

WEDNESDAY, FEBRUARY 8, 2022:

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:03 a.m. at the Adams County Courthouse, Historic Courtroom and via conference call with Chairman Randy L. Phiel presiding. Others in attendance: Commissioner James E. Martin; Steve Nevada, County Administrator; Solicitor Molly R. Mudd; John Phillips, Controller; Beth Cissel, Deputy Controller; Judge Michael George; Judge Thomas Campbell; Judge Christina Simpson; Don Fennimore, Court Administrator; Court Staff; Michele Miller, HR Director; Candi Clark, Court HR Generalist; Todd Garrett, Budget Analyst II; Angie Crouse, Elections Director; Norma Carbaugh, Elections Assistant Director; Sherri Clayton-Williams, Planning Director; Phil Walter, CIO (Phone); Tammi Myers (Phone); Lincoln Fellowship Board Members; Eric Wadel, Advisor of FBLA and Jacob Dickerson, Treasurer of FBLA; News Reporter Vanessa Pellechio Sanders, *Gettysburg Times* and Judi Seniura, *Gettysburg Connections* and Deputy Chief Clerk Lisa A. Moreno-Woodward.

Minutes:

Mr. Martin moved, seconded by Mr. Phiel, to approve the Minutes of the January 25, 2023 Commissioner's Meeting as presented.

Motion carried.

Presentation:

At this time Board Chairman Phiel recognized Wendy Allen, President of the Lincoln Fellowship, who gave a brief overview of the upcoming events of the Fellowship. A Certificate of Recognition was presented to the Lincoln Fellowship of Pennsylvania Board Members for their 85th Anniversary Celebration.

Proclamations:

Approve and adopt the following:

- Mr. Martin moved, seconded by Mr. Phiel, to adopt and proclaim February 5 – 11, 2023 as **"Gettysburg Area High School Future Business Leaders of America (FBLA)"** week in Adams County. This proclamation was presented to Eric Wadel, Advisor and Jacob Dickerson, Treasurer of the FBLA.

Motion carried.

- Mr. Martin moved, seconded by Mr. Phiel, to adopt and proclaim February 4 - 11, 2023 as **"Court Reporting and Captioning Week"** in Adams County. This proclamation was presented to Corrie Ondrizek, Adams County Court Reporter.

Motion carried.

Public Comment:

No Public Comments were addressed to the Board at this time.

Register and Recorder:

With recommendation from Register and Recorder Karen Heflin, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Contract for Image Clicks for Auto Redaction with Cott Systems, Inc., an Ohio company. This contract provides for an additional 290,000 auto-redaction clicks of social security numbers from recorded documents. The quote is effective January 13, 2023. Total cost to the County is \$9,860.

Motion carried.

Elections and Voter Registration:

- With recommendation by Director Angie Crouse, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board ratify the signature of Chairman Randy L. Phiel on the Sale and Purchase Agreement and Supplemental Service Agreement with Runbeck Election Services, Inc. The Sales Agreement provides for the purchase of an Agilis Falcon, a ballot sorting machine, at a cost of \$205,000, including setup and training. The Service Agreement provides for an extended warranty and maintenance on the machine and software at a yearly cost of \$30,000, beginning in Year 2. These Agreements are effective February 8th, 2023 and expire February 7th, 2028.

Motion carried.

- With recommendation by Director Angie Crouse, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, to approve and sign the Addendum To Agreement with Election Systems & Software, LLC ("ES&S") to the Master Sales Order Agreement dated April 4th, 2019. This Addendum provides for the purchase of a DS200 Poll Place Scanner/Tabulator and ExpressVote voting machine for use in Conewago Township. Total cost of both machines and installation is \$12,975. This Addendum is effective February 8th, 2022.

Motion carried.

Building and Maintenance:

With recommendation by Director Larry Steinour, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the following:

- Maintenance Services Agreement with NRG Building Services, Inc., of Harrisburg, PA. This service agreement provides for the maintenance of the Schneider Electric DDC Control system that controls the heating, ventilation and air conditioning equipment in the Adams County Courthouse, Prison, Human Services Building, and Department of Emergency Services. The term of the Agreement is three years, commencing on January 1, 2023 and terminating on December 31, 2025. Total cost to the County is \$90,050, with \$28,850 to be paid in Year 1 of the Agreement, \$30,000 to be paid in Year 2, and \$31,200 to be paid in Year 3.
- Approve the quote for analytical services from Laboratory, Analytical, & Biological Services, Inc. (LABS), of New Oxford, PA. LABS will perform water testing for the Adams County Adult Correctional Complex and Emergency Services building in accordance with Pennsylvania Department of Environmental Protection and US Environmental Protection Agency protocol. It is further recommended that the Board sign the Terms and Conditions between the County and LABS. The term of the Agreement is one year, commencing on January 1, 2023 and terminating December 31, 2023. Total cost to the County is \$1,630.

Motion carried.

IT Department:

Recommendation by CIO Phil Walter, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Ratify the signature of Chairman Randy L. Phiel on the January 24th, 2023 Statement of Work and the January 31st, 2023 Statement of Work, from Sylint LLC of Sarasota, FL for IT technical support services including dedicated hardware and software, not to exceed \$15,000.

- Designate Chairman Randy L. Phiel to sign the Quote from Tenable, a Maryland company, for Nessus Professional Software. Nessus is a security scan tool that can provide detailed vulnerability scans and assessments on the network environment, detecting a wide range of vulnerabilities, configuration issues, and malware in physical or virtual environments. The term of the license is one year, commencing on March 12, 2023 and terminating on March 11, 2024. Total cost to the County is \$3,190.
- Ratify the signature and approval by Chairman Randy L. Phiel of the Statement of Work #20230125010 with Global Data Consultants, Inc. (GDC), of Chambersburg, PA. This SOW is a short-term agreement to provide the IT department with two hourly resources from GDC to expedite the rollout of Multi-Factor Authentication to all County Departments. It is further recommended that the Board sign the Addendum to the Information Technology Services Agreement with GDC, originally approved by the Board on April 19, 2021. The GDC resources began work on Monday, February 6th and it is estimated that their services will be needed for one month. The County will be charged an hourly rate of \$65 for each resource, which includes all onsite travel costs. The estimated total cost to the County for these services is \$20,000.
- Approve the Business Associate Agreement (BAA) with Eckert Seamans Cherin & Mellott, LLC (The Business Associate) effective February 3, 2023, whereby the Business Associate agrees to abide by the Security Standards for the Protection of Electronic Health Information at 45 C.F.R. Subpart C, in the same manner such provisions apply to the County (The Covered Entity).

Motion carried.

Department of Emergency Services:

With recommendation by County Manager Steve Nevada, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners appoint Warren Bladen, Director of the Department of Emergency Services, to the Executive Board of the South Central Inter-County Phone Network (SCIPNet) and Richard Esenwine, Deputy Director of the Department of Emergency Services, to the Telephone Systems Administration Sub-Committee of SCIPNet. Upon appointment, written notification of such shall be provided to the SCIPNet Communications Council, in accordance with Resolution No. 13 of 2022.

Motion carried.

Adams County Industrial Development Authority:

With recommendation from Robin Fitzpatrick, President, Mr. Martin moved, seconded by Mr. Phiel, to re-appoint Mike Showers to the Adams County Industrial Development Authority Board for a five-year term, effective January 2023 to December 31, 2027.

Motion carried.

Human Resources:

With recommendation from Director Michele Miller, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Adams County Compensation Plan for Children & Youth Services employees effective January 2, 2023, for submission to the Pennsylvania Department of Human Services, in conformance with the equitable compensation principles of the Federal Merit Hire System codified at 5 C.F.R. Section 900.601-900.605 and Title II of the Federal Office of Personnel Management regulations and Title II of the Intergovernmental Personnel Act of 1970, as amended, relating to federally required merit personnel systems in State and Local Agencies. The County Compensation Plan is submitted

yearly pursuant to DHS' Policy and Fiscal Regulations for Merit Systems in County Children & Youth Agencies.

