

## WEDNESDAY, MAY 6, 2020

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:03 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; Beth Cissel, Deputy Controller; Melissa Devlin, Finance Director; Adam McClain, Conservation District Manager; Sherri Clayton-Williams, Planning Director; Ellen Dayhoff, Resource Manager; Rebecca Moreland, Grants Coordinator; Alex Hayes, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

Board Chairman Phiel announced that today is “National Nurses Appreciation Day”. He thanked all the nurses and emergency responders for their dedication.

### Minutes:

Mr. Martin moved, seconded by Mr. Qually to approve the Minutes of the April 22, 2020 Commissioners’ Meeting as presented.

Motion carried.

**NOTE: The April 29, 2020 Commissioner’s Meeting was cancelled.**

**NOTE: The next public Commissioner’s Meeting is scheduled for May 20, 2020.**

### Proclamation:

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim May 3-9, 2020 as **“CORRECTIONS EMPLOYEE WEEK”** in Adams County. Commissioner Martin commended the staff at the Adams County Adult Correctional Facility for their dedication during this difficult time.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin to adopt and proclaim May 3-9- 2020 as **“CONSERVATION DISTRICT WEEK”** in Adams County.

Motion carried.

Adam McClain, via conference call, highlighted the work that the District has done and will continue to do for the county residents. They are working diligently to meet all state and federal requirements. They continue to correspond with the Commonwealth in support of funding for the Conservation District. He appreciates all the support and guidance that the County provides.

Commissioner Martin commended the staff of the Conservation District for their efforts in protecting our water quality for our residents. Commissioner Phiel thanked the staff for their dedicated work.

- Mr. Martin moved, seconded by Mr. Qually, to adopt and proclaim May 2020 as **“MOTORCYCLE SAFETY AWARENESS MONTH”** in Adams County.

Motion carried.

### Public Comment:

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

### Courts:

With recommendation from Don Fennimore, Court Administrator, and with concurrence from the Board of Commissioners, Mr. Qually moved, seconded by Mr. Martin, to approve the following 2021 Holidays:

New Year's Day	January 1, 2021
Martin Luther King Jr., Day	January 18, 2021
President's Day	February 15, 2021
Good Friday	April 2, 2021
Memorial Day Holiday	May 31, 2021
Independence Day (Observed)	July 5, 2021
Labor Day	September 6, 2021
Columbus Day	October 11, 2021
Veterans' Day	November 11, 2021
Thanksgiving Day	November 25, 2021
Thanksgiving Day Holiday	November 26, 2021
Christmas Day (Observed)	December 24, 2021
Christmas Day Holiday	December 27, 2021
New Year's Day (Observed)	December 31, 2021

Motion carried.

**Controller's Department:**

With recommendation from Beth Cissel, Deputy Controller, Mr. Martin moved, seconded by Mr. Qually, to approve and sign an Engagement Letter with Municipal Finance Partners, Inc., 830 Sir Thomas Court, Suite 150, Harrisburg, PA for their services to prepare the annual actuarial valuations and disclosures for the Post-Employment Benefits Plan as required under GASB 74 & 75. This will be at a cost to the County of \$9,000.00.

Motion carried.

**Ag Land Preservation:**

With recommendation from Ellen Dayhoff, Rural Resource Manager, Mr. Qually moved, seconded by Mr. Martin, to approve the offer letters for the purchase of the conservation easements and to authorize Chairman Randy L. Phiel to sign the Agreement of Sales on behalf of the Board of Commissioners for the following farms (farms are all within a cluster of adjoining farms):

- Ricky & Terry Rex Farm, Menallen Township – 48.34 acres, \$2,358.00/acre
- MacBeth Family Farm, Menallen Township – 29.93 acres, \$2,340.00/acre
- Lobaugh Farm, Huntington Township – 27.5 acres, \$2,371.50/acre
- Fletcher Farm, Reading Township – 56.838 acres, \$2,547.00/acre

Motion carried.

**Children & Youth Services:**

With recommendation from Sarah Finkey, Administrator, Mr. Martin moved, seconded by Mr. Qually, to approve and sign the following:

- After review by Solicitor Molly Mudd, that the Board of Commissioners approve the Child Accounting and Profile System (CAPS) Application Service Provider Agreement with Avanco International, Inc. of Clifton, Virginia, for the maintenance and management of the state-wide child welfare data system. The term of the Agreement is 12 months, effective July 1<sup>st</sup>, 2020, at a cost to the County of \$32,843.04.
- 2020-2021 Purchase of Service Agreement with Bilingual Conexion, LLC for In-Home Services effective May 6, 2020 through June 30, 2021.

Motion carried.

**Planning Department:**

With recommendation from Rebecca Moreland, Grants Coordinator, and after review by the Solicitor's office, to approve the following:

- Mr. Qually moved, seconded by Mr. Martin, to adopt the revised Section 3 Action Plan, Minority/Women Owned Business Enterprise Plan and Citizen Participation Plan, as amended, on behalf of Adams County, Gettysburg Borough and Littlestown Borough for the Community Development Block Grant, Emergency Solutions Grant and HOME Programs.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve a 3-Year Project Activity Completion Extension Request for 2017 CDBG Grant C000069657 for the HART Center; New Hope Ministries; Littlestown Borough Curb Ramps; Gettysburg Borough Curb Ramps, Possum Valley Municipal Authority and Adams County Arts Council.

Motion carried.

### **Elections and Voter Registration:**

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

- Purchase Order 4400015968 from Quadient/Neopost USA Inc. of Milford, CT and a COSTARS Participation Addendum, for the purchase of a Power Letter Opener to assist in the processing of absentee ballot applications in preparation for the Primary and General Elections, at a cost of \$6,329.00.
- AAR Plastic & Glass Plexiglass Shield Contract, for the purchase of a 110 Plexiglass Shields to insulate and protect staff and citizens from exposure to disease during the Primary and General Elections. The cost is \$99.50 per unit, and the total cost to the County is \$10,945.00.
- Agreement with William Penn Printing Company of Pittsburgh for the testing and calibration of the County's voting machines, in preparation for the Primary Election on June 2<sup>nd</sup>. The cost to the County is \$3,000.00.

Motion carried.

With recommendation by Director Angie Crouse, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, to approve the change of polling places for the June 2, 2020 General Primary Election and the November 3, 2020 General Election for the following:

- Oxford Township #2 – from the Brethren Home to the Irishtown Fire Department, 934 Irishtown Road, New Oxford, PA
- Straban Township #1 – from the Lutheran Home to the Department of Emergency Services, 230 Greenmyer Lane, Gettysburg, PA

Motion carried.

Commissioner Phiel thanked the Irishtown Fire Department for allowing us to utilize their facility for the upcoming elections. He also noted, even though most of our polling places are staying the same, we do have the option to consolidate if needed. Currently that is not on the table for us.

### **Building and Maintenance:**

With recommendation from Director Larry Steinour, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Adams County Courthouse Chiller Replacement Project with McClure Company of Harrisburg, and COSTARS Participation Addendum, CO-STARs # 008-376. This project includes a Carrier 30HXC Chiller replacement of the existing chiller for the Courthouse. The total cost of the chiller replacement project is \$246,442.00. The replacement requires the temporary installation of a rental chiller. The cost per month of the rental chiller used

to cool the Courthouse before and during the installation of the replacement chiller unit is \$14,613.00 per month.

Motion carried.

**Commissioners:**

With recommendation from Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the following:

- Approve the amendment to the Adams County Policy Regarding Workplace COVID-19 Safety Measures that was approved at a public meeting on April 22, 2020 with an effective date of April 20, 2020. The Amendment to the policy, which goes into effect on May 4, 2020, changes the temperature taking protocol at the Human Services Building (HSB) on days that the HSB is open to the public.
- Approve and adopt the Children in the Workplace Policy, to be included in the Employee Handbook, effective May 6, 2021.

Motion carried.

**Personnel Report:**

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

District Attorney:

Recommendation from District Attorney Brian Sinnett to approve the following:

- Rescind the paid internship offer to Madeline Hubbard, effective May 26, 2020
- End of paid internship for Georgia Wetzell, effective March 10, 2020
- End of unpaid internship for Sara Duryea, effective April 20, 2020

Separation of Employment with permission to post:

- Rescind employment offer to Markie Rogers, Corrections Officer, effective May 4, 2020
- Rescind employment offer to Matthew Whitney, Corrections Officer, effective May 4, 2020
- Kody Fuller, MAT Treatment Specialist, effective April 28, 2020
- Emily McGinn, IT Paid Internship, effective April 17, 2020

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period April 20, 2020 through May 1, 2020:

General Fund Total	\$ 1,709,070.98
General Fund	\$ 746,587.90
PCard Payment	\$ 9,500.07
Debt Service Payments	\$ 10,896.35
Payroll – Week #18	\$ 942,086.66
Children & Youth Services	\$ 201,907.12
HazMat Fund	\$ 16.14
Commissary Fund	\$ 11,356.23
Records Management	\$ 3,155.00
Hotel Tax Fund	\$ 663.98
Human Services	\$ 3,301.43
Capital Projects - Reserve	\$ 2,600.00
911 Fund	\$ 55,494.76
Internal Service Fund	\$ 11,579.50

Motion carried.

Commissioner Qually noted the low number for the pillow tax revenue. The crisis we are seeing that is going on throughout our country is now showing up in our community. Ms. Devlin noted a possible decrease in revenues due to the COVID crisis. Mr. Phillips noted that some of our tax payments come from escrow accounts. When they cannot make their payments, we will see a reduction in future revenues.

**Other Business:**

**Commissioner Martin:**

Commissioner Martin announced Thursday, May 7 is “National Day of Prayer” and asked the community to participate in prayer.

**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 9:52 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman  
Chief Clerk