

AGENDA, WEDNESDAY, JANUARY 21, 2026:

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

Pledge of Allegiance

Minutes:

Approve the January 5, 2026 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 Administration:

Recommendation from Court Administrator Don Fennimore and after review by Solicitor Molly R. Mudd that the Board of Commissioners designate Chairman Randy L. Phiel to approve the Quote from ePlus Technology, Inc., a Virginia Company and authorized reseller of Cisco products, for renewal of ten (10) Courtroom-specific WebEx licenses. These Licenses provide the Courts with digital meeting rooms (Video/Telephone) with which they can host Court proceedings. This quote is made pursuant to Equalis Contract No. R10-1173B. The terms of the Licenses are one (1) year, commencing on January 23, 2026 and terminating January 22, 2027. Total cost to the County is \$2,037.21.

Treasurer:

Recommendation from Treasurer Christine Redding, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Order Form from OpenGov, Inc., a California company, for renewal and maintenance of the Treasurer's Hotel Tax Program. 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 \$6,615.00.

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 Grant Award Notification for the STOP Violence Against Women funding for 2025-2027 Program (#44102-2) through the PA Commission on Crime and Delinquency (PCCD) for an award of \$125,000.00 in federal funds. The grant money will go toward paying part of the salaries of the Office Manager and three County Detectives who handle cases involving domestic violence; the salaries of two counselors/advocates and the Director of Support Services at YWCA Carlisle and Cumberland County; and the salaries of Client Advocates at YWCA-Hanover Safe Home. The project period is January 1, 2026 through December 31, 2026. No County match is required.

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Children & Youth Services:

Recommendation by Acting Administrator Jessica Coy, and after review by Solicitor Molly R. Mudd, that the Board approve the following:

- Agreement with the County of York, on behalf of the York County Juvenile Detention Center (“Center”). This Agreement provides for the secure detention of certain Adams County juveniles at the Center at a per diem rate of \$1,240.60 per bed. This Agreement is effective January 21, 2026, and terminates June 30, 2026.
- Approve the Fiscal Year 2025-2026 Purchase of Service Agreement with Cameron Romer/Cameron Romer Comprehensive Counseling Services.

Tax Services:

Recommendation from Susan Miller, Assistant Director/Chief Assessor, to approve the following, effective with the 2026 County/Municipal Taxes:

Disabled Veterans Real Property Tax Exemption Certifications:

- Parcel #23I04-0033A for a home on 1.58 acres located in Latimore Township
- Parcel #35K12-0032A for a home on 1.50 acres located in Oxford Township
- Parcel #36113-0032 for a home on .34 acres located in Reading Township
- Parcel #36108-0109 for a home on .73 acres located in Reading Township

Personal Tax Exemptions who meets the Guidelines of County Policy:

- Virgil A. McKerley, III and Virgil A. McKerley, Jr., Mt. Pleasant Township
- Steven Bowlin, Straban Township

Planning & Development:

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that that Board of Commissioners approve the following Parks, Recreation, and Green Space Grant Agreements totaling \$200,000.00 pursuant to prior approval of awards by this Board on November 12, 2025:

- Jeff & Betsy Yingling – 100-acre Agricultural Easement along Bullfrog Road in Freedom Township- \$49,332.00 in grant funding provided by the County will leverage \$141,000.00 in federal NRCS funds. The preservation in perpetuity of this land through a conservation easement contributes directly to the Program's objective to protect land for agricultural preservation. The majority of the soils on the property have been designated by NRCS as being prime farmland or as having statewide or local importance. It is near other lands preserved by the County program and the Land Conservancy of Adams County (LCAC).
- Jim & Shirley Waybright – 14.835-acre Open Space Conservation Easement located along Mason Dixon Road in Mt. Joy Township - \$22,327.00 in grant

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funding provided by the County. A portion of the parcel is in ag production with the remainder providing protection of a forested buffer along Rock Creek, which will help to protect water quality and wildlife habitat. Additionally, the protection of open space will allow continued groundwater recharge from the land, helping to maintain the region's water resources. This parcel is adjacent to a farm preserved by the Adams County Ag Land Preservation Program, so its preservation will further goals to create large blocks of protected land.

