

**AGENDA, WEDNESDAY, FEBRUARY 4, 2026:**

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

**Pledge of Allegiance**

**Minutes:**

Approve the January 21, 2026 Commissioners' Meeting Minutes as presented.

**Presentation:**

Recognize Donna Cassatt, Deputy Court Administrator, for over 32 years of service to the County.

**Proclamation:**

- **“COURT REPORTING AND CAPTIONING WEEK 2026”** – February 7-14, 2026
- **“FUTURE BUSINESS LEADERS OF AMERICA WEEK”** – February 8-14, 2026

**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.*

**Domestic Relations:**

Recommendation from Director Kelly Carothers, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Contract with Contact Wireless, a New Mexico Company, for text messaging services for Adams County Child Support Services. The term of the Agreement is February 1, 2026 through January 31, 2031. The County will pay a monthly fee of \$132.21.

**District Attorney:**

Recommendation from District Attorney Brian Sinnott, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the SAVIN Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute and Adams County. The Agreement provides for the maintenance of the PA SAVIN system, a statewide automated victim information and notification system, in Adams County. This System provides victims with notification of the release, escape, and/or apprehension of incarcerated individuals. The term of the Agreement is January 1, 2026 through December 31, 2026. There is no additional cost to the County.

**Controller:**

Recommendation from Beth Cissel, Deputy Controller and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

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- Designate Chairman Randy L. Phiel to sign the quote from CentralSquare for the provision of Cognos Analytics training for the Finance System Support Analyst. The quote is effective February 4, 2026. Total cost to the County shall not exceed \$3,600.00.
- Proposal Letter/Engagement Agreement with Susquehanna Accounting & Consulting Solutions, Inc. to prepare Indirect Cost Allocation Plans for the County for fiscal years ending December 31, 2025, 2026, and 2027. These services are provided at the rate of \$13,480.00 for 2025, \$14,150.00 for 2026, and \$14,850.00 for 2027, billed upon completion of each year's Plan. This Agreement shall be effective February 4, 2026.

**Sheriff:**

Recommendation from Sheriff Joshua Fitting, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Legal Services Agreement with Clinton Barkdoll, Esquire. This Agreement provides that Mr. Barkdoll will offer legal services to the Adams County Sheriff's Office, including advising upon all legal matters as requested. Compensation is set at a rate of \$2,000.00 per year, payable semi-annually in equal increments of \$1,000.00. This Agreement is effective February 4, 2026, and shall continue for such time that Sheriff Fitting remains the Adams County Sheriff, unless earlier terminated by either party.

**Office of the Coroner:**

Recommendation from Coroner Francis Dutrow, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign 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. The term of the Agreement is one (1) year, commencing on March 1, 2026 and terminating on February 28, 2027. Total cost to the County is \$350.00.

**Children & Youth Services:**

Recommendation by Acting Administrator Jessica Coy, to approve the following:

- 2025-2026 Purchase of Service Agreements
  - Harmony Heights Housing LLC
  - Genesis Home of New Beginnings
- Subsidized Permanent Legal Custodianship Agreement between Adams County and C.M. on behalf of L.B. in the amount of \$912.00/month.

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### **Tax Services:**

- Recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners 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 2026 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.
- Recommendation from Susan Miller, Chief Assessor/Assistant Director, to approve the following:
  - Personal Tax Exemption for meeting the County Guidelines – Kathleen Rudisill, Huntington Township; Dawn Crawford, Straban Township
  - Disabled Veterans Real Property Tax Exemption Certification - effective with the 2026 County/Municipal Taxes
    - Parcel #15116-0013D for a home on 1.51 acres, Germany Township
    - Parcel #35K11-0365 for a home on .53 acres, Oxford Township
    - Parcel #32004-0133 for a home on .48 acres, Mt. Pleasant Township

### **Ag Land Preservation:**

Recommendation from Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Agreement for the Sale and Purchase of an Agricultural Conservation Easement with the Commonwealth of Pennsylvania and Daniel R. Trimmer. This Agreement provides for the sale and purchase of an agricultural conservation easement on approximately 105.07 acres owned by Mr. Trimmer in Hamilton Township, Adams County, at a total easement purchase price of \$312,057.90, with incidental costs in the amount of \$9,030.88. The Commonwealth will be paying for the entirety of the easement price and will reimburse the County the full amount of the incidental costs, so there is no cost to the County. This Agreement is effective as of the last date approved by the Commonwealth.

- Recommendation from Ellen Dayhoff, Rural Resource Manager, to approve the following:
  - Adams County Agricultural Land Preservation Board – Re-appoint Craig Yingling, Sidney Kuhn, Dave Wenk and Doyle Waybright as Farmer Board Members for another 3-year term
  - Re-appointment of Craig Yingling as Chairman and the appointment of Dave Wenk as Vice-Chairman
  - Appoint Staff in the following capacities – Ellen Dayhoff, Treasurer; LeighAnn Abraham, Secretary; Mark Clowney, Assistant Secretary

### **Information Technology:**

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

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### Information Technology cont'd:

- Designate Chairman Randy Phiel to approve the Statement of Work from ePlus Technology, Inc., a Virginia Company. This Statement of Work provides for a block of hours of Professional Services valued at \$5,000.00 for general network/systems support. The term of the Agreement is February 4, 2026 through February 4, 2027. This Statement of Work comes at no additional cost to the County.
- The request that 7-zip be added to the IT department's list of approved applications for use by the IT department, the District Attorney's office, and the Department of Emergency Services. 7-Zip is an open-source program used to compress zipped files and open zipped files that contain passwords from external contacts. This application comes at no additional cost to the County.

### **Department of Emergency Services:**

Recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the Service Agreement and Service Level Agreement with Priority Dispatch Corp. ("PDC"). These Agreements provide for the continued licensing, maintenance, and support of the County's emergency dispatch protocol systems (medical, fire, and police) at a fixed annual rate of \$82,934.50. The Agreements also include provisions for 24/7/365 technical support for critical incidents. These Agreements are effective February 15, 2026, for a 5-year term.

### **Budget and Purchasing:**

Recommendation from Melissa Devlin, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Equipment Lease Agreement with Kyocera Document Solutions Mid Atlantic Inc., of York, PA, for forty (40) new copiers and/or printers and eleven (11) new scanners for various County Departments to replace those which are being decommissioned. It is further recommended that Commissioner Phiel sign the Execution Letter, and 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 Maintenance Agreement with Quality: a Kyocera Group Company, also of York, PA, for maintenance of the equipment. The Equipment Lease and Maintenance Agreements are made pursuant to Omnia contract #R241203. The term of the Agreements is sixty (60) months and shall commence upon delivery of the equipment. Total cost to the County is \$73,053.60 over the term of the lease, to be paid in monthly installments of \$1,217.56, plus printing fees as outlined in the Maintenance Agreement.

### **Security:**

Recommendation from Mark Masemer, Director and after review by Solicitor Molly R. Mudd, 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 Courthouse's security cameras. The

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term is one (1) year, commencing on February 21, 2026 and terminating February 20, 2027. Total cost to the County is \$1,951.00.

**Building and Maintenance:**

Recommendation from Larry Steinour, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the Maintenance Services Agreement with NRG Building Services, Inc., of Harrisburg, PA. This Service Agreement provides for the maintenance of the Schneider Electric DDC Control system that controls the heating, ventilation and air conditioning equipment in the Adams County Courthouse, Adams County Adult Correctional Complex, Human Services Building, and Department of Emergency Services. The term of the Agreement is three (3) years, commencing on January 1, 2026 and terminating on December 31, 2028. Total cost to the County is \$100,029.00, with \$32,044.00 to be paid in Year 1 of the Agreement, \$33,326.00 to be paid in Year 2, and \$34,659.00 to be paid in Year 3.

**Elections & Voter Registration:**

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

- Quote #11705 with Knowink, LLC for the purchase of four (4) additional electronic polling pads required for two (2) new election districts being created in Straban Township. Total cost of the polling pads and accessories is \$8,520.00, which will be paid from the Act 88 Election Integrity Grant. This Quote is subject to COSTARS Contract No. 039-E22-013 and is effective February 4, 2026.
- Purchase Proposal Quote from Election Systems & Software (ES&S). This Quote provides one (1) DS200 Poll Place Scanner/Tabulator and one (1) ExpressVote Universal Voting System at a total cost of \$12,375.00 plus an Annual Maintenance and Support fee of \$470.00. This Quote is effective February 4, 2026 and is subject to COSTARS Contract #039-E23-015. This equipment will be purchased using Act 88 Election Integrity Grant funding.

