

WEDNESDAY, NOVEMBER 26, 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; Sean Mott, First Assistant Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Danette Laughman, Acting HR Director; Don Fennimore, Court Administrator; Phil Swope, Assistant Director of Budget & Purchasing; Todd Garret, Budget Analyst II; Ellen Dayhoff, Planning Department; Daryl Crum, Tax Services Director; Phil Walter, CIO (phone) and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Martin moved, seconded by Mr. Qually, to approve the November 12, 2025 Commissioners' Meeting Minutes as presented.

Motion carried.

Public Comment:

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

Public Hearing – Agricultural Conservation Easement:

Board Chairman Phiel called to order the Public Hearing at 9:02 a.m. on this date. He announced this is the date and time advertised to hold a public hearing for the Agricultural Conservation Easement Sale/Purchase of Land belonging to David T. Kinsella and Mary D. Kinsella, Trustees of the Kinsella Living Trust located at 365 Bowers Road in Mt Joy Township, Adams County, PA. Chairman Phiel introduced Ellen Dayhoff, Rural Resource Manager, who noted this is a County-only agricultural conversation easement on 114.32 acres of farmland at a total purchase price of \$205,776.00. She noted the closing costs of \$12,854.88 will be reimbursed to the County by the Commonwealth. A legal notice was published in the *Gettysburg Times* and certified letters were sent to the adjoining landowners. Two landowners did not sign off on the certified letters, so they were each mailed notification by regular U.S. mail. She did not receive any comments from the adjoining landowners.

Chairman Phiel asked if there was any other public comment to be received on this Agricultural Conservation Easement purchase. The record shall show there was no public comment received. Chairman Phiel declared the hearing closed at 9:05 a.m. on this date.

Domestic Relations:

With recommendation from Kelly Carothers, Director and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners approve modifications to the signature page of the Cooperative Agreement Under Title IV-D of the Social Security Act with the Pennsylvania Department of Human Services (DHS), previously approved by this Board on August 6, 2025. DHS has requested changes to the signature blocks of DHS officials to comply with current Commonwealth practices.

Motion carried.

District Attorney:

With recommendation from District Attorney Brian Sinnett, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board ratify Project Modification Request (PMR) #3 related to STOP Violence Against Women Grant (#44102). This PMR seeks a 3-month extension of the deadline to spend grant funds to March 31, 2026, and re-allocates funds for personnel and benefits. This PMR is effective November 14, 2025.

Motion carried.

Treasurer:

With recommendation from Treasurer Christine Redding, 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 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, 2026 and terminating on December 31, 2026. Total upfront cost to the County is \$300.00, with any additional service hours to be billed at a rate of \$147.00 per hour.

Motion carried.

Tax Services:

With recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the Agreement with Grandjean Braverman, Inc. This Agreement provides maintenance and support of the TaxBilling, TaxClaim2k, and TaxColl2k (Municipal Collectors) software, and includes support for integration with the new CAMA system. The total annual cost for these maintenance services is \$22,500.00, which reflects Option 2 for all three models. The Agreement is effective January 1, 2026, for a one-year term.

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 Agreement of Sale and Purchase of an Agricultural Conservation Easement with David and Mary Kinsella, trustees of the Kinsella Living Trust. This Agreement provides for the purchase of a County-only agricultural conservation easement on 114.32 acres of farmland owned by the Trust in Mt. Joy Township. The total purchase price is \$205,776.00, with additional closing costs of \$12,854.88 to be reimbursed by the Commonwealth. This Agreement is effective November 26, 2025.

Motion carried.

Public Defender:

With recommendation from Chief Public Defender Scott Harper, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve the Legal Representation Agreement with the Law Offices of Entwistle & Roberts, PC. This Agreement provides that Entwistle & Roberts will provide legal counsel to indigent defendants who cannot be represented by the Public Defender's Office due to ethical conflicts for support, contempt, juvenile, and criminal proceedings. The annual cost is \$48,000.00 for 480 hours annually. Legal services performed beyond those hours will be billed at \$100/hour. This Agreement is effective December 1, 2025, for a period of one (1) year.

