

**WEDNESDAY, JUNE 17, 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 Martin and Marty Karsteter Qually; Solicitor Molly R. Mudd; Steve Nevada, County Manager; John Phillips, Controller; Beth Cissel, Deputy Controller; Melissa Devlin, Finance Director; Phil Swope, Staff Accountant; Todd Garrett, Budget Analyst; Sara Brensinger, Purchasing Coordinator; Don Fennimore, Court Administrator; William Cameron, County Bridge Engineer; Representatives from Prospective Bidders; Alex Hayes, *Gettysburg Times*, and Paula V. Neiman, Chief Clerk.

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the May 20, 2020 Commissioner's Meeting and the June 3, 2020 Commissioner's Meeting as presented.

Motion carried.

**NOTE: The June 10, 2020 Commissioner's Meeting was cancelled.**

**NOTE: The next public Commissioner's Meeting is scheduled for July 1, 2020. Board Chairman Phiel announced the change of meetings starting July 1, 2020 to every other week.**

**Public Comment:**

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

**Children & Youth Services:**

With recommendation from Sarah Finkey, Administrator, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve an amendment to the 2019-2020 Diakon Child Family & Community Ministries Purchase of Service Agreement, to permit juveniles to participate in Diakon's Weekend Alternative Program in a safe, virtual format at a lower rate of \$249.87 weekly (\$49.97 per diem).

Motion carried.

**Department of Building and Maintenance:**

With recommendation by Director Larry Steinour and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the following:

- Quotation from Winter Engines and the COSTARS Participation Addendum (Costars Contract 008-196) for the supply of a back-up generator at the Emergency Services well complex. The total cost of the project is \$40,325.00.
- Guardian Service Agreement and Addendum to Service Agreement with Guardian CSC of York for a water management program for the cooling tower and closed loop systems including test reagents and chemicals required to maintain system integrity and energy efficiency. The term of the Agreement is two (2) years effective April 1, 2020, at a cost of \$8,400.00 over the 2-year term of the agreement, payable quarterly.

Motion carried.

**Adams County Housing Authority:**

With recommendation from Stephanie McIlwee, Executive Director, Mr. Qually moved, seconded by Mr. Martin, to approve the re-appointment of Mr. William Gilmartin to the Adams County Housing Authority Board of Directors, effective through August 16, 2025.

Motion carried.

**Human Resources:**

With recommendation from Michele Miller, Director, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, to approve the Kantola Training Solutions License Agreement for digital harassment prevention training for County employees, for a term of 3 years, beginning June 12<sup>th</sup>, 2020. The license fee will be \$10 per user per year, for a total estimated budgeted cost of \$13,500.00. The County's Risk Management Grant will cover \$4,500.00 for this year and we will continue to apply for the Grant for the subsequent two (2) years.

Motion carried.

**Finance Department:**

With recommendation from Melissa Devlin, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Lease Agreement with Quality IT Solutions of York, for the lease of (8) Kyocera printer/copier machines for use by the Human Resource Department at HSB, Sheriff's Department at HSB, Domestic Relations Department and the Conservation District. The term of the Agreement is (60) months and the cost to the County over the term of the lease is \$13,958.40.

Motion carried.

**Commissioners:**

With recommendation from Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the PTO Donation Policy. This is a revision to existing policy, and once approved, will replace the existing policy governing PTO donation in the Adams County Employee Handbook.

Motion carried.

**Personnel Report:**

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

Courts:

- Note the employment of Jill Kramer, General Clerk in Probation Services, effective June 29, 2020
- Amend the separation of employment for Gobielle Francis, Administrative Assistant, from July 10, 2020 to July 30, 2020

Adams County Adult Correctional Complex:

Recommendation from Katy Hileman, Warden, to approve the following Corrections Officers:

- Rehire of Priscilla Spence, effective June 1, 2020

Separation of Employment with permission to post:

- Voluntary separation for Patsy DeHaas, Floater in the Treasurer's Office, effective August 30, 2019
- Kevin Dehoff, Part Time as-needed Telecommunicator, effective June 29, 2020
- Christopher Ferry, Lieutenant, effective June 3, 2020
- Rescind offer of employment for Gary Arter, Corrections Officer, effective June 8, 2020
- Travis Dillman, Corrections Officer, effective June 8, 2020
- Michael Stanton, Corrections Officer, effective June 28, 2020

Motion carried.

**Expenditures:**

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period June 1, 2020 through June 12, 2020:

General Fund Total	\$ 1,757,803.14
General Fund	\$ 809,201.82
Debt Service Payments	\$ 10,896.35
Payroll – Week #24	\$ 937,704.97
Children & Youth Services	\$ 140,746.72
Commissary Fund	\$ 1,503.87
Hotel Tax Fund	\$ 30,164.59
Act 13 Bridge Improvements	\$ 11,496.96
Parks, Recs & Green Space Program	\$ 47,000.00
Capital Projects - Reserve	\$ 143,142.08
911 Fund	\$ 9,615.47
Internal Service Fund	\$ 327,720.15

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.

**Recess:**

Board Chairman Phiel recessed the Commissioner’s Meeting at 9:15 a.m. this date to open and read the bids aloud for Bridge No. 5 Shorb Mill Road at the advertised time of 9:30 a.m.

**Meeting Reconvened:**

Board Chairman Phiel reconvened the Commissioner’s Meeting at 9:30 a.m. this date with the following in attendance: Commissioners Jim Martin and Marty Karsteter Qually; Solicitor Molly R. Mudd; John Phillips, Controller; Beth Cissel, Deputy Controller; Steve Nevada, County Manager; Melissa Devlin, Finance Director; William Cameron, Bridge Engineer; Marci Nease, JVI, Inc; Bob Urban, J.D. Eckman; Amber Zimmerman, Jay Fulkroad & Sons; Greg Winand, Lobar Associates; Sam Nelson, Kinsley Construction; Alex Hayes, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

**Bid Opening – Rehabilitation of Bridge No. 5:**

Board Chairman Phiel announced this is the date and time publicly advertised to open Bids received for the Rehabilitation of Bridge No. 5, T-329 (Shorb Mill Road) over Middle Creek, Adams County, Pennsylvania. The following bids were received and read aloud:

George S. Hann and Son Inc. 28329 Great Cove Road Fort Littleton, PA 17223	\$1,275,905.00 Bid Surety Included
Jay Fulkroad and Sons Inc. 2736 Free Spring Church Road McAlisterville, PA 17049	\$795,328.16 Bid Surety Included
JVI Group, Inc. 8210C Carlisle Pike York Springs, PA 17372	\$894,048.50 Bid Surety Included

Deblin, Inc. 4915 Gettysburg Road Mechanicsburg, PA 17055	\$1,129,015.53 Bid Surety Included
J.D. Eckman, Inc. 4781 Lower Valley Road Atglen, PA 19310	\$1,319,117.50 Bid Surety Included
Lobar Site Development 4 Barlo Circle Dillsburg, PA 17019	\$671,234.11 Bid Surety Included
Kinsley 1110 E. Princess Street York, PA 17403	\$1,078,074.50 Bid Surety Included

Board Chairman Phiel noted the bids will reviewed by the Solicitor's Office and William Cameron, County Bridge Engineer, and will be awarded on July 29, 2020.

**Adjournment:**

Mr. Qually moved, seconded by Mr. Martin, to adjourn the Commissioner's Meeting at 9:42 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk