

**WEDNESDAY, MARCH 22, 2023:**

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:00 a.m. at the Adams County Courthouse, Historic Courtroom and via conference call with Chairman Randy L. Phiel presiding. Others in attendance: Commissioners James E. Martin and Marty Karsteter Qually; Steve Nevada, County Administrator; Solicitor Molly R. Mudd; John Phillips, Controller; Beth Cissel, Deputy Controller; Don Fennimore, Court Administrator; Michele Miller, HR Director; Candi Clark, Court HR Generalist; Phil Swope, Assistant Director of Purchasing & Budgets; Todd Garrett, Budget Analyst II; Sherri Clayton-Williams, Planning Director; Harlan Lawson, Economic Development Specialist; Deanna Duvall, Grants Coordinator; Daryl Crum, Tax Services Director; Phil Walter, CIO (phone); Amy Kauffman, GMS; Tammy Myers (Phone); News Reporter Vanessa Pellechio Sanders, *Gettysburg Times* and Judi Seniura, *Gettysburg Connections* and Chief Clerk Paula V. Neiman.

**Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the Minutes of the March 8, 2023 Commissioner's Meeting as presented.

Motion carried.

**Presentation:**

At this time Chairman Phiel recognized Douglas Miller of the Optimist Club. Mr. Miller presented the "**Optimist Club – Respect for Law Award**" to Detective Eric Beyer.

**Proclamations:**

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim "**Timothy H. Smith as the Adams County Official Historian, Adams County Historical Society**". This proclamation was presented to Mr. Smith by the Adams County Commissioners and Andrew Dalton, Executive Director of the Adams County Historical Society.

# Office of the Adams County Commissioners

117 Baltimore Street, Gettysburg, PA 17325

Randy L. Phiel, Chairman; James E. Martin, Vice Chairman; Marty Karsteter Qually

## PROCLAMATION

### TIMOTHY H. SMITH "OFFICIAL COUNTY HISTORIAN"

MARCH 22, 2023

**WHEREAS**, Timothy H. Smith has served in various roles as Volunteer, Research Assistant, Collections Manager, Historian, and Director of Education at the Adams County Historical Society for over thirty years; and

**WHEREAS**, Timothy H. Smith, originally from Baltimore, Maryland, has been a student of Gettysburg and Adams County's history for most of his life since moving to Gettysburg in 1989 and becoming a Licensed Battlefield Guide; and

**WHEREAS**, Timothy H. Smith continues to serve the Adams County Historical Society with devotion, freely offering his deep understanding of Adams County's history to the Society's members and visitors; and

**WHEREAS**, Timothy H. Smith led efforts to research, write, and develop exhibits for the Adams County Historical Society's new museum, *Beyond the Battle*, which features remarkable stories and artifacts displayed to excite and educate the public; and

**WHEREAS**, Timothy H. Smith's lifetime commitment to the study of Adams County history, which began under the teachings of the late Dr. Charles H. Glatfelter, former Official County Historian, has made him the foremost expert on Adams County history; and

**WHEREAS**, Timothy H. Smith has made immeasurable contributions to the work of future historians of Adams County through his historical writings, including over 10 books and articles and numerous research projects.

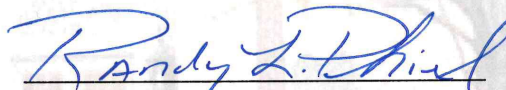
**NOW THEREFORE, BE IT RESOLVED**, We, the Commissioners of the County of Adams, in the Commonwealth of Pennsylvania, do hereby congratulate Timothy H. Smith on the occasion of the grand opening of the new Adams County Historical Society facility and his contributions that made this new home possible. We hereby appoint him **Official County Historian**, with all the rights, honors, privileges, and responsibilities hereunto pertaining.


**IN WITNESS THEREOF**, We have herewith set our hands and caused the Great Seal of the County of Adams to be affixed this 22<sup>nd</sup> day of March, 2023.

ATTEST:

  
Paula V. Neiman, Chief Clerk

ADAMS COUNTY COMMISSIONERS

  
Randy L. Phiel, Chairman

  
James E. Martin, Vice-Chairman

  
Marty Karsteter Qually, Commissioner



Motion carried.

#### Public Comment:

No Public Comment was brought before the Board at this time.

#### Court Administration:

With recommendation from Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the quotation from Thomson

Reuters, a Canadian company, for renewal of the County's Westlaw subscription. Westlaw is used for legal research by the Courts, Magistrate District Judges, Solicitor's Office, District Attorney's Office, and Domestic Relations. The term of the Agreement is one (1) year, commencing on June 1, 2023 and terminating on May 31, 2024. Total cost to the County is \$23,885.04.

Motion carried.

**Office of the Coroner:**

With recommendation from Coroner Patricia Felix, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to approve the invoice from Hopkins Software Solutions, of Commodore, PA, for renewal of the Coroner's H.A.N.D. Notify Access. This software provides notification of Hospice and nursing home deaths directly to the Coroner's office. It is further recommended that the Board sign the Addendum to the End User Licensing Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one (1) year, commencing on April 3, 2023 and terminating on April 2, 2024. Total cost to the County is \$350.00.
- Ratify the signature of Coroner Patricia Felix, dated September 26, 2022, on the Work Statement from the Pennsylvania Department of Health Prescription Drug Monitoring Program ("PDMP"). This Agreement provides that the Coroner's office will submit coroner reports and toxicology reports for overdose deaths, violent deaths, and maternal deaths in Adams County to the PDMP for purposes of monitoring and mitigation. In return, PDMP shall pay to Adams County \$10,000.00 for the submission of reports dating July 1, 2022 to June 30, 2023.

Motion carried.

**IT Department:**

With recommendation from Phil Walter, CIO and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners ratify the signature and approval by Chairman Randy L. Phiel of the Quote from Hull's Electric Service, of Gettysburg, to clean the servers, routers, and battery back-up units in the main server room and two network switch closets. Cleaning of these areas is necessary due to accumulation of debris from the welding which was performed on the HSB roof. It is further recommended that the Board approve the Terms and Conditions between Hull's and the County. This quote is effective March 10, 2023. The total cost for this work is \$1,420.00.

Motion carried.

**Ag Land Preservation:**

With recommendation from Ellen Dayhoff, Rural Resource Manager, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the offer letter for the David and Beatrice Waybright Farm, 837 Mason Dixon Road, Gettysburg, PA located in Cumberland Township – Ag Security Area, 70.27 acres, \$3,000.00/acre. It is further recommended that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the Agreement of Sale.

Motion carried.

**Planning – Community Development Block Grant:**

With recommendation from Deana Duvall, Grants Coordinator, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve and authorize Chairman Randy L. Phiel to sign the Revision Request

for 2019 CDBG OBO Littlestown and 2020 CDBG OBO (C-000080369) Littlestown Curb Ramp projects. This request is to change locations for Littlestown Curb Ramp Projects.

Motion carried.

**Building and Maintenance:**

With recommendation from Larry Steinour, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners ratify the signature and approval by Chairman Randy L. Phiel of the Quote from PROAC Corporation, of Bethel, PA, for cleaning the internal duct work within the IT server room air handler unit, which has debris from the internal welding work that was performed on the HSB roof. It is further recommended that the Board approve the Terms and Conditions between PROAC and the County. This quote is effective March 10, 2023. Total cost to the County is \$2,145.00.

Motion carried.

**Human Resources:**

With recommendation from Michelle Miller, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners ratify the signature of Solicitor Molly R. Mudd on an Engagement Letter for Professional Services with Eckert Seamans Cherin & Mellott, LLC of Pittsburgh for an operational audit of the county's HIPAA privacy Policies and Procedures. Deliverables will include review of existing HIPAA privacy and security policies, review and update cyber incident assessment, breach response, notification and mitigation procedures, preparation of an online training tool, and an on-site training session. The cost of these services is a flat fee of \$16,500, which will be paid through a PCorp Loss Control Grant.

Motion carried.

**Public Defender:**

With recommendation from Chief Public Defender Scott Harper, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the License Agreement with LegalEdge Software. LegalEdge will provide case management software for the Public Defender's office and migrate the data from the Public Defender's previous case management system, which is being decommissioned. The term of the Agreement is one (1) year and shall commence upon the "go-live" date. Total cost to the County is \$23,000.00.

Motion carried.

**Adams County Adult Correctional Complex:**

With recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign the quote from Governmentjobs.com, Inc., D/B/A NEOGOV, a California company, for renewal of the ACACC's PowerDMS software. PowerDMS is the ACACC's policy management software and allows the ACACC to provide documentation to the Pennsylvania Department of Corrections for Title 37 Inspections. It is further recommended that the Board sign the Addendum to the Services Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one (1) year, commencing April 24, 2023 and terminating April 23, 2024. Total cost to the County is \$10,613.96.

- Designate Chairman Randy L. Phiel to sign the Estimate from On the Fly Pest Solutions, Inc., a Maryland Company, for pest control services at the ACACC. It is further recommended that the Board sign the Terms and Conditions between On the Fly and the County. The term of the Agreement is one (1) year, commencing March 22, 2023 and terminating March 21, 2024. Total cost to the County is \$3,393.72.

Motion carried.

**Commissioners:**

- Mr. Qually moved, seconded by Mr. Martin, to authorize the advertisement to accept sealed bids for the Maintenance Repairs of Forty County Bridges. Sealed bids must be submitted online at PennBID on or before 8:00 a.m. prevailing time on May 3, 2023. All bids received will be publicly announced at the regularly scheduled Commissioners meeting on May 3, 2023.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, authorize the advertisement of Ordinance No. 2 of 2023 – An Ordinance requiring submission of municipal building and demolition permits and substantial improvement information to the Adams County Tax Services Department.

Motion carried.

- With recommendation from Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve and ratify the signature of Chairman Randy L. Phiel on the IdentifyWorks Products & Services Order Form dated March 15, 2023.

Motion carried.

At this time Sherri Clayton-Williams, Director of Planning, was recognized and presented to the Board of Commissioners fourteen (14) proposed grant awards for their approval and funding through the County’s American Rescue Act (ARRF) Grant program. Ms. Clayton-Williams thanked the review team, which was comprised of numerous members of county staff from various departments along with the consultant on this project GMA Funding Solutions. This review project included follow-up with the applicants which allowed the review team to make informed and careful consideration in offering these recommendations. She noted there were 43 applications submitted with requests totally \$25,901,961.71. The recommended projects all have a substantial impact to the community and meets the intent of the American Rescue Act and are classified under one of the following categories: Behavioral Health, Education, Housing, Infrastructure to support Economic Development, Public Health and Safety and Public Service.

Following are the proposed application awards for approval:

• Adams County Arts Council	\$ 312,000.00	Education/Public Service
• Adams County Economic Development Corp.	\$ 323,100.00	Housing
• Adams County Technical institute	\$ 500,000.00	Education
• Alpha Fire Company No. 1, Inc.	\$ 250,000.00	Public Health & Safety
• Anthony’s Way Foundation	\$ 250,000.00	Housing
• Adams Regional Emergency Medical Services	\$ 250,000.00	Public Health & Safety
• Buchanan Valley Volunteer Fire Dept., Inc.	\$ 250,000.00	Public Health & Safety
• East Berlin Area Joint Authority	\$1,000,000.00	Infrastructure/Economic Development
• Gettysburg Combined Area Resources for Emergency Shelter (C.A.R.E.S.)	\$ 368,900.00	Housing
• Heidlersburg Area Civil Association Fire Co.	\$ 250,000.00	Public Health & Safety
• Lake Meade Property Owners Association, Inc.	\$ 250,000.00	Public Health & Safety
• S.A.V.E.S.	\$ 250,000.00	Public Health & Safety
• South Central Community Actions Programs, Inc.	\$ 465,000.00	Housing
• True North Wellness Services	\$ 281,000.00	Behavioral Services

**Total Funding Awarded - \$5,000,000.00**

After careful consideration and discussion, Mr. Martin moved, seconded by Mr. Qually to approve the American Rescue & Recovery Fund (ARRF) grant awards and the award amounts to the recipients as presented above by Planning Director Sherri Clayton-Williams.

Motion carried.

**Personnel Report:**

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

Court:

- Probation Department
  - Promotion of William “Billy” Smith from Probation Officer to Director, effective March 13, 2023
  - Employment of Margaret Egan and Brittini Fogle, Probation Officers, effective March 20, 2023

Public Defender:

Recommendation from Steve Nevada, County Administrator, to approve the promotion of Scott Harper from Assistant Public Defender, to Chief Public Defender, effective March 8, 2023.

Planning:

Transfer of Deana Duvall to the Grants Coordinator position, effective March 13, 2023

Victim Witness:

Permission to post the vacant Director Services Victim Advocate position

Conservation District:

Recommendation from Adam McClain, District Manager, to approve the transfer of Tyler Echard from Chesapeake Bay Program Technician to the Ag Technician position, effective March 13, 2023.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman to approve the following:

- Corrections Officers, pending successful completion of background screenings: Brandon M. Black, Markie Rogers, effective April 10, 2023
- Transfer of Daryl Smith from the Captain of Operations to the Captain of Community and Re-Entry position, effective March 8, 2023

Separation of Employment:

- Lida Fitz, Children & Youth Caseworker 2, effective March 31, 2023
- Travis Stasa, IT Tech 1/Application Specialist, effective March 31, 2023
- Elizabeth Smith, Corrections Officer, effective March 13, 2023
- Casmer Bielby, Corrections Officer, effective March 27, 2023
- Jerrad Nutley, Corrections Officer, effective March 14, 2023
- Theresa Turney, Corrections Officer, effective March 15, 2023

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period March 4, 2023 through March 17, 2023:

General Fund Total	\$ 1,850,796.52
General Fund	\$ 575,771.47
Debt Service Payments	\$ 219,628.13
Payroll – Week #11	\$ 1,055,396.92
Children & Youth Services	\$ 142,384.29
HazMat Fund	\$ 235.01
Law Enforcement	\$ 435.12
Commissary Fund	\$ 7,916.39
Hotel Tax Fund	\$ 106,415.12
Human Services	\$ 1,656.19
Parks, Recs & Green Space Prgm	\$ 260,000.00
American Rescue Plan Act 2021	\$ 5,000.00
Capital Projects	\$ 89,000.00
911 Fund	\$ 10,957.71
Internal Service Fund	\$ 509,359.62

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. Qually moved, seconded by Mr. Martin, to adjourn the Commissioner’s Meeting at 10:06 a.m. this date.

Motion carried.

Respectfully submitted,



Paula V. Neiman  
Chief Clerk