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 via conference call: Commissioners James Martin and Marty Karsteter Qually; Solicitor Molly R. Mudd; Steve Nevada, County Manager; John Phillips, Controller; Michele Miller, HR Director; Sarah Finkey, ACCYS Administrator; Melissa Devlin, Finance Director; Sara Brensinger, Purchasing Coordinator; Phil Swope, Staff Accountant; Todd Garrett, Budget Analyst; Ron Hankey, Chairman of Community Evaluation Team; Sherri Clayton Williams, Planning Director; Rebecca Moreland, Grants Coordinator; Harlan Lawson, Economic Development Planner; Laura Neiderer, Planning Department; Todd Spangler, Gettysburg Connections; Ed Franchi, Keystone Health Center; Carl Athey; Alex Hayes, Gettysburg Times, and Paula V. Neiman, Chief Clerk.

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the September 30, 2020 Commissioner’s Meeting as presented.  

Motion carried.

**Public Comment:**

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

**Recess Meeting:**

Chairman Phiel recessed the Commissioner’s public meeting at 9:03 a.m. this date to conduct a Public Hearing for the 2020 Community Development Block Grant Entitlement Program Application.

**2020 Community Development Block Grant (CDBG) Public Hearing:**

Chairman Phiel called the Public Hearing to order at 9:04 a.m. this date and announced this is the date and time publicly advertised to hold a public hearing to receive public comment/questions on the proposed 2020 Community Development Block Grant Entitlement Program Budget. At this time, he turned the public hearing over to Ms. Rebecca Moreland, Grants Coordinator.

Ms. Moreland noted roll call was taken and the following were in attendance: Commissioners James Martin and Marty Karsteter Qually; Solicitor Molly R. Mudd; Steve Nevada, County Manager; John Phillips, Controller; Michele Miller, HR Director; Sarah Finkey, ACCYS Administrator; Melissa Devlin, Finance Director; Sara Brensinger, Purchasing Coordinator; Phil Swope, Staff Accountant; Todd Garrett, Budget Analyst; Ron Hankey, Chairman of Community Evaluation Team; Sherri Clayton Williams, Planning Director; Rebecca Moreland, Grants Coordinator; Harlan Lawson, Economic Development Planner; Laura Neiderer, Planning Department; Todd Spangler, Gettysburg Connections; Ed Franchi, Keystone Health Center; Carl Athey; Alex Hayes, Gettysburg Times, and Paula V. Neiman, Chief Clerk.

Ms. Moreland announced that the notice was published in the Gettysburg Times on September 26th asking for written comment. The record shall show there was no written comments received to date. Adams County was notified that the 2020 CDBG allocations are as follows: Adams County - $327,612.00, on behalf of Gettysburg Borough - $130,289.00 and on behalf of Littlestown Borough - $96,719.00. One application will be submitted to the PA Department of Community & Economic Development (DCED) for the three entities. It is anticipated that 100% of the approved grant funds will benefit low to moderate income persons and that none of the proposed activities will result in temporary or permanent displacement of any households. There was a total of seven (7) proposals received, of which two (2) have withdrawn due to eligibility requirements. The deadline for submission of the application to DCED is October 28, 2020.
Following is the proposed budget for the 2020 CDBG Entitlement Program:

- **Adams County** – Keystone Health Vehicle & Telehealth Equipment for Migrant Farmworker Health Services = $40,296.00; Keystone Health Acquisition of New Adams County Farmworker Clinic = $228,346.00; Administration = $58,970.00
- **On behalf of Gettysburg Borough** – South Street Streetscape Improvements = $123,775.00; Administration = $6,514.00
- **On behalf of Littlestown Borough** – ADA Compliant Curb Ramps = $93,818.00; Administration = $2,901.00

At this time Chairman Phiel asked if there were any questions from the Board Members – there was none received. He then asked if there was any public comment to be received. The record shall show there was no public comment received via telecommunication.

Chairman Phiel closed the Public Hearing at 9:10 a.m. this date.

**Meeting Reconvened:**

Chairman Phiel reconvened the Commissioner’s meeting at 9:11 a.m. this date.

**Planning:**

With recommendation from Rebecca Moreland, Grants Coordinator, the following was approved:

- Mr. Qually moved, seconded by Mr. Martin to authorize Chairman Randy L. Phiel to sign, on behalf of the Board of Commissioners, the 2020 CDBG, ESG and HOME Language Access Plan for Adams County, Gettysburg Borough and Littlestown Borough.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually to approve, and sign the 2020 Community Development Block Grant Entitlement Program Budget as follows and to adopt Resolution No. 14 of 2020 authorizing the submission to the PA Department of Community & Economic Development.
  - **Adams County** – Keystone Health Vehicle & Telehealth Equipment for Migrant Farmworker Health Services = $40,296.00; Keystone Health Acquisition of New Adams County Farmworker Clinic = $228,346.00; Administration = $58,970.00
  - **On behalf of Gettysburg Borough** – South Street Streetscape Improvements = $123,775.00; Administration = $6,514.00
  - **On behalf of Littlestown Borough** – ADA Compliant Curb Ramps = $93,818.00; Administration = $2,901.00

**RESOLUTION NO. 14 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 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 Program; and

WHEREAS, the Pennsylvania Department of Community and Economic Development has notified the County that its 2020 CDBG allocation is $327,612; 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 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 Program funds in the amount of $130,289 on behalf of the Borough of Gettysburg, and in the amount of $96,719 on behalf of the Borough of Littlestown; and

WHEREAS, the Adams County Board of Commissioners have undertaken a considerable community participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Needs Assessment; and

WHEREAS, the Adams County Board of Commissioners are familiar with the requirements of the program as included in the Statement of Assurances; and

WHEREAS, the County has designated the Adams County Office of Planning and Development as its administrating agency for its CDBG Program.

WHEREAS, the Adams County Board of Commissioners wishes to apply for said funds.

NOW, THEREFORE, BE IT RESOLVED by the Adams County Board of Commissioners that its Chairperson is authorized to have prepared the necessary forms and documents to submit an application to the Department of Community and Economic Development for Community Development Block Grant funds for the purposes aforesaid, including a budget reflecting the amounts and activities that were included in the public notice published by the County in The Gettysburg Times on September 26, 2020; and

BE IT FURTHER RESOLVED, if CDBG funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, Adams County Board of Commissioners agrees to repay the proportion deemed ineligible from non-federal sources.

BE IT FURTHER RESOLVED that the Community Needs Assessment developed in coordination with low and moderate income individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

BE IT FURTHER RESOLVED that the Chairperson of the Adams County Board of Commissioners is empowered to place his signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the Unit of Local Government.

THIS RESOLUTION WAS ADOPTED on the 7th day of October 2020, at a duly advertised and convened public session.

ATTEST: 

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

ADAMS COUNTY COMMISSIONERS

By: /s/ Randy L. Phiel, Chairman

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

By: /s/ Marty Karsteter Qually, Commissioner

Motion carried.

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 the following:

- 2020-2021 Purchase of Service Agreement with Pennsylvania Comprehensive Behavior Health and Children’s Home of York

• Adoption Assistance Agreement with L.M & L.C. on behalf of D.T. with a monthly subsidy amount of $900.00

Motion carried.

**Department of Emergency Services:**

With recommendation from Director Warren Bladen, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners execute the Quote and the Amendment to the Haines Master Subscription Agreement with Haines of Sandy, Vermont. These Agreements allow the Department of Emergency Services to use an on-line street directory that 911 operators can leverage to verify names and addresses. The term of the agreement is for one (1) year at a cost of $995.00.

Motion carried.

**Building and Maintenance**

With recommendation from Director Larry Steinour, and after review by Solicitor Molly Mudd, Mr. Qually moved, seconded by Mr. Qually, that the Board of Commissioners sign and execute the following Addendum and Quote/Proposals from the Overhead Door Co. of Harrisburg-York, located in Lewisberry:

• Quote #143779 for general service and preventive maintenance on four (4) sectional doors and operators at the DES building, at a cost to the County of $479.00
• Quote #143850 for general service to and preventive maintenance on one (1) overhead rolling door and operator at the Coroner’s office in the prison complex, at a cost to the County of $285.00
• Quote #143881 for labor and materials to install and wire Retro-Reflective Photo Eyes, Replace Jamb Vinyl Molding Weatherseal at the HSB Building, at a cost to the County of $1,287.93.

Motion carried.

**Fund for Adams Investment & Recovery (FAIR):**

At this time Chairman Phiel recognized Sherri Clayton-Williams, Director of Planning and Ron Hankey, Chairman of the Community Evaluation Team. Ms. Clayton-Williams noted the Evaluation Team is still reviewing the Round 1 Applications and will be meeting next week and should have additional recommendations for the next Commissioner’s meeting.

Mr. Hankey noted after the awards today there will be approximately $7.7 million left for disbursement and anticipates more applications to be received as we move forward. He noted the cap of $100,000.00 could be revisited at a later time during the review process. At this time, he announced the following applicants and the award amounts and asked for the Board’s approval:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Grant Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confederate Trails of Gettysburg, Inc.</td>
<td>$ 40,306.00</td>
</tr>
<tr>
<td>Gettysburg Performance Gym, LLC</td>
<td>$ 11,623.91</td>
</tr>
<tr>
<td>Grimster-Magoo, Inc.</td>
<td>$ 91,995.72</td>
</tr>
<tr>
<td>Hemhersh Corporation</td>
<td>$ 25,000.00</td>
</tr>
<tr>
<td>Bear Mountain Orchards, Inc.</td>
<td>$ 29,442.94</td>
</tr>
<tr>
<td>Wolf’s Bus Lines</td>
<td>$ 100,000.00</td>
</tr>
<tr>
<td>Taverna, Inc.</td>
<td>$ 65,348.79</td>
</tr>
<tr>
<td>East Berlin Area Community Center</td>
<td>$ 32,734.96</td>
</tr>
</tbody>
</table>

**TOTAL** $396,452.32
With recommendation from Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually to approve the Sub-Recipient Agreements with the above listed Applicants and to award the CARES grant monies to the Applicants as stated above.

Motion carried.

Commissioners:

Recommendation from Solicitor Molly R. Mudd that the Board of Commissioners approve and sign the following:

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign the Lease Agreement with the Adams County Conservation District for the lease of office space for Adams County Offices located in the Adams County Agricultural and Natural Resources Center (“the Ag Center”). The term of the Lease is three (3) years beginning October 1, 2020 at a rate of $16,215.83/month.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve and sign the September 24, 2020 Proposal for Professional Services with C.S. Davidson, Inc. for services including structural analysis and steel yield strength testing of the steel joists and/or girders of the existing roof structure at the Human Services Building, the development of a plan to reinforce the existing joists and girders including a phasing plan to minimize operational disruptions to HSB staff and courtrooms, and to provide architectural design services to develop the roofing and flashing details, specifications and phasing plan for the re-roofing of the building and installation of the roof-mount solar array. The cost of the proposal is $25,000.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to authorize the advertisement to receive sealed bids, via PennBID’s online bid management platform, for the Adams County Courthouse Roof Coping Installation Project located at 117 Baltimore Street, Gettysburg, PA until October 28, 2020 at 4:00 p.m. eastern standard time.

Motion carried.

Personnel Report:

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

Register & Recorder:

Note the employment of Cindy Molloy, Part Time as Needed Clerk Floater, effective September 28, 2020 through December 31, 2020.

Elections/Voter Registration:

Ratify the employment of Nadia Chilcoat, Part Time as Needed Clerk Floater, effective September 21, 2020 through November 6, 2020.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the employment of the following pending successful background and reference checks:

- Corrections Officers Destiny Barreto, Jason Smith and Shianne Teal, effective October 5, 2020
- Heather Diehl, Lieutenant, effective October 19, 2020
- Alexis Hufnagel, Records Specialist, effective October 19, 2020

Separation of Employment with permission to post:
• Rescind the offer of employment for Jason Smith, Corrections Officer, effective October 5, 2020

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period September 21, 2020 through October 2, 2020:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Total</td>
<td>$1,645,521.15</td>
</tr>
<tr>
<td>General Fund</td>
<td>$668,383.40</td>
</tr>
<tr>
<td>PCard Payment</td>
<td>$17,574.39</td>
</tr>
<tr>
<td>Debt Service Payments</td>
<td>$10,896.35</td>
</tr>
<tr>
<td>Payroll – Week #40</td>
<td>$948,667.01</td>
</tr>
<tr>
<td>Children &amp; Youth Services</td>
<td>$202,578.65</td>
</tr>
<tr>
<td>Liquid Fuels</td>
<td>$4,070.37</td>
</tr>
<tr>
<td>HazMat Fund</td>
<td>$15.36</td>
</tr>
<tr>
<td>Commissary Fund</td>
<td>$5,477.14</td>
</tr>
<tr>
<td>Records Management</td>
<td>$3,155.00</td>
</tr>
<tr>
<td>Hotel Tax Fund</td>
<td>$767.61</td>
</tr>
<tr>
<td>Act 13 Bridge Improvements</td>
<td>$2,222.68</td>
</tr>
<tr>
<td>Parks, Recs &amp; Green Space Program</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Capital Projects - Reserve</td>
<td>$90,489.86</td>
</tr>
<tr>
<td>911 Fund</td>
<td>$271,513.76</td>
</tr>
<tr>
<td>Internal Service Fund</td>
<td>$218,522.27</td>
</tr>
</tbody>
</table>

Motion carried.

Other Business:

Election and Voter Registration:

Sitting as the Board of Elections and with recommendation from Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, to approve the temporary change of Gettysburg #2 precinct from the Gettysburg College Union Building to the Gettysburg Fire Department, 35 North Stratton Street, Gettysburg. This change is due to COVID-19 which impacts the use of the Gettysburg College Union Building.

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 9:37 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman
Chief Clerk