- Professional Services Agreement with Psychologist Louis Laguna, of Annville, PA. Dr. Laguna will conduct pre-employment psychological evaluations for the Sheriff's department and Fitness for Duty evaluations for Human Resources. The term of the Agreement is two years, commencing on February 8th, 2023 and terminating February 7th, 2025. The County will be charged \$425 per pre-employment evaluation and an hourly rate of \$250 for Fitness for Duty evaluations.

Motion carried.

Tax Services:

With recommendation from Chief Assessor Susan Miller, Mr. Martin moved, seconded by Mr. Phiel, to approve the following:

Personal Tax Exemption Requests:

The following individuals have met the County guidelines:

- Helen M. Shaffer, Straban Townshp
- Margaret Starner, New Oxford Borough

Disabled Veterans Real Property Tax Exemptions:

- Parcel #13E15-0009---000, home on 6.99 acres, located in Freedom Township, effective with the 2023 County/Municipal Taxes. Note that 3.50 acres of this parcel is being occupied by a third party and does not qualify for exemption
- Parcel #30106-0001---000, home on .47 acres, located in Mt. Joy Township, effective with the 2023 County/Municipal Taxes
- Parcel #08K14-0073---000 to remain exempt due to the widow of a veteran meeting the necessary qualifications
- Parcel #41J17-0079---000 to remain exempt due to the widow of a veteran meeting the necessary qualifications

Motion carried.

District Attorney:

With recommendation by District Attorney Brian Sinnett, and after review by Solicitor Molly Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the quote from MidPoint Technology Group (MTG), a Maryland company, for installation of a Video Intercom at the DA's Office, Room 301, in the Adams County Courthouse. This will allow the DA's staff to visually screen visitors to the office and release the door lock from their computer. It is further recommended that the Board sign the Terms and Conditions with MTG. The quote is effective February 8th, 2023. Total cost to the County is \$1,371.52.

Motion carried.

Personnel Report:

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

Court:

- **Domestic Relations:** Promotion of Shauna Brown from Case Management Officer to Quality Assurance Officer, effective January 30, 2023.
- **Probation Services:** Separation of employment for Susan Landauer, General Clerk, effective February 17, 2023. Note that Ms. Landauer will be transferring to the Conservation District.

Sheriff:

Note the employment of Debra Boring, Office Assistant, effective February 2, 2023.

Planning:

Note the revised Leave of Absence for Laura Neiderer, Comp Planner-Transportation, returning February 16, 2023.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Corrections Officers, pending successful completion of background screenings: Hunter Welk, Christina Hall, Mason Van Gilder, effective February 6, 2023
- Transfer of Maria Mejia-Soriano from Corrections Officer to Prison Records Specialist-Court Liaison, effective January 30, 2023

Separation of Employment with permission to post:

- Colleen Umbenhour, PTAN Floater, Treasurer’s Department, effective November 10, 2022. Treasurer not requesting to post this position at this time.
- Rescind the Offer of Employment of Ashley Hockman, Corrections Officer, effective January 23, 2023.
- Jeremy Freeman, Corrections Officer, effective February 6, 2023.
- Joseph Hallinan, Watershed Specialist, effective February 17, 2023

Motion carried.

Expenditures:

Mr. Martin moved, seconded by Mr. Phiel, to approve the following expenditures for the period January 21, 2023 through February 3, 2023:

General Fund Total	\$ 1,582,897.20	
General Fund	\$ 494,882.69	
PCard Payment	\$ 8,676.13	
Payroll – Week #5	\$ 1,079,338.38	
CYS		\$ 195,948.47
Commissary Fund		\$ 49,545.19
American Rescue Plan Act 2021		\$ 5,000.00
Capital Project - Reserve		\$ 25,736.63
911 Fund		\$ 91,595.68
Internal Service Fund		\$ 143,240.97

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. Martin moved, seconded by Mr. Phiel, to adjourn the Commissioner’s Meeting at 9:59 a.m. this date.

Motion carried.

Respectfully submitted,

Lisa A. Moreno-Woodward
Deputy Chief Clerk