Motion carried.

Victim Witness:

With recommendation from Director Samantha Hoffman, 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 Grant Award Notification for the VOCA – Direct Services to Victims of Crimes Grant (#46741) through the PA Commission on Crime and Delinquency (PCCD) for an award of \$102,128.00 in federal funds. These funds will be used to provide essential services that benefit victims in the aftermath of crime, including accompaniment, Victims Compensation Assistance, Crisis Intervention, and individual advocacy. The project period is October 1, 2025 through September 30, 2026. No County match is required.

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 ePlus Technology, Inc., a Virginia Company, for the renewal of the license for the GFI Archiver software, including Archiver AI. The GFI Archiver system provides the County the ability to easily search, manage, and store email communications from employees. Archiver AI will allow for better search capabilities around unique parameters. This quote is made pursuant to US-NCPA Contract #01-130. The Quote is effective November 26, 2025 and the term is one (1) year. Total cost to the County is \$7,496.90.
- Quote from ePlus Technology, Inc., a Virginia Company, for the purchase of two (2) new Cisco WebEx video conferencing units. These will replace two end-of-life units at the Adams County Adult Correctional Complex. The quote is made pursuant to Costars Contract #003-E22-579 and is effective November 26, 2025. Total cost to the County is \$12,174.04.

Motion carried.

Building and Maintenance:

With recommendation from Larry Steinour, Director 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 Moser Roofing Solutions for replacement of two areas of the Courthouse roof. This Proposal is made pursuant to Costars Contract #008-E22-889 and is effective November 26, 2025. Total cost to the County is \$158,147.39.

Motion carried.

Human Resources Department:

With recommendation from Acting Director Danette Laughman, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board the following Agreements as they relate to the County of Adams Employee Health Care Plan:

- Fee Summary Agreement for Administrative Services Only (ASO) with Capital Blue Cross, including PPO and Rx Programs, and Blue Cross Vision Program, including the Rx Rebate Credit and the Rx Multi-line Credit; and
- Program Cost Agreements for PPO 500 and PPO 1000 Plans; and
- Proposal No. 1785910-07 Proposed Program Costs effective 1/1/2026 for Stop Loss Reporting as an included service in the Administrative Services Only (ASO) fees for County Group Plan for Stop Loss coverage provided by Avalon Insurance Company (the “Stop-Loss Carrier”) and authorizing Capital Blue Cross to disclose to the Stop Loss Carrier the Protective Health Information (PHI) necessary for underwriting the Stop-Loss Policy, including Personal Identified Information (PII).

Motion carried.

Commissioners:

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

- Mr. Qually moved, seconded by Mr. Martin, to approve and sign the Agreements with Cornerstone Advisors Asset Management, LLC, an SEC-registered Investment Advisor for the County’s 457(b) Deferred Compensation Plan (“Plan”), which are effective January 1, 2026:

- Defined Contribution Plan Consulting Services Agreement – This Agreement details the fiduciary and non-fiduciary advisory services to be offered with respect to the Plan. The advisory fee is 0.50% of assets for the first \$3 million, 0.20% of the next \$17 million, and 0.10% of the next \$30 million, with a minimum annual fee of \$10,000.
- Fee Policy Statement – This Agreement provides the guidelines and procedures related to fees within the Plan.
- Investment Policy Statement – This Agreement defines the investment objectives and guidelines of the Plan.

Motion carried.

- Mr. Martin moved, seconded by Mr. Qually, to approve and sign the Comprehensive Health Services Agreement with PrimeCare Medical, Inc. This Agreement provides that PrimeCare will continue to provide mental health, dental, medical, and related healthcare services to the inmate population at the County Adult Correctional Complex. The base annual fee will be \$2,078,877.02 (\$173,239.75 monthly) with adjustments based on the Medical Care Services CPI published by the US Department of Labor. The effective date of this Agreement is January 1, 2026, for a period of three (3) years with two (2) additional 1-year option periods.

Motion carried.

- Mr. Qually moved, seconded by Mr. Martin, to approve the Pennsylvania Municipal Retirement System (PMRS) -- Adams County was awarded 2023 Excess Interest in the amount of \$1,800,935.00. This amount will be distributed as follows – Active & Deferred-Vested Plan Members - \$449,089.92; Retired Plan Members & Survivors - \$654,096.88; Municipal Reserve - \$697,748.20. Active and Deferred-Vested members receiving allocations will receive communication on or before the 2025 Annual Member Statements.

Motion carried.

- With recommendation by County Administrator Steve Nevada, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Qually, that the Board of Commissioners approve an Intergovernmental Agreement (IGA) with York County on behalf of the York County Youth Development Center. This Agreement provides that the Center will accept housed detained juveniles or emergency placements in their secure facility at a per diem rate of \$1,240.60 per juvenile. This Agreement is effective November 3, 2025 through June 30, 2026. It is further recommended that the Board approve Resolution No. 16 of 2025, effectuating the Agreement as required by the Pennsylvania Intergovernmental Cooperation Act as follows:

Motion carried.

- With recommendation from Chief Clerk Paula Neiman, Mr. Qually moved, seconded by Mr. Martin, that the Board of Commissioners appoint Chairman Randy L. Phiel to sign on behalf of the Board a Service Agreement with Peter's Auction Services for live auctioneering services on October 30, 2025 for the auction of County-owned assets including vehicles and a piece of equipment. Total cost of services is \$360.00.

Motion carried.

Personnel Report:

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

Court:

- Retirement of Candice Clark, Court HR Generalist, effective January 23, 2026 with over 20 years of service
- Separation of employment for Daryn Kent, Law Clerk Intern, effective December 3, 2025

- Probation Services
 - Makayla Garrett and Lindsey Vandergrift, Probation Officers, effective November 17, 2025
- Domestic Relations
 - Hannah Flynn and Alejandra Martinez, Conference Officers, effective December 1, 2025.
 - Ms. Martinez is transferring from Children & Youth Services.
 - Amie Gray, General Clerk, effective December 1, 2025

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

Children & Youth Services:

- Promotion of Nicole Billet from Caseworker-Intake to After Hours Caseworker Weekend, effective November 17, 2025
- Adams County Adult Correctional Complex:
 - Sharron Brown, Lieutenant, effective December 1, 2025

Separation of Employment with permission to post:

- Adams County Adult Correctional Complex: Corrections Officers – Teresa Wiser, effective November 21, 2025

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Martin, to approve the following expenditures for the period November 10, 2025 through November 21, 2025:

General Fund	\$ 985,468.87
Debt Service Payments	\$ 2,492,245.78
Payroll – Week #47	<u>\$ 1,142,324.63</u>
Total General Fund	\$ 4,620,039.28
Children & Youth Services	\$ 257,749.33
Liquid Fuels	\$ 37,043.21
HazMat Fund	\$ 41.97
Commissary Fund	\$ 10,087.94
Act 137 (Affordable Housing)	\$ 6,654.57
Hotel Tax Fund	\$ 263,803.43
Coroner VISA	\$ 296.00
Parks, Recs & Green Space Prgm	\$ 30,704.96
Capital Project-Reserve	\$ 453.45
Capital Projects	\$ 14,656.83
911 Fund	\$ 36,795.42
Internal Service Fund	<u>\$ 423,083.80</u>
Total Special Funds	\$1,081,370.91
Total Expenditures	\$5,701,410.19

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. Martin moved, seconded by Mr. Qually to adjourn the Commissioners' Meeting at 9:32 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman

Paula V. Neiman
Chief Clerk