**Adult Correctional Complex:**

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Ratify the signature of Chairman Randy L. Phiel on the Proposal from Commercial Flooring Professionals, Inc., of Camp Hill, PA. Commercial Flooring Professionals will install new carpet tile in the lobby, administrative area, and treatment suites at the ACACC. This Proposal is made pursuant to Costars Contract #008-E23-1097 and is effective January 28, 2026. Total cost to the County is \$36,725.77.

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### Adult Correctional Complex cont'd:

- Designate Chairman Randy L. Phiel to sign the Annual Service Agreement with Tek84, a California company. This Agreement covers all repair parts, labor, and shipping as needed; one (1) preventative maintenance visit per year; a software system review; and one (1) radiation safety survey of the ACACC's Intercept Whole Body Scanner per year. It is further recommended that the Commissioners sign the Addendum to General Terms and Conditions, which incorporates the County's Standard Terms and Conditions into the Agreement. The term of the Agreement is two (2) years, commencing on March 2, 2026 and terminating March 1, 2028. Total cost to the County is \$23,600.00.

### **Commissioners:**

After review by Solicitor Molly R. Mudd, the Board of Commissioners approve the following:

- Adopt the Collective Bargaining Agreement between the County of Adams and the International Brotherhood of Teamsters Local 776 (Court-Appointed Professionals Unit) for the period January 1, 2026 through December 31, 2029. This Agreement was ratified by the Union on or about January 16, 2026.

### **Personnel Report:**

#### Court:

- Probation Services – Employment of Amelia Steiner and Michael Brent Young, Probation Officer Aides, effective January 26, 2026
- Rescind the offer of employment to Amelia Steiner and Michael Brent Young, Probation Officer Aides, effective January 26, 2026
- Amend the date of hire for Hugh Crawford, Probation Officer, from January 12, 2026 to January 26, 2026

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

- Children & Youth Services
  - Appointment of Jessica Coy as Acting Administrator, effective January 12, 2026
  - Olivia Lottes, Social Service Aide 1, effective February 2, 2026
  - Transfer of Gabrielle Johnson from Caseworker 1 to After Hours Weekday Caseworker, effective February 23, 2026.
- Department of Emergency Services – Christina Runk, Telecommunicator, effective January 26, 2026
- Solicitor – Transfer Shelly Shaw, Assistant Solicitor, Children & Youth Services, from the Department of Children & Youth Services to the Solicitor's Department, effective January 5, 2026
- Human Resources – Appointment of Danette Laughman, to the position of Director of Human Resources, effective January 26, 2026

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- Adams County Adult Correctional Complex: Corrections Officers – Joshua Serafino, Devon Kling, effective February 2, 2026

#### Separation of Employment with permission to post:

- Rescind the resignation of Kaleb Herman, Deputy Sheriff, effective February 6, 2026
- Gerald Little, Lieutenant, Adams County Adult Correctional Complex, effective January 28, 2026
- Jahshim Snyder, Corrections Officer, effective January 31, 2026

#### **Expenditures:**

Approve the following expenditures for the period January 19, 2026 through January 30, 2026:

General Fund	\$ 539,410.84
Payroll – Week #05	\$ 1,225,376.81
<b>Total General Fund</b>	<b>\$ 1,764,787.65</b>
Children & Youth Services	\$ 358,786.59
Liquid Fuels	\$ 263,549.13
HazMat Fund	\$ 6.00
Commissary Fund	\$ 6,358.51
Act 137 (Affordable Housing)	\$ 16,956.55
Hotel Tax Fund	\$ 15,000.00
Coroner VISA	\$ 282.95
Human Services	\$ 1,644.50
Capital Project-Reserve	\$ 76,578.00
Capital Projects	\$ 45,000.00
911 Fund	\$ 159,752.43
Internal Service Fund	\$ 238,881.76
<b>Total Special Funds</b>	<b>\$1,182,796.42</b>
<b>Total Expenditures</b>	<b>\$2,947,584.07</b>

#### **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:**