

## **WEDNESDAY, SEPTEMBER 17, 2025:**

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; Sean A. Mott, First Assistant Solicitor; Beth Cissel, Deputy Controller; Michele Miller, HR Director; Danette Laughman, HR Deputy Director; HR Staff; Don Fennimore, Court Administrator; Candi Clark, Court HR Generalist; Chief Kevin Miller, Sheriff's Department; Phil Swope, Assistant Director of Budget & Purchasing; Todd Garrett, Budget Analyst 2; Sarah Finkey, ACCYS Administrator; Phil Walter, CIO (phone); News Reporter Michael Cooper-White, *Gettysburg Times* and Chief Clerk Paula V. Neiman.

### **Minutes:**

Mr. Martin moved, seconded by Mr. Qually, to approve the September 3, 2025 Commissioners' Meeting Minutes as presented.

Motion carried.

### **Proclamations:**

- Mr. Qually moved, seconded by Mr. Martin, to adopt and proclaim September 21, 2025 as "**ADAMS COUNTY HERITAGE FESTIVAL DAY**" in Adams County. This proclamation was presented to William Collinge, Heritage Festival Coordinator. The event will be held at the Gettysburg Rec Park from noon – 4:00 p.m.

Motion carried.

### **Presentation:**

At this time Chairman Phiel announced that a long-time employee will be leaving our employment at the end of the month. Michele Miller, Human Resource Director, with 14 years of employment, will be retiring. Chairman Phiel recognized Danette Laughman, Deputy Director, who gave a heartfelt presentation on behalf of the staff.

Commissioner Phiel noted in Human Resources you get to see and experience the best, the worst, the tragic and the exhilarating. You have organizational morale and the well-being of staff squarely on your shoulders. You have done a superb job of balancing those dynamics, as you leave a strong HR team to manage transition and maintain sustainability, and we are confident they will carry on at the highest level. On behalf of our organization, your colleagues and the community – thank you for a job well done!

Commissioner Martin noted the County picked a good person for the job and thanked Michele for a dedicated service.

Commissioner Qually noted this is a hard job, since one size does not fit all and it is highly specialized to work and balance the best for each employee.

Ms. Miller thanked the Board for their kind words. She appreciated their support and the respect that they provided to her.

### **Public Comment:**

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

### **Register and Recorder:**

With recommendation from Register and Recorder Karen Heflin, 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 sign the Contract for Image Clicks for Auto Redaction with Cott Systems, Inc., an Ohio company. This Contract provides for an additional

135,500 auto-redaction clicks of social security numbers from recorded documents. The quote is effective September 17, 2025. Total cost to the County is \$8,405.00 to be paid from the Register & Records Records Improvement Fund.

Motion carried.

**Sheriff:**

With recommendation by Sheriff James Muller, 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 quote from Axon Enterprise, Inc., an Arizona company, for the purchase of sixteen (16) new Taser 7 devices. This quote includes all necessary hardware, extended warranty, an instructor course voucher, and a license for Evidence.com software. It is further recommended that Chairman Phiel sign the Master Services and Purchasing Agreement and that the Commissioners sign the "Requirements for non-Adams County Hosted Applications/Services," which provides the County's requirements for Cloud-hosted services. The term of the Agreement is five (5) years, commencing on September 17, 2025 and terminating September 16, 2030. Total cost to the County is \$55,011.88.

Motion carried.

**Court Administration:**

With recommendation by Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board approve Lease Agreement #500-5076612 with Cisco Systems Capital Corporation. This Agreement consolidates the payment schedule for various audio and video equipment already leased by the County under Lease Agreement #500-50255170, which was originally approved by the Board on May 5<sup>th</sup>, 2021, as amended. Under the new Lease Agreement and payment schedule, the Courts will pay \$8,155.11 in FY 2025 and \$16,310.22 in FY 2026 for a total lease payment of \$24,465.35. The new Lease Agreement (#500-5076612) is effective September 17<sup>th</sup>, 2025. It is further recommended that the February 21, 2024 addendum be terminated to avoid duplication.

Motion carried.

**Children & Youth Services:**

With recommendation from Sarah Finkey, Administrator, Mr. Martin moved, seconded by Mr. Qually, to approve the 2025-2026 Purchase of Service Agreement with The Clock Tower Schools.

Motion carried.

**Department of Emergency Services:**

With recommendation by Director Warren Bladen, 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 Full Service Maintenance Agreement with Gruber Power Services, an Arizona company. This Agreement provides for maintenance of DES's Uninterruptible Power Supply equipment. The term of the Agreement is one (1) year, commencing on December 1, 2025 and terminating on November 30, 2026. Total cost to the County is \$6,980.00.

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 Amendment to the Memorandum of Understanding with YWCA Hanover Safe Home. This Amendment extends the termination date of the February 4<sup>th</sup>, 2022 MOU concerning the

provision of domestic violence services from September 23, 2025 to September 23, 2026. All other terms and conditions remain unchanged. This Amendment is effective September 17, 2025.

Motion carried.

### **Information Technology:**

- With recommendation by CIO Phil Walter, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners sign the following Agreements for the Pennsylvania Emergency Management Agency (PEMA) Fiscal Year (FY) 2023 State and Local Cybersecurity Grant Program (SLCGP):
  - Cloud-Based Vulnerability Management Platform Agreement, which provides for a tool that provides comprehensive visibility and analytics to identify, assess, and prioritize security risks across IT assets.
  - Cybersecurity Training and Phishing Simulation Tool Agreement, which enables the County to provide cybersecurity training for its employees and to perform Phishing exercises to teach employees how to identify and report Phishing attacks.
  - Cybersecurity Platform Agreement, which provides for a platform that provides agentless visibility and security for managed, unmanaged, and IoT devices within enterprise environments.

These agreements are effective upon the date of the last Commonwealth signature and terminate November 30, 2027. There is no additional cost to the County.

Motion carried.

- With recommendation by CIO Phil Walter, in coordination with Coroner Francis Dutrow, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin that the Board of Commissioners approve the request that WhatsApp be added to the IT department's list of approved applications for County use. WhatsApp will be used by the Coroner's Office to receive notifications about mass casualty events. Use of this product comes at no additional cost to the County.

Motion carried.

### **Human Resources:**

With recommendation from Danette Laughman, Assistant Director, Mr. Martin moved, seconded by Mr. Qually, to approve the Minimum Municipal Obligation Worksheet (MMO) for the Adams County Pension Plan (01-000-1 N) for Plan Year 2026 to be submitted to Pennsylvania Municipal Retirement System.

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 designate Chairman Randy L. Phiel to sign the Gold Service Agreement with TK Elevator Corporation, a Georgia Company, for maintenance service of the elevator at the Emergency Services Building. It is further recommended that the Commissioners sign the Addendum to the Gold Service Agreement, which incorporates that County's standard terms and conditions into the Agreement. The term of the Agreement is five (5) years, commencing on September 17, 2025 and terminating on September 16, 2030. Total cost to the County is \$12,600.00, to be paid in annual installments of \$2,520.00.

Motion carried.

### **Elections & Voter Registration:**

With recommendation by Director Angie Crouse, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board approve the posting of a public notice that the polling place for Littlestown #2 currently located at the Littlestown Senior Center, 10 East Locust Street, Littlestown, PA, will be changed to the Littlestown Fire Company, 40 East King Street, Littlestown, PA for the November 4<sup>th</sup>, 2025 Municipal Election and every election thereafter. This public notice will be placed at the Littlestown Senior Center (old location) and the Littlestown Fire Company (new location), as well as other nearby locations for a period of 5 days, which will satisfy the requirements under the PA Election Code, 25 P.S. 2726.

Motion carried.

### **Commissioners:**

- With recommendation from Lisa Moreno-Woodward, Deputy Chief Clerk, 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 Inspection Agreement with Pennoni Associates, Inc., of Mechanicsburg, PA, for inspection of 40 Adams County-owned Bridges pursuant to the National Bridge Inspection Standards (NBIS). The term of the Agreement is five (5) years, commencing January 1, 2026 and terminating December 31, 2030. Total cost to the County shall not exceed \$1,078,544.30.

Motion carried.

- With recommendation by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board a Memorandum of Understanding with the American Federation of State, County, and Municipal Employees, AFL-CIO, District Council 13 (hereinafter "AFSCME") whereby the parties to Class Action Grievance No. 60008 agree that the provision of the Rosenblatt MOU dated April 2, 2025 that references date of hire for seniority and shift preference including selection of regular days off (hereinafter "RDO's") shall be rescinded, and that shift bidding preferences including selection of RDO's shall be based upon date of promotion and not based on the date of hire.

Motion carried.

### **Personnel Report:**

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

#### Court:

- Domestic Relations – Promotion of Juliana Trail from Conference Officer to Director, effective September 22, 2025
- Brett Hayes, Director, effective September 22, 2025
- Separation of Tabitha Welch, General Clerk, effective September 26, 2025. Note that Ms. Welch is transferring to Clerk of Courts.

#### District Attorney:

- Joseph Marrero, Unpaid Intern, effective August 25, 2025 through December 12, 2025
- Noah Doan, File Clerk, Part Time Regular, effective September 22, 2025

#### Sheriff:

- Promotion from Deputy Sheriff to Deputy First Class, for Benjamin King, effective August 25, 2025.

Employment Offers – pending successful completion of all required pre-employment screenings:

- Voter Registration/Elections – Lisa Ford, General Clerk, Part Time as Needed, effective September 15, 2025
- Building & Maintenance – Ramesh Gajmer, Custodian, effective September 8, 2025

- IT Department – Amend the starting date for Gerald Wagner, Network & Systems Administrator, from September 15, 2025 to September 22, 2025

Separation of Employment with permission to post:

- Retirement of Michele Miller, Human Resources Director, effective September 30, 2025
- Carlton Schmoyer, Security Officer, effective September 19, 2025
- Megan Jacobs, Corrections Officer, effective September 9, 2025
- Rescind employment offer to Tatiana Barela, Corrections Officer, effective September 5, 2025
- Maria Mejia, Records Specialist-Court Liaison, effective October 6, 2025.

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period September 1, 2025 through September 12, 2025:

General Fund	\$ 404,543.06
Debt Services Payment	\$ 359,228.13
Payroll – Week #37	<u>\$ 1,132,123.98</u>
<b>Total General Fund</b>	<b>\$ 1,895,895.17</b>
Children & Youth Services	\$ 157,383.74
HazMat Fund	\$ 1,387.79
Ag Land Funds	\$ 1,405,020.00
Commissary Fund	\$ 1,986.11
Records Management	\$ 2,836.00
Hotel Tax Fund	\$ 381,287.59
Coroner VISA	\$ 821.38
Capital Projects-Reserve	\$ 6,880.89
911 Fund	\$ 5,350.63
Internal Service Fund	<u>\$ 449,976.32</u>
<b>Total Special Funds</b>	<b>\$2,412,930.45</b>
<b>Total Expenditures</b>	<b>\$4,308,825.62</b>

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 Commissioners’ Meeting at 9:50 a.m. this date.

Motion carried.

Respectfully submitted,

*Paula V. Neiman*

Paula V. Neiman  
Chief Clerk