

AGENDA, WEDNESDAY, SEPTEMBER 2, 2026:

9:00 A.M. Convening of the Adams County Board of Commissioners' Meeting.

Pledge of Allegiance

Minutes:

Approve the August 19, 2026 Commissioners' Meeting Minutes as presented.

Public Comment:

*Individuals may listen to the meeting or comment during the public comment portion of the agenda by calling **1-415-655-0001, 132-798-3497#**. Any comments related to the agenda or county business are limited to 5 minutes and the individual is to state their name and address prior to commenting.*

Proclamation:

- **"SUICIDE PREVENTION MONTH" – September 2026**

Prothonotary:

Recommendation from Prothonotary Beverly Boyd, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Lease Agreement with Kyocera Document Solutions Mid Atlantic Inc., of York, PA, for a new Kodak Scanner, as well as the execution letter. It is further recommended that Commissioner Phiel sign the Amendment to Equipment Lease Agreement, which incorporates the County's standard terms and conditions into the Agreement. Finally, it is recommended that Commissioner Phiel sign the quotes for the Scanner and an extended warranty. The term of the lease is sixty (60) months and shall commence upon delivery of the scanner. Cost to the County is \$3,866.40 over the term of the lease, to be paid in monthly installments of \$64.44, plus a \$75.00 administrative fee and \$5,726.00 for the extended warranty, for a total cost to the County of \$9,667.40. The amount shall be reimbursed to the County from the Prothonotary's Records Improvement Funds.

Coroner:

Recommendation from Coroner Francis Dutrow, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Work Statement between the Adams County Coroner's Office and the Pennsylvania Department of Health for participation in the Pennsylvania Violent Death Reporting System (PAVDRS). The Work Statement provides for the submission of coroner data related to violent deaths occurring in calendar year 2025 by March 17, 2027. In exchange for the submission of such data into PAVDRS, the Department of Health will reimburse the County in the amount of \$10,000.00. This Agreement is effective September 2, 2026.

Sheriff:

Recommendation from Sheriff Joshua Fitting, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Order Form from Permitium, LLC, a North Carolina Company, for renewal of the Sheriff's Office's PermitDirector software.

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Sheriff cont'd:

This software provides for submission of Weapons Permit applications online. The term of the Agreement commences on October 1, 2026 and terminates on September 30, 2027. There is no additional cost to the County.

Children & Youth Services (CYS):

Recommendation from Administrator Jessica Coy, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the CWEL Agreement with the University of Pittsburgh and Elizabeth Rhoads. This Agreement outlines the responsibilities related to the admission of Ms. Rhoads, a CYS employee, to the Child Welfare Education for Leadership Program (CWEL) for the purpose of obtaining her Masters in Social Work through the University of Pittsburgh. There are no additional costs to the County. This Agreement is effective September 2, 2026.

Tax Services:

Recommendation from Director Daryl Crum, that the Board of Commissioners appoint the following as the 2026 Auxiliary Tax Appeal Board to assist the County Commissioners in their role as the Board of Assessment Appeals: Barbara Underwood, Cumberland Township; Barbara Walter, Butler Township; William Arrington, Cumberland Township; Lisa Moreno-Woodward, Mt. Joy Township.

Information Technology:

Recommendation from CIO Phil Walter, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Phiel to sign the following:

- Quote from ePlus Technology, Inc., a Virginia Company, for an e-mail filtering software solution. It is further recommended that Commissioner Phiel sign the Master Cloud Agreement for the software. This quote is made pursuant to Equalis Contract #R10-1173B. The term of the Agreement is sixteen (16) months. Total cost to the County is \$38,205.00.

Department of Emergency Services:

Recommendation from Director Warren Bladen, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- General Agreement (No. G4400-26-011) between the National Park Service and the Adams County Department of Emergency Services (DES). The Agreement establishes coordinated dispatch and communication services between DES and GETT law enforcement rangers, including access to designated radio talkgroups, 24/7 dispatch coverage, information sharing, and emergency contact protocols. The Agreement further provides mutual authorization for use of each Agency's radio frequencies. There is no cost to the County. This Agreement is effective September 2, 2026, for a term of five (5) years.

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Department of Emergency Services cont'd:

- Resolution No. 6 of 2026. This Resolution establishes administrative procedures for County radio-system coordination and the granting and maintenance of FCC-licensee consent for ERC Systems affecting public-safety frequencies, and outlines DES authority to coordinate proposed systems, require corrective measures, and ensure protection of the County's radio network pursuant to applicable FCC and UCC requirements.
- Federal Fiscal Year 2025 State Homeland Security Grant Program Agreement C950005766 between the Pennsylvania Emergency Management Agency (PEMA) and the South Central Pennsylvania Counter Terrorism Task Force (SCTF), of which Adams County is a member. This Agreement provides for a grant award of \$1,443,663.00 to support planning, training, preparedness, and response to acts of terrorism and other catastrophic events. The term of this Agreement is the date of last Commonwealth signature through December 29, 2028. The Period of Performance is September 1, 2025 through August 31, 2028. No County match is required.
- Designate Chairman Randy L. Phiel to sign the quote from Witmer Public Safety Group, Inc., of Abbottstown, PA for Platinum Meter Service for an Altair 5 Gas Meter located at the DES Building. This Service provides for monthly inspection and calibration of the Meter. The term of the Agreement is one (1) year, commencing on October 15, 2026 and terminating October 14, 2027. Total cost to the County is \$716.00.

Victim Witness:

Recommendation from Director Samantha Hoffman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the RASA/VOJO 2027 Funding Application for the Adams County Victim Witness Assistance Program. The Application requests a total of \$76,982.00 in State funding to support required victim-services activities mandated under the Pennsylvania Crime Victims Act, including adult criminal-case services funded through RASA and juvenile-case services funded through VOJO. The grant period runs from January 1, 2027, through December 31, 2027, and provides for personnel, notifications, accompaniment, restitution assistance, victim impact statement services, and compensation-claim assistance as outlined in the submitted Application.

Office of Budget and Purchasing:

Recommendation from Phillip Swope, Assistant Director of Budget and Purchasing, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Open-End (Equity) Lease Rate Quotes 10204880 and 10204882, which are made pursuant to the County's Master Equity Lease Agreement with Enterprise Fleet Management Trust, a Missouri Company. The Quotes are for two (2) 2027 Ford Explorers, one of which will be used by the Commissioners'

Office of Budget and Purchasing:

Office and the other with the Department of Planning and Development. The term of each lease will be sixty (60) months. Total cost to the County for the two sixty-month leases, including maintenance and administrative fees, will be \$90,322.00.

Elections & Voter Registration:

Recommendation from Director Angie Crouse, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Ratify the Election Integrity Grant Program Contract with the Commonwealth of Pennsylvania. This Agreement provides the County with \$383,630.23 in State grant funding for eligible election expenditures incurred between July 1, 2026, and June 30, 2027, in accordance with the terms and Act 88 of 2022. This Agreement is effective August 21, 2026.
- Polling place changes effective for the November 2026 midterm elections and to authorize Director Crouse to post statutory notices of the same:
 - Arendtsville Borough – Permanent change of polling place from Arendtsville Fire Company, 48 Pearl St, Arendtsville to Arendtsville Borough Office, 1 Chestnut St, Arendtsville
 - Butler Township – Permanent change of polling place from Oakside Community Park, 2880 Table Rock Rd, Biglerville to Butler Township Building, 344 Arendtsville Rd, Biglerville
 - Cumberland Township #3 and #4 – Permanent change of polling place from Township Municipal Building, 730 Chambersburg Rd, Gettysburg to Cumberland Township Building, 1370 Fairfield Rd, Gettysburg
 - Littlestown Borough – Permanent change of polling place from YMCA 95 Keystone St, Littlestown to Borough Office, 43 South Columbus Ave, Littlestown

Pursuant to 25 P.S. 2726, Director Crouse is directed to post notices of the proposed changes on the existing polling places and in the immediate vicinity thereof for a period of not less than 5 days and shall effectuate the polling place changes thereafter.

Commissioners:

- Recommendation from County Administrator Steve Nevada, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Professional Services Agreement with Elizabeth L. Kramer, Esq. Attorney Kramer will serve as an Arbitrator for Adams County Children and Youth Services' Alternative Dispute Resolution process. The term of the Agreement is five (5) years, commencing on September 2, 2026 and terminating September 1, 2031. Attorney Kramer will be paid a fee of \$2000.00 per arbitration.

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Commissioners cont'd:

- Recommendation from Solicitor Molly R. Mudd for the presentation of five (5) proposed grant awards for the Board of Commissioners' approval and funding through the Adams County Opioid Settlement Funds (ACOSF) Grand Program.

Personnel Report:

Courts:

- Separation of employment for Jannie Abanto, HR Generalist, effective September 4, 2026
- Probation Department – Employment of Alayna Zimmerman, Probation Officer, effective August 31, 2026

District Attorney:

- Employment of Kelly Dell, Assistant District Attorney, effective August 17, 2026
- Status change for Noah Doan, from File Clerk to Legal Assistant, effective July 27, 2026

Clerk of Courts:

- Employment of Loni Essick, Support Deputy Clerk, effective August 25, 2026 and Devon Brogan, Docketing Deputy Clerk, effective September 1, 2026

Coroner:

- Employment of Jennifer Swartz, Chief Deputy Coroner, effective September 7, 2026

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

Children & Youth Services:

- Employment of Taylor Andrew, Caseworker 1-Family Support, effective August 17, 2026
- Merit hire promotion of Selena Herrera Michel, from Caseworker 1 to Caseworker 2, effective August 24, 2026
- Merit hire promotion of Elizabeth Rhoads, from Caseworker 2-Family Support to Caseworker 3-Family Support, effective August 24, 2026
- Employment of Hannah Caruso, Front Desk Coordinator, effective August 24, 2026

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers – Orwin Grullo, Jeffrey Ford, Sara Klinedinst, Isaiah Kalkbrenner, effective October 19, 2026

Separation of Employment with permission to post:

- Children & Youth Services: Nicole M. Billet, Caseworker 2, effective August 21, 2026; Selena Herrea Michel, Caseworker 2, effective September 8, 2026; Abbygail Hurst, Caseworker 2-Family Support, effective August 31, 2026
- Corrections Officers: Anthony Golden, effective August 18, 2026
- Diantra Landry, Correctional Program Specialist, effective September 7, 2026
- Devin Herring, Lieutenant, Adams County Adult Correctional Complex, effective September 10, 2026
- Sharron Brown, Lieutenant, Adams County Adult Correctional Complex, effective September 11, 2026
- Rescind the employment offer to Brandon Perry, Corrections Officer, effective October 19, 2026

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Expenditures:

Approve the following expenditures for the period August 17, 2026 through August 28, 2026:

General Fund	\$ 1,195,304.02
Payroll – Week #35	\$ 1,177,392.19

Total General Fund	\$ 2,372,696.21
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Children & Youth Services	\$ 427,663.28
HazMat Fund	\$ 8,000.00
Commissary Fund	\$ 9,770.73
Opioid Settlement	\$ 4,903.17
Capital Project-Reserve	\$ 15,302.15
911 Fund	\$ 43,252.07
Internal Service Fund	\$ 449,582.95

Total Special Funds	\$ 958,474.35
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Total Expenditures	\$3,331,170.56
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Other Business:

Solicitor Mudd
Commissioner Qually
Commissioner Martin
Commissioner Phiel

Salary Board Meeting:

The Salary Board Meeting will be held following the Commissioners' Meeting.

Adjournment: