board of Assessment Appeals in hearing 2020 property tax appeals: Barbara Underwood, Cumberland Township; Barbara Walter, Butler Township; William Arrington, Cumberland Township; and Lisa Moreno-Woodward, Straban Township.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve the Special 2020 Repository Sale and accept the bid price of \$500.00 from Ginger Brownawell, 1760 Shriver's Corner

Road, Lot #163, for a mobile home located on Parcel #38H10-0017---163, Straban Township.

Motion carried.

With recommendation from Chief Assessor Susan Miller, Mr. Martin moved, seconded by Mr. Qually, that the Disabled Veterans Real Property Exemption be removed for the property located at 2170 Hunterstown-Hampton Road, New Oxford, Straban Township, Parcel #38032-0008---000 owned by Stanley & Alinda D. Brenner and be placed back on the taxable rolls effective with the 2020-2021 school taxes. We were notified by the PA Department of Veteran's Affairs that the veteran no longer qualifies for the veteran's exemption.

Motion carried.

**Commissioners:**

With recommendation from Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the July 1<sup>st</sup>, 2020 Bridge Management Agreement with York County, whereby the counties have set to writing the management responsibilities for two (2) jointly owned bridges that transverse both counties. Pursuant to the Agreement, Adams County assumes management responsibility for Adams Bridge #43 Jacobs Mill Road and York County assumes management responsibility for Adams Bridge #42 Beaver Creek Road.

Board Chairman Phiel recognized County Manager Steve Nevada and noted the following:

- Moody's Investors Service maintains its Aa2 ratings on Adams County's outstanding general obligation debt. The outlook is stable. RATINGS RATIONALE: The Aa2 rating reflects the County's large, stable tax base, average resident wealth, and strong financial position with ample reserves. Additionally, the rating reflects the County's slightly elevated debt burden and manageable pension liabilities. RATING OUTLOOK: The stable outlook reflects the County's strong financial position, which we expect to be maintained over the medium term given management's conservative budgeting practices.
- Announce that the Department of Community & Economic Development has approved a grant in the amount of \$340,732 for Adams County. These funds are provided through the Department's Emergency Solutions Grant CARES Act to address local needs resulting from the coronavirus pandemic impacting Pennsylvania. SCCAP will be administering these funds for rapid re-housing.

**Personnel Report:**

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

Court:

Recommendation from Don Fennimore, Court Administrator, to note employment of the following:

- Court Administration -Andrew Redshaw, Administrative Assistant, effective July 6, 2020
- Domestic Relations – Branden Beasley, General Clerk, effective July 13, 2020
- Probation Department – Separation of employment for Shawn Miller, Director, effective July 10, 2020

Motion carried.

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

Treasurer:

Recommendation from Treasurer Christine Redding, to approve the employment of Jennifer Rowell and Colleen Umbenhouer, Part time as Needed General Clerk Floaters, effective July 13, 2020.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator, to approve the employment of Tekoa Capps, Caseworker 1, Independent Living, effective July 13, 2020.

Building & Maintenance:

Recommendation from Larry Steinour, Director, to approve Kwaku Bayeh and Nicolas Guilen-Hernandez as Part Time as Needed Custodians for Courtroom sanitizing and other custodial duties, effective June 29, 2020 through August 31, 2020.

Separation of Employment with permission to post:

- Meagen Hartzell, Children & Youth Caseworker 2, effective July 15, 2020
- Jason Lohuis, Children & Youth Caseworker 1-Intake, effective July 8, 2020
- Nicole Martz, Telecommunicator, effective July 10, 2020
- Juan Pena, Lieutenant, Adams County Adult Correctional Complex, effective July 17, 2020
- Rescind employment offer for Brian Howard, Corrections Officer, effective July 13, 2020
- Rescind employment offer for Lilly Singleton, Corrections Officer, effective July 13, 2020

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period June 29, 2020 through July 10, 2020:

General Fund Total	\$ 1,519,875.85
General Fund	\$ 553,336.78
PCard Payment	\$ 3,764.53
Debt Service Payments	\$ 10,896.35
Payroll – Week #28	\$ 951,878.19
Children & Youth Services	\$ 147,369.48
Liquid Fuels	\$ 3,272.25
HazMAT Fund	\$ 519.55
Commissary Fund	\$ 639.23
Capital Projects - Reserve	\$ 49,293.53
911 Fund	\$ 19,819.10
Internal Service Fund	\$ 570,776.35

Motion carried.

**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 10:13 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk