

## **AGENDA, WEDNESDAY, APRIL 15, 2026:**

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

### **Pledge of Allegiance**

### **Minutes:**

Approve the April 1, 2026 Commissioners' Meeting Minutes as presented.

### **Proclamations:**

- **“NATIONAL PUBLIC SAFETY TELECOMMUNICATOR’S WEEK”**  
April 12-18, 2026
- **“NATIONAL PRESCRIPTION DRUG TAKE BACK DAY”** – April 25, 2026
- **“NATIONAL CRIME VICTIMS’ RIGHTS WEEK”** – April 19-25, 2026

### **Presentation:**

Recognize the retirement of Nancy M. Moser, Administrative Support Coordinator, with over 38 years of service, and Jolene Snyder, Deputy Treasurer, with over 30 years of service to the County.

### **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.*

### **Probation Department:**

Recommendation from Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Order Form from DocTract, a Michigan company, for renewal of Probation's Policy Management System. This System assists Probation with management of policies, procedures, and onboarding practices. The term of the Agreement is three (3) years, commencing on April 17, 2026 and terminating April 16, 2029. Total cost to the County is \$9,162.18, which shall be reimbursed by the Court.

### **Controller:**

Recommendation from Controller Tammy Myers, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Engagement Letter for Audit Services with Zelenkofske Axelrod LLC. The Board previously approved the 3-year extension of audit services on April 30, 2025, but this Engagement Letter provides the formalized terms and conditions for the audit of Adams County's financial statements for fiscal years ending in 2025, 2026, and 2027, including major funds and compliance with federal and DHS award programs. Per the April 30, 2025 Agreement, the total fees will not exceed \$79,435.00 for the audit of 2025, \$81,820.00 for the audit of 2026, and \$84,275.00 for the audit of 2027. This Engagement Letter is effective April 1, 2026.

## **AGENDA, WEDNESDAY, APRIL 15, 2026**

**Page 2 of 7**

### **Prothonotary:**

Recommendation from Prothonotary Beverly Boyd, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the following:

- Memorandum of Understanding (MOU) with Teleosoft, Inc. This MOU establishes a schedule for the completion of the implementation of the Prothonotary's E-Services and Sheriff Integration projects, which were originally approved by the Commissioners on January 28, 2021. This MOU is effective April 15, 2026. There is no additional cost to the County.
- Contract for Services with Gila LLC, d/b/a Municipal Services Bureau ("MSB"). MSB will act as the payment gateway for Prothonotary's e-Filing system. The Term of the Agreement is three (3) years, commencing on April 15, 2026 and terminating April 14, 2029. There is no additional cost to the County.

### **Children & Youth Services:**

Recommendation from Jess Coy, Administrator, to approve and sign the 2026-2027 Purchase of Service Agreements with the following:

- Pennsylvania Comprehensive Behavioral Health Services; The Center for Youth & Community Development (2) Contracts; Commonwealth Clinical Group; New Foundations, Inc; PivotStone Group; Adelphoi Village, Inc-Amendment to Purchase of Service Agreement; Merakey Pennsylvania; City Mission-Living Stones, Inc.; Hoffman Homes, Inc.; Allied Responsible Parenting; Perseus House; Penn State Health Milton S. Hershey Medical Center

### **Tax Services:**

- Recommendation from Director Daryl Crum, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and sign the Agreement for Renewal of Printing Services with Government Software Services (GSS), of Honesdale, PA, for Return and Claim / Tax Sale printing services for the County. The term of the Agreement is one (1) year, commencing April 2, 2026 and terminating April 1, 2027. Cost to the County is \$0.64 per mailer prepared plus the cost of mailing.
- Recommendation from Susan Miller, Assistant Director/Chief Assessor to approve the following:

Disabled Veterans Real Property Tax Exemption Certification – for Parcel #29E04-0042A for a home on 1.92 acres located in Menallen Township, effective with the 2026-2027 School Taxes.

Personal Tax Exemption – for Priscilla Gendron, Cumberland Township who meets the guidelines of County Policy

**Information Technology:**

Recommendation from CIO Phil Walter, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and designate Chairman Randy Phiel to sign the following:

- Acknowledgment for a cybersecurity risk assessment to be performed by a cybersecurity firm with which the County contracts. The Acknowledgment is effective April 15, 2026. This assessment comes at no additional cost to the County.
- State and Local Cybersecurity Grant Program (SLCGP) Agreement for Federal Fiscal Year 2024. This Agreement provides for an award of \$123,753.75 for the purpose of enhancing intrusion detection, asset intelligence, security awareness services, and vulnerability management solutions. The Period of Performance is December 1, 2025 through November 30, 2028. A County match of \$37,126.13 (30% of the SLCGP grant) is required.

**Victim Witness:**

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

- Subgrant Application (No. 46741-2) with the Pennsylvania Commission on Crime and Delinquency (PCCD) for Victims of Crime Act (“VOCA”) funds. The amount of federal grant funding requested is \$94,968.00, which will be used to support victim advocacy in the County during the performance period of October 1, 2026 through September 30, 2027. No County match is required. This Application is effective April 15, 2026.
- Project Modification Request for the Awareness, Notification, and Restitution Grant (#44544-2) from the Pennsylvania Commission on Crime and Delinquency (PCCD) for \$83,244.00 in State funds. This modification allows for a reallocation of personnel and supply funds due to the resignation of a Direct Services Victim Advocate but does not change the overall grant amount. The Modification is effective April 15, 2026.
- Project Modification Request for the VOCA – Direct Services to Victims of Crime Grant (#46741) from PCCD for \$102,128.00 in Federal funds. This Modification allows for a reallocation of personnel and supply funds due to the resignation of a Direct Services Victim Advocate, but does not change the overall grant amount. The Modification is effective April 15, 2026.

**Security:**

Recommendation from Director Mark Masemer, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the quote from Motorola Solutions for a dual encryption flash upgrade. This

Security cont'd:

upgrade will allow for direct radio communication with County law enforcement agencies, which will assist with security during large community events. This quote is made pursuant to PA Contract #4400027237 and is effective April 15, 2026. Total cost to the County is \$751.50.

**Building and Maintenance:**

Recommendation from Director Larry Steinour, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Quote for mowing services at Oak Lawn Cemetery from Sheppard's Groundskeeping, a Gettysburg, PA company. Additionally, it is recommended that the Board sign the Terms and Conditions with Sheppard's. The term of the Agreement commences on April 15, 2026 and will continue until the end of the 2026 mowing season. Total cost to the County is \$975.00 per mow, not to exceed \$17,550.00 for the entirety of the season.

**Elections & Voter Registration:**

Recommendation from Director Angie Crouse, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners, sitting as the Board of Elections, authorize the posting of a notice for the establishment of a new polling place located at Freedom Valley Church, 3185 York Road, Gettysburg, PA 17325. This polling place will serve voters in the newly-created Straban Township Election Districts 3 & 4 beginning at the May 19, 2026, Primary Election. Pursuant to 25 P.S. 2726, the notice shall be posted for a period of 5 days at the County's Department of Emergency Services Building, the site of the existing polling locations for Straban Township Districts 1 & 2.

**Adams County Adult Correctional Complex (ACACC):**

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

- Designate Chairman Randy L. Phiel to sign the Grant Award Notification for the Residential Substance Abuse Treatment Program Grant through the PA Commission on Crime and Delinquency (PCCD) for an award of \$195,752.00 in federal funds. This money will be used to expand the MAT program at the ACACC to allow for evidence-based psychosocial treatment and creation of individualized discharge plans that include aftercare. The Project period is January 1, 2026 through September 30, 2027. A County match of \$53,939.00 is required.
- Agreement with GFT Infrastructure Inc. d/b/a GFT. This Agreement provides professional consulting services for security upgrades to the Adult Correctional Complex, including design, bidding assistance, construction administration, and post-construction services for electronic security and related systems, at a total cost of \$182,790.00. This Agreement is effective April 15, 2026, and expires upon completion of the services.

Adams County Adult Correctional Complex (ACACC) cont'd:

- Submission of the 2026 Medication-Assisted Substance Use Treatment Grant Program Application to the Pennsylvania Commission on Crime and Delinquency (PCCD). The requested \$97,953.00 in grant funding will support continuation of the Transition to Recovery MAT Program at the Adams County Adult Correctional Complex, including costs for approved medications, evidence-based psychosocial treatment materials, and related program supports. The project period runs from July 1, 2026, through June 30, 2028. No County match is required.

**Human Resources:**

Recommendation from Director Danette Laughman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners appoint Chairman Randy Phiel to sign, on behalf of the Board, the following Agreements with the Alera Group, an Illinois Company licensed to do business in Pennsylvania:

- Employee Benefits Master Services Agreement and Business Associate Agreement with Alera Group, which provides ongoing employee benefits consulting and related services for the County's health and welfare benefit plans for an initial three-year term beginning January 1, 2026.
- Employee Benefits Consulting Statement of Work with Alera Group, which provides strategic planning, financial and claims analysis, marketing and renewal support, implementation assistance, employee communications, data analytics, and compliance support services for the County's employee benefit programs at a total cost of \$65,000.00/year for the 2026 plan year from January 1, 2026, through December 31, 2026.
- Employee Benefits Compensation Disclosure Statement with Alera Group, which discloses Alera Group's compensation for consulting and placement services for the County's employee benefit lines of coverage, including a \$5,417.00/month consulting fee and various carrier-paid commissions and fees, for the coverage placement period January 1, 2026, through December 31, 2026.

**Commissioners:**

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

- Designate Chairman Randy L. Phiel to approve the Quote from ePlus Technology, Inc., a Virginia Company which is an authorized reseller of Cisco products, for renewal of the Commissioners' Cisco Webex License. This License provides the Commissioners with a conference phone number with which they can telephonically host Public Meetings. The quote is made pursuant to Contract # US-PEPPM-PA 548362. The term of the License is one (1) year, commencing on June 28, 2026 and terminating June 27, 2027. Total cost to the County is \$211.40.

## **AGENDA, WEDNESDAY, APRIL 15, 2026**

**Page 6 of 7**

### Commissioners cont'd:

- Sign Addendum #1 to the Professional Services Agreement with Adams Regional Emergency Medical Services (“AREMS”) for provision of trainers to instruct first aid and CPR classes for any departments in need of these trainings. This Addendum extends the term of the Agreement for an additional two (2) years, commencing on April 15, 2026 and terminating April 14, 2028. The County shall pay AREMS \$25.00 per individual who undergoes the training.

### **Personnel Report:**

#### Courts:

- Separation of employment of Jill Payne Kramer, Probation Officer, effective April 29, 2026

#### District Attorney:

- Employment of Christopher Higgins, Law Clerk, effective August 10, 2026

#### Clerk of Courts:

- Employment of Krista Bradeis, Docketing Deputy Clerk, effective April 6, 2026

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

#### Children & Youth Services

- Appointment of Jessica Coy to Administrator, effective April 6, 2026

#### Planning Department

- Logan Valko, Unpaid Intern, effective May 11, 2026 through approximately July 29, 2026

#### Human Resources

- Abbey Welsh, Recruitment Coordinator/Payroll Assistant, , effective April 13, 2026

#### Emergency Services

- Promotion of Kyle Harne from Telecommunicator to Assistant Supervisor, effective April 6, 2026

#### Voter Registration/Elections

- Anika Stauffer, Assistant, effective April 13, 2026

#### Building & Maintenance:

- Custodians – Vincent Grippa, effective April 6, 2026 and Shannon Byrd, effective April 13, 2026, 25 hours/week, Monday thru Friday, 5:00 p.m. to 10:00 p.m.

#### Separation of Employment:

- Retirement of Nancy Moser, Administrative Support Coordinator, Tax Services, effective April 24, 2026.

**AGENDA, WEDNESDAY, APRIL 15, 2026**

**Page 7 of 7**

Personnel Report cont'd:

Separation of Employment with permission to post:

- Retirement of Jolene Snyder, Deputy Treasurer, effective May 8, 2026
- Morgan Rodriguez, Fiscal Officer 2, Children & Youth Services, effective April 14, 2026
- Christine Wilkinson, Court Information Specialist, Clerk of Courts, effective March 31, 2026

**Expenditures:**

Approve the following expenditures for the period March 30, 2026 through April 10, 2026:

General Fund	\$	307,036.23
Payroll – Week #15	\$	1,220,285.78
<b>Total General Fund</b>	<b>\$</b>	<b>1,527,322.01</b>
Children & Youth Services	\$	169,839.58
Liquid Fuels	\$	5,226.91
HazMat Fund	\$	463.17
Commissary Fund	\$	963.80
Records Management	\$	8,024.40
Human Services	\$	18,856.00
Capital Projects	\$	11,238.87
911 Fund	\$	12,673.68
Internal Service Fund	\$	685,764.88
<b>Total Special Funds</b>	<b>\$</b>	<b>913,051.29</b>
<b>Total Expenditures</b>	<b>\$</b>	<b>2,440,373.30</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:**