AGENDA, WEDNESDAY, NOVEMBER 25, 2026:

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

Pledge of Allegiance

Minutes:

Approve the November 12, 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.

Treasurer:

Recommendation from Treasurer Christine Redding, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the Annual Maintenance Contract for the TaxColl2k software with Grandjean & Braverman, a Pennsylvania Company. The term of the Agreement is one (1) year, commencing on January 1, 2027 and terminating on December 31, 2027. Total upfront cost to the County is $300.00, with any additional service hours to be billed at a rate of $160.00 per hour.

Children & Youth Services:

Recommendation from Administrator Jess Coy to approve the following:

- After review by Solicitor Molly R. Mudd, that the Board of Commissioners approve two (2) Adoption Assistance Agreements with D. & C.N. on behalf of R.H. in the amount of $2,310.00/month and D. & C.N. on behalf of E.M. in the amount of $2,310.00/month

- 2026-2027 Purchase of Service Agreement with Adelphoi Village, Inc.

Tax Services:

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

- Sign the Agreement for Computer Services with Government Software Services (GSS), of Honesdale, PA. GSS prints the annual tax bills for the County. The term of the Agreement is one (1) year, covering the 2027 tax year. Cost to the County is $0.2495 per tax statement prepared plus the cost of postage based on the actual discounted postage rates as specified on Coding Accuracy Support System (CASS) Form PS3600-FCM.

- Designate Chairman Randy L. Phiel to approve the annual maintenance contracts for Tax Services' billing software (TaxClaim2k, TaxBilling, and TaxColl2k) with Grandjean & Braverman, a Pennsylvania Company. The terms of the Agreements are

Tax Services cont'd:

one (1) year, commencing on January 1, 2027 and terminating on December 31, 2027. Total upfront cost to the County is $18,300.00, with any additional service hours to be billed at a rate of $160.00 per hour.

Disabled Veterans Real Property Tax Exemption Certifications:

Recommendation from Susan Miller, Chief Assessor, to approve the following Disabled Veterans Real Property Tax Exemptions:

- Parcel #09F11-0269 for a home on 1.22 acres located in Cumberland Township effective with the 2026-2027 School Taxes
- Parcel #18B12-0047 for a home on 3.00 acres located in Hamiltonban Township effective with the 2027 County/Municipal Taxes

Planning Department:

Recommendation from Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to approve the quote from ePlus Technology, Inc., a Virginia Company, for the renewal of the license for the email archiving software, including AI features. The email archiving system provides the County the ability to easily search, manage, and store email communications from employees. The AI features allow for better search capabilities around unique parameters. This quote is made pursuant to Equalis Contract #R10-1173B. The Quote is effective November 25, 2026 and the term is one year. Total cost to the County is $8,076.40.

- First Amendment to the ARRF Subrecipient Agreement with Adams County Technical Institute (ACTI). The Amendment approves ACTI's extension request and extends the expenditure deadline for the previously approved Adams Response and Recovery Fund grant project from December 31, 2026, to December 31, 2027. The Amendment does not increase the award amount. The Amendment is effective November 25, 2026.

Human Resources:

Recommendation from Assistant Director Lisa Chilcoat, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the 2027 County of Adams Administrative Services Only (ASO) renewal and vision renewal with Capital Blue Cross. The renewal provides administration of the County's self-funded medical, prescription drug, and vision benefit programs for the 2027 plan year, with administrative fees and credits as outlined in the renewal documents. The renewal includes a $46,000.00 transition credit and continuation of stop-loss reporting and related administrative services under the terms presented by Capital Blue Cross, effective January 1, 2027.

Information Technology:

Recommendation from CIO Phil Walter, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign the quote from ePlus Technology, Inc., a Virginia Company, for the renewal of the license for the email archiving software, including AI features. The email archiving system provides the County the ability to easily search, manage, and store email communications from employees. The AI features allow for better search capabilities around unique parameters. This quote is made pursuant to Equalis Contract #R10-1173B. The Quote is effective November 25, 2026 and the term is one (1) year. Total cost to the County is $8,076.40.

