

AGENDA, WEDNESDAY, OCTOBER 29, 2025:

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

Pledge of Allegiance

Minutes:

Approve the October 15, 2025 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.*

Court Operational Services:

Recommendation from Neil Burkholder, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the County Criminal Justice Advisory Board Technical Assistance and Training Grant Request Form. This Application requests \$2,000.00 in funding from the Pennsylvania Commission on Crime and Delinquency (PCCD) to develop and distribute a Resource Guide which will provide additional information and continuing life skills support to justice-involved individuals who are living in our community. This Application is effective October 29, 2025. There is no County match required.

Sheriff:

Recommendation from Sheriff James Muller, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners ratify the signature of Vice-Chairman James Martin approving the Maintenance Agreement from Dataworks Plus, a South Carolina company. This Agreement covers yearly maintenance for the Sheriff's fingerprint system. The term of the Agreement is one (1) year, commencing on August 1, 2025 and terminating July 31, 2026. Total cost to the County is \$781.00.

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 Forensic Pathology Associates/HNL Lab Medicine Service Agreement for forensic autopsy services, including anatomic and clinical pathology services. The term of the Agreement is one (1) year, commencing on January 1, 2026 and terminating December 31, 2026. Routine forensic autopsy services are \$2,600.00, excluding specialized studies and ancillary services, which are further identified in the proposed fee schedule.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the U.S. Field Site Affiliation Agreement with Walden University. The purpose of this Agreement is to host Children &

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Children & Youth Services cont'd:

Youth Services employee Annette Chretien-Breighner's field site experience necessary for the completion of her master's degree through Walden University. This Agreement is effective November 24, 2025.

Planning and Development:

- Recommendation from Sherri Clayton-Williams, Director to approve the appointment of Miah Gresh, Environmental Planner, to the Capital Area RC&D Board, effective November 1, 2025 thru November 30, 2028.
- Recommendation by Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, that the Board approve Amendment #1 to the Affordable Housing Trust Fund (HTF) Agreement with Servants Healthy Home Initiative. This Amendment extends the term of the original grant agreement executed on June 26, 2024 to December 31, 2025. The purpose of the extension is to permit Servants additional time to complete the affordable housing project funded by the HTF grant. This Amendment is effective October 29, 2025.

Tax Services:

Recommendation from Susan Miller, Assistant Director/Chief Assessor, to approve the following:

- Personal tax exemptions for the following who meet the income guidelines of County Policy:
 - Cumberland Township – James Petty
 - Oxford Township – Helene Brown; Joyce Conrad; Anna Fritz; Ladora Gross; Wayne Gross; Patricia Hoff; Carolyn Iwancio; Helen Jacoby; Linda Kepner; James Lawrence; Marion Matthews; Dolores Spencer; J. Howard Stiles; Roman Strausbaugh; Rita Weaver
- Disabled Veterans Real Property Tax Exemption Certification:
 - Parcel #11004-0010 to include an additional .15 acres and a barn, which is no longer used for commercial purposes, for the property located in Fairfield Borough. The second home and .05 acres will still remain taxable.

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 sign the Service Proposal from Moser Roofing Solutions for maintenance of the Courthouse roof. It is further recommended that the Commissioners sign the Master Terms and Conditions with Moser Roofing Solutions. This Proposal is made pursuant to Costars Contract #008-E22-889 and is effective October 29, 2025. Total cost to the County is \$3,420.00.

Information Technology:

Recommendation by CIO Phil Walter, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and designate Chairman Randy L. Phiel to sign the quote from the Chester County Intermediate Unit (CCIU) for the Zscaler ZIA Solution, as well as provision of co-management, implementation and configuration, and training. This Solution will ensure that all internet traffic, both inbound and outbound, is being scanned for security threats. It is further recommended that Chairman Phiel sign the Agreement with the CCIU, which has been amended to include the County's standard terms and conditions. The term of the Agreement is thirty (30) months, commencing on January 1, 2026 and terminating June 30, 2028. Total cost to the County is \$28,128.75.

Human Services Development Block Grant:

Recommendation from Paula Neiman, Chief Clerk, to approve Fiscal Year 2024-2025 Human Services Client Report and Income and Expenditures Report for the Human Services Development Fund in the amount of \$58,723.00 and for Homeless Assistance in the amount of \$121,539.00. In addition, approve and sign the Certification Statement for submission to the PA Department of Human Services.

Commissioners:

- Recommendation by Solicitor Molly R. Mudd that the Board of Commissioners adopt and approve Resolution No. 13 of 2025, approving federally tax-exempt financing through Pennsylvania's Next Generation Farmer Loan Program upon application by Emanuel S. Huyard and Fannie P. Esh in an amount not to exceed \$560,000.00 for agricultural land and/or buildings located at 250 Gooseville Road, New Oxford, Reading Township. The approval granted by the Board shall not in any way pledge or obligate the credit or taxing power of the County, nor shall the County be liable for the payment of the principal or interest on any obligations issued by The Adams County Industrial Development Authority, the issuer of the tax-exempt debt on behalf of Mr. Huyard and Ms. Esh.
- Recommendation from County Administrator Steve Nevada, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners sign the Professional Services Agreement with Beverly D. Mackereth. Ms. Mackereth will be providing professional training and mentoring services to the senior staff of Adams County Children and Youth Services. The term of the Agreement is six (6) months, commencing on October 29, 2025 and terminating April 28, 2026. Ms. Mackereth will be paid an hourly fee of \$150.00, not to exceed \$10,000.00.

Personnel Report:

Court:

- Probation Services – Separation of employment for Madison Conley, Probation Officer, effective October 27, 2025; Jacob Boswell, Probation Officer, effective October 31, 2025

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Personnel Report cont'd:

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

Children & Youth Services:

- James Starckey, from Social Service Aide 2/Transportation & Visitation to Social Service Aide 3, effective October 20, 2025
- Rebbeca Arter, from Social Service Aide 2/Independent Living to Social Service Aide 3, effective October 20, 2025
- Sheena Hay, from Casework Supervisor to Education & Training Program Specialist 2, effective October 14, 2025
- Pamela Stinnet, from Caseworker 2/Family Support to Caseworker 2/Family Engagement, effective October 20, 2025
- Taylor Dadds, Caseworker 1, effective October 20, 2025

- Adams County Adult Correctional Complex – Corrections Officers: David Lumjel, effective November 3, 2025
- Hilda Negura, Corrections Officer, effective October 20, 2025
- Kahlil Thompson, Corrections Officer, effective October 20, 2025
- Devin Herring, Lieutenant, effective October 22, 2025
- Status change for Wesley Garner, Lieutenant, from fulltime to Part time as Needed, effective October 20, 2025.

Separation of Employment with permission to post:

- Tyler Kahlbaugh, Caseworker 2-Family Support, Children & Youth Services, effective November 14, 2025
- Adams County Adult Correctional Complex: Corrections Officers – Dylan Stouffer, effective October 10, 2025; Trystan Kuhn, effective October 15, 2025

Expenditures:

Approve the following expenditures for the period October 13, 2025 through October 24, 2025:

General Fund	\$ 1,119,104.88
Payroll – Week #43	<u>\$ 1,307,448.70</u>
Total General Fund	\$ 2,426,553.58
Children & Youth Services	\$ 301,199.23
Liquid Fuels	\$ 76,880.05
HazMat Fund	\$ 59,144.13
CDBG	\$ 58,396.40
Ag Land Funds	\$ 163,009.26
Commissary Fund	\$ 6,023.93
Hotel Tax Fund	\$ 114,000.00
Opioid Settlement	\$ 4,903.17
911 Fund	\$ 35,428.89
Internal Service Fund	<u>\$ 995,441.32</u>

Total Special Funds	\$1,814,426.38
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Total Expenditures	\$4,240,979.96
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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: