

WEDNESDAY, DECEMBER 10, 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; Molly R. Mudd, Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Danette Laughman, Acting HR Director; Candi Clark, Court HR Generalist; Kevin Miller, Chief Deputy Sheriff; Melissa Devlin, Director of Budget & Purchasing; Phil Swope, Assistant Director of Budget & Purchasing; Daryl Crum, Tax Services Director; Sarah Finkey, ACCYS Administrator; Kristi Fields, Chief of Probation; Megan Shreve, SCCAP Executive Director; Sherri Clayton-Williams, Planning Director (phone); Phil Walter, CIO (phone) and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the November 26, 2025 Commissioners' Meeting Minutes as presented.

Motion carried.

Public Comment:

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

Probation Services:

With recommendation from Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign the Independent Contractor Agreement with Dewaine Finkenbinder to renew his position as the DUI Facilitator for Adams County, wherein he coordinates and provides Pennsylvania Alcohol Highway Safety Classes, in conjunction with the Department of Probation Services. The term of the Agreement is two (2) years, commencing on January 1, 2026 and terminating on December 31, 2027. Total cost to the County is \$11,340.00, with additional services to be charged at an hourly rate of \$70.00.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve and sign the 2025-26 County Adult Probation Grant-in-Aid Application (Grant No. 47632) with the Pennsylvania Commission on Crime and Delinquency (PCCD). This Application seeks \$147,932.00 to support the salaries and benefits of twenty-seven (27) fulltime probation and parole professional staff. This Application is effective December 10, 2025.

Motion carried.

Register & Recorder:

With recommendation by Register and Recorder Karen Heflin, 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 approve the renewal of the Annual Support Agreement with High Tech, a North Carolina company, which provides hardware and software support for public copying services. The term of the Agreement commences on January 1, 2026 and terminates December 31, 2026. Total cost to the County is \$805.00.

Motion carried.

Sheriff:

With recommendation from 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 proposal from Cody Systems, of Pottstown, PA, for renewal of support and maintenance services and hosting of the Sheriff's Records Management System. It is further recommended that the Commissioners sign the Addendum to Cody Systems Standard Licensed Software and Services Terms and Conditions and the Requirements for non-Adams County Hosted Applications/Services. The term of the contract is one (1) year, commencing on July 1, 2025 and terminating June 30, 2026. Total cost to the County is \$10,532.61.

Motion carried.

Children & Youth Services:

Recommendation from Administrator Sarah Finkey, and after review by Solicitor Molly R. Mudd, to approve the following:

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign Amendment to the FY 25-26 Purchase of Service Agreement with JusticeWorks YouthCare. This Amendment adds an additional service, "Youth Transition Conference", to the original Agreement, which is designed to facilitate and ease the transition for juvenile participants from care and other significant life events. The rate is \$3,000.00 per juvenile participant. This Amendment is effective December 10, 2025.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve and sign the Memorandum of Understanding (MOU) with Pennsylvania Children and Youth Administrators (PCYA). PCYA has entered into a contract on behalf of Pennsylvania counties with Accenture, LLP, for licensing of the Avenues Virtual Reality Training Program. This MOU allows Adams County Children and Youth Services to participate in the program, which will train case workers using virtual reality simulations. The County will receive access to the program, as well as two licensed VR headsets. The term of the MOU is one (1) year, commencing on November 1, 2025 and terminating October 31, 2026. Each county that participates will pay a fee based on county size. The total cost for Adams County, including VR headsets, is \$6,772.00. Of this total, \$5,417.00 will be reimbursed by the Commonwealth of Pennsylvania to the County.

Motion carried.

Tax Services:

With recommendation from Susan Miller, Assistant Director/Chief Assessor, Mr. Qually moved, seconded by Mr. Martin, to approve the following:

- Personal Tax Exemption for Richard J. Weaver, Cumberland Township, who meets the income guidelines of the County Policy.
- Disabled Veterans Real Property Tax Exemption Certification approvals, beginning with the 2026 County/Municipal Taxes for the following:
 - Parcel #22I05-0004A---000 for a home on 3.77 acres located in Huntington Township
 - Parcel #12B08-0034---000 for a home on 1.72 acres located in Franklin Township
 - Parcel #43012-0012---000 for a home on .46 acres located in Carroll Valley
 - Parcel #09E17-0066g---000 for a of a home on 1.13 acres located in Cumberland Township
 - 23I06-0042---000 for a home on .39 acres located in Latimore Township

Motion carried.

Planning & Development:

With recommendation from Sherri Clayton-Williams, Director, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following Parks Recreation and Green Space Program Grant Agreements made pursuant to the prior approval of the projects by the Board on November 12, 2025:

- Oxford Township - This Agreement allocates \$25,000 for picnic tables, ADA picnic tables, players’ benches, and refuse containers at the Oxford Township Rec Park;
- Hamiltonban Township and Fairfield Borough - This Agreement allocates \$11,190 for purchase and installation of fencing, stone, and signage for the Hamiltonban Community Dog Park.

Motion carried.

These Agreements are effective December 10, 2025 for a term of three (3) years.

- In coordination with Tax Services Director Daryl Crum, 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 approve the Master Services Agreement with Pictometry International Corporation, dba EagleView, a Delaware Corporation. EagleView provides the aerial photography utilized by the County GIS program. It is further recommended that Chairman Phiel sign the Order Form from EagleView. The term of the Agreement is six (6) years, commencing on December 10, 2025 and terminating December 9, 2031. The yearly cost to the County, which shall be shared between Planning and Tax Services, is \$61,535.00, for a total cost to the County over the six (6) year term of \$369,210.00.

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 approve to designate Chairman Randy L. Phiel to sign the following:

- Quote from iXsystems, Inc., a California company, for renewal of the Extended Support for the County’s TrueNAS storage device. This is a large enterprise storage device that contains video files saved by various departments. The Extended Support includes software, configuration, and hardware support for the device. The term of the Agreement is two (2) years, commencing on November 11, 2025 and terminating November 10, 2027. Total cost to the County is \$1,542.00.
- Quote from ePlus Technology, Inc., a Virginia Company, for an Enterprise Agreement (EA) for Cisco Security Products. This EA will cover:
 - Email Security, which provides email filtering and protection before an email reaches an end user’s inbox;
 - ISE, which provides visibility for the IT department into devices on the network, analyzing the behavior of the devices to target malicious activity and, if any is suspected, responding automatically to limit the impact;
 - NGFW, which provides firewall management and software updates to core and supplemental firewalls;
 - DUO, which provides multi-factor authentication;
 - Secure Endpoint, which provides endpoint device protection;
 - Security Support for Meraki Cameras; and
 - Data Network Architecture licensing, which provides software for management, assessment, and maintenance of the security of Cisco network switches.

It is further recommended that Chairman Phiel sign the Cisco Subscription Service Agreement. This EA quote is made pursuant to Equalis Contract number R10-1173B. The term of the Agreement is thirty-six (36) months, commencing on January 20, 2026 and terminating on January 19, 2029. Total cost to the County over the three-year term is \$391,367.04.

- Quote from ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Cisco products, for renewal of the County's Cisco SmartNet. The Cisco SmartNet provides technical support and hardware coverage for select Cisco devices throughout the County network that are mission critical. This quote is made pursuant to Costars Contract Number 006-E25-280. The term of the Agreement is three (3) years, commencing on January 2, 2026 and terminating January 1, 2029. Total cost to the County is \$135,134.72.

Motion carried.

Security:

With recommendation by Director Mark Masemer, 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 Proposal from Illuminated Integrations, of Middletown, PA, for renewal of the ExacqVision software support and updates for the County's security cameras. The term is one (1) year, commencing on December 17, 2025 and terminating December 16, 2026. Total cost to the County is \$2,209.00.

Motion carried.

Department of Emergency Services (DES):

With recommendation from Warren Bladen, Director 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 Quote with Kint Corporation, a Harrisburg, PA company, to perform one (1) annual inspection of the DES Building's Fike Clean Agent Fire Protection System. It is further recommended that the Commissioners sign the Addendum to the Terms and Conditions with Kint. The term of the Agreement is three (3) years, commencing on December 10, 2025 and terminating December 9, 2028. Total cost to the County is \$1,188.00.

Motion carried.

Adams County Adult Correctional Complex:

Recommendation by Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Commissioners designate Chairman Randy L. Phiel to sign Amendment #1 to the Food Services Agreement with Summit Food Service, LLC, a South Dakota Company. This Amendment increases the price per inmate meal to \$2.806 and the price per staff meal to \$3.061, which is reflective of the 3.7% increase in the Consumer Price Index – All Urban Consumers (CPI-U), Food Away From Home. The Amendment is effective December 1, 2025.

Motion carried.

Building and Maintenance:

With recommendation from Larry Steinour, Director 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 following:

- Quote from Eptura, a Georgia company, for an extension of the County's Hippo License. Hippo is the County's Computerized Maintenance Management System. The term of the Agreement is one (1) month, commencing on November 26, 2025 and terminating December 25, 2025. Total cost to the County is \$517.25.

- Sales Quote for Click Maint Maintenance Software, including advanced onboarding. Click Maint will be the County's new Computerized Maintenance Management System. It is further recommended that the Commissioners sign the Addendum to the Terms of Service, which incorporates the County's standard terms into the Agreement. The term of the Agreement is three (3) years, commencing on December 10, 2025 and terminating December 9, 2028. Total cost to the County is \$26,100.00 for the full three-year term.

Motion carried.

Elections & Voter Registration:

With recommendation from Angie Crouse, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the following quotes from Election Systems & Software (ES&S):

- ExpressVote Universal Voting System – This quote provides one (1) ExpressVote BMD at a cost of \$3,410.00. Additionally, it provides post-warranty licensing, maintenance, and support at an annual cost of \$185.00.
- DS200 Poll Place Scanner and Tabulator – This quote provides one (1) DS200 Poll Place Scanner and Tabulator and tote bin at a total cost of \$8,965.00. Additionally, it provides post-warranty licensing, maintenance, and support at an annual cost of \$285.00.
- DS200 and ExpressVote – This quote provides one (1) DS200 Poll Place Scanner and Tabulator and one (1) ExpressVote Universal Voting System at a total cost of \$12,375.00. Additionally, it provides post-warranty licensing, maintenance, and support at an annual cost of \$470.00.

These 3 quotes are effective December 10, 2025, and will be paid for through the Act 88 Election Integrity Grant and the HAVA Election Security Grant.

Motion carried.

Commissioners:

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

- Mr. Martin moved, seconded by Mr. Qually, to approve and sign Application & Certificate for Payment No. 6 in favor of contractor The Efficiency Network ("TEN") in the amount of \$7,830.00 relative to Contract Number 23-01-017 for materials, work, installation and design of the roof-mount solar array at the HSB Building, including roof warranty and recertification inspection.

Motion carried.

- Chairman Phiel recognized Megan Shreve, Executive Director for the South Central Community Action Agency (SCCAP). Ms. Shreve provided an overview of the change in this Agreement with the State changing to using the County as a pass through instead of sending the funds directly to SCCAP. She thanked the County Commissioners for their support, which is appreciated.

Mr. Qually moved, seconded by Mr. Martin, to approve and sign the State Food Purchase Program Grant Agreement with the Commonwealth of Pennsylvania acting through the PA Department of Agriculture. This Agreement provides up to \$131,782.44 for the purchase and distribution of food to low-income residents of the County on behalf of South Central Community Action Programs ("SCCAP"). This Agreement is effective the date of the Commonwealth's approval and will end September 28, 2026, covering the project period of July 1, 2025, through June 30, 2026.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to appoint Chairman Randy L. Phiel to sign on behalf of the Board a Memorandum of Understanding (“MOU”) with the American Federation of State, County, and Municipal Employees, AFL-CIO, District Council 13 (“AFSCME”) to allow for Shift Bidding and Paid Time Off (“PTO”) Bidding for the first quarter of 2026 to occur according to the terms of this MOU, while the successor Collective Bargaining Agreement (“CBA”) that will take effect on or about January 1, 2026 is finalized, ratified by the Union and fully implemented by the Parties.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign the Power of Attorney and Declaration of Representative Form (IRS Form 2848) for the purpose of permitting representatives of Walker Blue, LLC to discuss the County’s qualification for the Investment Tax Credit with the IRS relative to the rooftop solar array on the Human Services Building. This Declaration and Power of Attorney is consistent with the existing Agreement with Walker Blue approved by this Board on October 1, 2025, and is effective December 10, 2025.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve the Registered Investment Advisor (RIA) Firm/Bank/Insurance Company Designation and Recurring Fee Request Form with John Hancock Retirement Plan Services. This Form effectuates the fee arrangement related to the County’s 457(b) Deferred Compensation Plan previously approved by the Board at the November 26, 2025, public meeting to go into effect on January 1, 2026.

Motion carried.

Personnel Report:

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

Court:

- David K. James IV, Unpaid Court Intern, will end his first semester on December 5, 2025 and will be continuing his next semester beginning January 12, 2026 through May 1, 2026.
- Probation Services – Logan Brewer, Probation Officer, effective January 12, 2026
- Domestic Relations – Separation of employment for Amie Gray, General Clerk, effective December 1, 2025

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

Children & Youth Services:

- Promotion of Kameron Armacost from Caseworker 3 to Caseworker Supervisor, effective December 1, 2025
- Adams County Adult Correctional Complex: Corrections Officers - Naige` Kennedy, Charles Pitzinger, Cara Santos, effective December 1, 2025
 - Treteria Jones will be transferring from the position of Correctional Officer to Correctional Program Specialist, effective January 12, 2026

Separation of Employment with permission to post:

- Tina Antkowiak, Operations Corporal – Sheriff’s Department, effective December 16, 2025.
- Adams County Adult Correctional Complex: Corrections Officers – Charles Pitzinger, effective December 1, 2025; Raymond Dorsey and Sharon Gladfelter, effective December 4, 2025; Rasheeda Greer, effective December 8, 2025

Motion carried.

Expenditures:

Mr. Martin moved, seconded by Mr. Qually, to approve the following expenditures for the period November 24, 2025 through December 5, 2025:

General Fund	\$ 782,971.54
Payroll – Week #49	<u>\$ 1,172,475.17</u>
Total General Fund	\$ 1,955,446.71
Children & Youth Services	\$ 281,353.42
Liquid Fuels	\$ 70,638.68
HazMat Fund	\$ 52.81
Ag Land Funds	\$ 205,776.00
Commissary Fund	\$ 1,021.92
Records Management	\$ 2,836.00
Act 137 (Affordable Housing)	\$ 6,726.64
Human Services	\$ 6,698.75
Opioid Settlement	\$ 4,903.17
911 Fund	\$ 6,395.50
Internal Service Fund	<u>\$ 457,209.64</u>
Total Special Funds	\$1,043,612.53
Total Expenditures	\$2,999,059.24

Motion carried.

Other Business:

Commissioner Phiel noted the next Commissioners’ Meeting will be held Wednesday, December 17th. At this meeting they will approve the 2026 budget. This will be the last Commissioners’ Meeting for 2025.

Salary Board Meeting:

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

Adjournment:

Mr. Martin moved, seconded by Mr. Qually to adjourn the Commissioners’ Meeting at 9:41 a.m. this date.

Motion carried.

Respectfully submitted,



Paula V. Neiman
Chief Clerk