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:

- Amendment No. 1 to the Building Resilient Infrastructure and Communities (BRIC) Grant Agreement with the Pennsylvania Emergency Management Agency. The Amendment updates the Grant Agreement by replacing Attachment C with the applicable FY 2023 U.S. Department of Homeland Security Standard Terms and Conditions, extends the Agreement term through January 2, 2030, and extends the Grant period of performance through November 29, 2028. All other terms and conditions of the original Grant Agreement remain unchanged.

- Proposal #158933 with Overhead Door Co. of Harrisburg-York for preventative maintenance and service of four (4) apparatus bay doors at DES. The Proposal provides service inspections, maintenance, and the repair/replacement of two (2) remote transmitters. The total contract cost is $1,886.00, with 2026 services totaling $1,061.00 and 2027 services totaling $825.00. This Proposal is effective November 25, 2026.

Security:

Recommendation from Director Mark Masemer, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Terms and Conditions between Police Defensive Firearms Training and the County for provision of firearms training. The term of the Agreement is two (2) years, commencing on November 25, 2026 and terminating November 24, 2028. Cost to the County will not exceed $450.00 per student per two-day course.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Memorandum of Understanding (MOU) with AFSCME Council 13. The MOU temporarily permits qualified non-bargaining unit staff to fill overtime assignments after voluntary overtime opportunities have been

Adams County Adult Correctional Complex cont'd:

exhausted to help address staffing shortages at the prison. The Agreement is effective November 25, 2026 for a period of ninety (90) days unless extended by mutual agreement.

Commissioners:

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

- Ratify the signature of Chairman Randy L. Phiel on the Stop-Loss Proposal #1896942-04 from Avalon Insurance Company for Specific and Aggregate Stop-Loss Coverages for the County of Adams Employee Group Health Care Plan for Medical and Rx Coverages, at an estimated annual cost of $13,304,223 and not to exceed a maximum annual cost of $16,319,917.

- Execution of the Subdivision Participation and Release Form for the National Opioid Settlement with Albertsons Grocery store chain. Participation will permit Adams County to join the settlement, release eligible claims as required by the Settlement Agreement, and maintain eligibility for opioid remediation funding distributed as overseen by PA's Opioid Misuse and Addiction Abatement Trust. The County's estimated allocation share identified by the PA Attorney General's Office is $81,019.71.

Personnel Report:

Court:
- MDJ Beauchat – Promotion of Lori J. Griffith and Lynsay F. Danley to Administrative Professional II, effective November 16, 2026
- Separation of employment: Brenton T. Forry, Probation Officer, effective December 2, 2026; Christine L. Culotta, Administrative Professional I, effective November 19, 2026

Clerk of Courts:
- Promotion of Adrienne Lesher to Court Specialist 2, effective November 16, 2026

Sheriff:
- Employment of Mitchell Small and Trek Weigle, Deputy Sheriff, effective December 7, 2026

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

Adams County Adult Correctional Complex:
- Jared Backus and Hunter Sassani, Corrections Officers, effective November 30, 2026

Separation of Employment with permission to post:
- Wesley Parker, Correctional Officer, effective November 14, 2026
- Mary Waybright, Correctional Program Specialist, effective November 19, 2026
- Amend the separation date for Benjamin Debelius, Correctional Officer, from November 20, 2026 to November 14, 2026

Expenditures:

Approve the following expenditures for the period November 9 through November 20, 2026:

General Fund	$ 1,067,252.65
Debt Service Payments	$ 2,515,092.40
Payroll – Week #47	$ 1,165,021.73
Total General Fund	**$ 4,747,366.78**
Children & Youth Services	$ 322,863.51
Liquid Fuels	$ 12,520.76
HazMat Fund	$ 75.48
CDBG	$ 114,955.94
Commissary Fund	$ 5,899.03
Records Management	$ 2,836.00
Hotel Tax Fund	$ 306,432.91
Opioid Settlement	$ 19,602.83
Capital Project-Reserve	$ 36,836.64
911 Fund	$ 34,103.48
Internal Service Fund	$ 431,176.03
Total Special Funds	**$ 1,287,302.61**
Total Expenditures	**$ 6,034,669.39**

Other Business:

Solicitor Mudd
Commissioner Clowney
Commissioner Martin
Commissioner Phiel

Salary Board Meeting:

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

Adjournment: