

WEDNESDAY, JANUARY 5, 2026:

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:30 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; Lisa Chilcoat, Acting Deputy HR Director; Candi Clark, Court HR Generalist; Melissa Devlin, Director of Budget & Purchasing; Phil Swope, Assistant Director of Budget & Purchasing; Todd Garrett, Budget Analyst II; Daryl Crum, Tax Services Director and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the December 10, 2025 Commissioners' Meeting Minutes as presented.

Motion carried.

Public Comment:

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

Tax Services:

With recommendation from Susan Miller, Assistant Director/Chief Assessor, Mr. Qually moved, seconded by Mr. Martin, to approve the following Disabled Veterans Real Property Tax Exemption Certifications for the following effective with the 2026 County/Municipal Taxes:

- Parcel #36J07-0110 for a home on .23 acres located in Reading Township
- Parcel #36J05-0038 for a home on 2.62 acres located in Reading Township
- Personal Tax Exemption – Anne Marie Guzzi, Oxford Township, meets the guidelines of County Policy

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 Estimate and Maintenance Agreement Terms and Conditions with GreenTrail Solutions, Inc., for maintenance of the County's SendPro C500 mail machine. It is further recommended that the Commissioners sign the Addendum to the Maintenance Agreement, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is one (1) year, commencing on January 1, 2026 and terminating December 31, 2026. Total cost to the County is \$656.49.

Motion carried.

Adult Correctional Complex:

With recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve the Application for Renewal of Certificate of Registration for Radiation-Producing Machines with the PA Department of Environmental Protection (PADEP). This Application attests that the Adult Correctional Complex employs one (1) x-ray tube device (whole body scanner) in the facility and requires the County to pay PADEP an annual registration fee of \$520.00 to renew its certificate beginning March 1, 2026. This Application is effective January 5, 2026.

Motion carried.

Commissioners:

- With recommendation from Steve Nevada, County Administrator, Mr. Martin moved, seconded by Mr. Qually, to approve, based on the Internal Revenue Service, to increase the standard mileage rate for business use to 72.5 cents per mile, effective January 1, 2026.

Motion carried.

Personnel Report:

Mr. Qually moved, seconded by Mr. Martin, to approve the following:

Court:

- Probation Services – Employment of Noel Castro, Probation Officer, effective January 12, 2026
 - Separation of employment for Austin Staub, Probation Officer, effective December 29, 2025

Motion carried.

Mr. Martin moved, seconded by Mr. Qually, to approve the following:

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

- Children & Youth Services:
 - Employment of Abigail Lohr, Office Assistant Legal, effective January 5, 2026
 - Employment of Caseworkers, Alexandra Gruver and Victoria Callahan, effective January 5, 2026
 - Lizset Diaz-Reyes, from After Hours Caseworker, to Caseworker 3-Screener, effective December 29, 2025
- Building & Maintenance – Employment of Amanda Jones, Custodian, effective January 5, 2026

Separation of Employment with permission to post:

- Sarah Finkey, Administrator, Children & Youth Services, effective January 9, 2026
- Sarah K. Wentz, Caseworker 1-Intake, Children & Youth Services, effective January 2, 2026
- Timothy Cox, County Detective, effective December 24, 2025
- Amend the date of separation for Jeannette Athey, Accounts Payable Specialist, from February 6th to March 6, 2026
- Rescind the employment offer for Alexandra Gruver, Caseworker, Children & Youth Services, effective December 17, 2025
- Adams County Adult Correctional Complex: Corrections Officers –
 - Rescind the employment for Katherine Masesie, Corrections Officer, effective January 12, 2026
 - Nicole Rok, Correctional Program Specialist, effective December 24, 2025

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period December 8, 2025 through December 19, 2025:

General Fund	\$ 1,930,390.02
Payroll – Week #51	\$ 1,140,480.36
Total General Fund	\$ 3,070,870.38
Children & Youth Services	\$ 198,960.85
HazMat Fund	\$ 139.47
CDBG	\$ 38,353.50
Law Enforcement	\$ 78.90
Commissary Fund	\$ 7,599.23

Records Management	\$ 8,405.00
Act 137 (Affordable Housing)	\$ 250,000.00
Hotel Tax Fund	\$ 290,578.68
Coroner VISA	\$ 100.00
Opioid Settlement	\$ 4,903.17
Capital Project-Reserve	\$ 1,089.82
Capital Projects	\$ 62,221.85
911 Fund	\$ 227,554.37
Internal Service Fund	\$ 580,021.16
Total Special Funds	\$1,670,006.00
Total Expenditures	\$4,740,876.38

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 9:38 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman

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Chief Clerk