- Daniel & Melissa Utz – 47.11-acre Agricultural Easement located along Hoffman Home Road in Mt. Joy Township- \$29,239.00 in grant funding provided by the County will leverage \$77,261.00 in federal NRCS funds. The preservation in perpetuity of this land through a conservation easement contributes directly to the Program's objective to protect land for agricultural preservation. The majority of the soils on the property have been designated by NRCS as being prime farmland or as having statewide or local importance. It is adjacent to other lands preserved by LCAC and in close proximity to preserved properties of the County program.
- Doug & Jane Sentz – 55.57-acre Agricultural Easement located along Red Rock and Shriver Roads in Freedom Township- \$45,199.00 in grant funding provided by the County will leverage \$90,301.00 in federal NRCS funds. The preservation in perpetuity of this land through a conservation easement contributes directly to the Program's objective to protect land for agricultural preservation. The majority of the soils on the property have been designated by NRCS as being prime farmland or as having statewide or local importance. Preservation of this property will protect farmland that is a valuable component of the County's agricultural economy and landscape. The property also has significant road frontage and open, level terrain that affords scenic views from two public rights of way. It is adjacent to other lands preserved by LCAC and in close proximity to preserved properties of the County program.
- David & Linda Clark – 92.88-acre Open Space Conservation Easement adjacent to Michaux State Forest in Hamiltonban Township - \$53,903.00 in grant funding provided by the County. Preservation of this property will protect forestland that is a valuable component of the County's rural landscape. This forested property is covered by mature woodland that provides wildlife habitat and protects water resources. The property provides the natural ecological requirements for at least one animal Species of Special Concern as part of the "Kepner Knob" area identified in the "Natural Areas Inventory of Adams County" completed in 1996 and updated in 2002 by the Pennsylvania Chapter of the Nature Conservancy. This property is also adjacent to another property preserved by the LCAC.

These Agreements are effective January 5, 2026.

- Re-appointment of Pat Naugle, Matt Sheads and Ellie Vranich for another 4-year term to the Parks, Recreation and Green Space Committee, effective January 1, 2026 through December 31, 2029
 - Appointment of Robin Crushong as the Township Representative replacing Gus Fridenvalds, for a 4-year term effective January 1, 2026 through December 31, 2029

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Planning & Development cont'd:

- Reappoint and appoint the following to the Adams County Housing Committee:
2-year Terms effective January 1, 2026 through December 31, 2027:
 - Yemi Gagliardi, Lucy Lott, Vicki Huffaker, Dennis Murphy
3-year Terms effective January 1, 2026 through December 31, 2028:
 - Stacey Rice, Robin Fitzpatrick
 - Appoint Roxanne Whitaker to a 3-year term effective January 1, 2026 through December 31, 2028
- Designate Chairman Randy L. Phiel to sign the Professional Services Agreement with EBA Engineering, Inc. for performance of an upgrade to the County's ArcGIS Enterprise server. It is further recommended that the Commissioners sign the Addendum to the Professional Services Agreement, which incorporates the County's standard terms and conditions into the Agreement. The Agreement commences on January 21, 2026 and terminates December 31, 2026. Total cost to the County shall not exceed \$8,000.00.
- Professional Services Agreement with Matthew E. Teeter, Esq. of Teeter Law Offices, LLC. The Agreement provides that Attorney Teeter will serve as legal counsel to the Adams County Zoning Hearing Board at a rate of \$200.00/hour as may be needed. This Agreement is effective January 21, 2026, and continues on an at-will basis until terminated by either party.

Agricultural Land Preservation:

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Certification of County Funds with the Pennsylvania Department of Agriculture. This Certification attests that the County has allocated the following to purchase agricultural conservation easements for 2026 pursuant to the Agricultural Area Security Law. This Certification is effective January 21, 2026.

- Allocation of 2026 County Match Funds from County Revenues \$ 446,925.00
- Total Interest collected from 2025 County Clean & Green Rollback Tax penalty interest \$ 115,750.00
- Accumulated Total Certified County Match Funds for 2026 \$ 562,675.00

Zoning Hearing Board:

Accept the resignation of Larry D. Bushey from the Adams County Zoning Hearing Board, effective January 19, 2026.

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Recommendation from CIO Phil Walter, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the quote from Aspire Technology Partners, LLC, for Aspire CyberIQ Essentials. This solution will be the County's new phishing and learning management system software. This quote is made pursuant to Costars Contract No. 006-E22-215. 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 \$1,292.50.

Victim Witness:

Recommendation from Samantha Hoffman, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Grant Award Notification for the Awareness, Notification, and Restitution Grant (#44544-2) through the PA Commission on Crime and Delinquency (PCCD) for an award of \$83,224.00 in State funds. This money will be used to support victim services, by providing necessary staff salaries and supplies. The project period is January 1, 2026 through December 31, 2026. No County match is required.

Public Defender:

Recommendation from Public Defender Scott Harper, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Project Modification Request for the Indigent Defense Grant Program (#44322) from the Pennsylvania Commission on Crime and Delinquency (PCCD) for \$189,134.00 in State funds. This Modification reduces the total budget to \$103,472.00 and allows for a reallocation of personnel funds to cover travel (including training), supplies and operating expenses, and other expenses. The Modification is effective January 21, 2026.

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 Applications for Renewal of Certificates of Registration for Radiation-producing Machines for the radiation screening machines at the entrances of the Courthouse and the Human Services Building. The Certificates of Registration are valid for one (1) year, commencing on March 1, 2026 and terminating February 28, 2027. Total cost to the County is \$1,040.00.

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 Proposal from Donald B. Smith, Inc., of Hanover, PA to perform a roof replacement at the County-owned property located at 19 W. High Street. The Proposal is made pursuant to Costars Contract #008-E22-904 and is effective January 21, 2026. Total cost to the County is \$80,316.00.

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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 # QUO6620 from American Security Cabinets. This Quote provides one (1) Kiosk Model 710 SS One-Hand-Chute Ballot Drop Box with accessories for a total cost of \$2,901.80. This ballot drop box will be paid for with Act 88 Election Integrity Grant funds. This approval is effective January 21st, 2025.
- Election Integrity Grant Program Post-Election Report to be filed with the Pennsylvania Department of Economic Development. This Report documents the County's use of Act 88 Election Integrity Grant Program funds for the 2025 General Election. Expenditures for the last election totaled \$264,984.76.

Human Resources:

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

- Adams County Compensation Plan for Children & Youth Services employees effective January 1, 2026, for submission to the Pennsylvania Department of Human Services, in conformance with the equitable compensation principles of the Federal Merit Hire System codified at 5 C.F.R. Section 900.601-900.605 and Title II of the Federal Office of Personnel Management regulations and Title II of the Intergovernmental Personnel Act of 1970, as amended, relating to federally required merit personnel systems in State and Local Agencies. The County Compensation Plan is submitted yearly pursuant to DHS Policy and Fiscal Regulations for Merit Systems in County Children & Youth Agencies.
- Letter Proposal and Agreement with Susquehanna Accounting and Consulting Solutions, Inc ("SACS"). This Agreement provides that SACS will conduct an annual analysis of contributions to the County's self-funded health insurance program at a rate of \$355.00/hour (2026) or \$360.00/hour (2027) with an annual cap of \$24,500.00 (plus \$500.00 for expenses). SACS will also provide ongoing financial management advisory services at a rate of \$355.00/hour (2026) or \$360.00/hour (2027) with an annual cap of \$51,750.00 (plus \$3,500.00 for expenses). This Agreement is effective January 21, 2026, and terminates December 31, 2027.

Adult Correctional Complex:

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve and ratify the signature of Chairman Randy L. Phiel accepting the January 2, 2026 Proposal of Security Fence Company of Red Lion for repairs to the jail's delivery gate totaling \$12,240.00. Repairs are to be made pursuant to COSTARS Contract # 008-E25-1551.

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

- Appoint Chairman Randy L. Phiel to sign, on behalf of the Board, Pay Application #7 in favor of Contractor The Efficiency Network (“TEN”) totaling \$116,826.40 reflecting final payment on Contract 23-01-017 for the design and installation of the roof-top solar array at the Human Services Building in Cumberland Township including Inspection and Closeout and Roofing Warranty Recertification.
- Adopt Resolution No. 1 of 2026, which commits the County to providing a ten percent (10%) match of the yearly funding received by the Adams County Arts Council as a member of the Pennsylvania Council on the Arts Creative Communities Initiative. The ten percent match will be \$2,500.00. The County pledges this amount for up to four years. Total cost to the County is \$10,000.00.
- Adopt the Collective Bargaining Agreement with Council 13 of the American Federation of State, County, and Municipal Employees, AFL-CIO for the period January 1, 2026 to December 31, 2028 applicable to employees at the Adams County Adult Correctional Complex that fall within the unit certified by the Pennsylvania Labor Relations Board in its Order dated January 4, 1989 at PERA-R-88-454-E.
- Approve and adopt the Side Agreement with the American Federation of State, County, and Municipal Employees, AFL-CIO Council 13 regarding banked mandate refusals held by four (4) employees that will allow the refusals to be exchanged for hours of PTO in accordance with the schedule set forth in the Agreement.
- Recommendation by Deputy Chief Clerk Lisa Moreno-Woodward that the Board of Commissioners approve the submission to the Pennsylvania Department of Transportation the MS-991 Report of County Liquid Fuels Tax Fund, the Report of the Act 89 Tax Funds, and the Report of the Act 44 Tax Funds for fiscal year 2025.
- Authorize the advertisement of the Invitation to Bid on the replacement of the drainage culvert which runs under the access drive to the Adams County Human Services Building in Cumberland Township. Bids are to be received through the PennBid digital platform by 8:00 a.m. Eastern Prevailing Time on Wednesday, March 4, 2026.

Personnel Report:**Court:**

- Court Administration – Jannie Abanto, Court HR Generalist, effective January 20, 2026. Ms. Abanto is transferring from the Human Resources Department.
- Probation Services – Employment of Lindsey Heiser and Hugh Crawford, Probation Officers, effective January 12, 2026.

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Personnel Report cont'd:

Controller:

- Employment of Karra Miller, Staff Accountant, Part Time Regular (20 hours/week), effective January 20, 2026.

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

- Adams County Adult Correctional Complex: Corrections Officers – Caleb Murphy, effective January 12, 2026, Vernell Arrington, effective February 2, 2026
- Amend the date of hire for Vernell Arrington to March 9, 2026

Separation of Employment with permission to post:

- Retirement of Philip Hagerman, 911 Assistant Supervisor, effective January 29, 2026
- Tabitha Welch, Court Specialist 1, Clerk of Courts, effective January 6, 2026
- Heather Wetzel, Court Specialist 2, Clerk of Courts, effective January 30, 2026
- Savannah Loder, Deputy Director/Victim Advocate, Victim Witness Department, effective January 20, 2026
- Amanda Raymond, Custodian, effective January 6, 2026
- Jorge Alvarez, Deputy Warden of Accreditation & Training, effective January 14, 2026
- Cara Santos, Corrections Officer, effective January 8, 2026

Expenditures:

Approve the following expenditures for the period December 22, 2025 through January 2, 2026:

General Fund	\$ 548,644.95
Payroll – Week # 1	\$ 1,156,167.92
Total General Fund	\$ 1,704,812.87
Children & Youth Services	\$ 279,165.86
Liquid Fuels	\$ 177,814.64
Law Enforcement	\$ 2,171.40
Commissary Fund	\$ 1,632.47
Records Management	\$ 2,836.00
Human Services	\$ 25,123.75
Opioid Settlement	\$ 25,234.14
Capital Project-Reserve	\$ 8,024.72
Capital Projects	\$ 776.70
911 Fund	\$ 459,588.03
Internal Service Fund	\$ 26,432.73
Total Special Funds	\$1,008,800.44
Total Expenditures	\$2,713,613.31

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Approve the following expenditures for the period January 5, 2026 through January 16, 2026:

General Fund	\$ 589,087.59
Payroll – Week #03	\$ 1,151,438.58
Total General Fund	\$ 1,740,526.17
Children & Youth Services	\$ 157,039.34
HazMat Fund	\$ 150.20
Commissary Fund	\$ 1,320.01
Act 137 (Affordable Housing)	\$ 13,432.05
Hotel Tax Fund	\$ 216,673.05
Opioid Settlement	\$ 4,903.17
Capital Project-Reserve	\$ 2,697.66
Capital Projects	\$ 53,687.00
911 Fund	\$ 95,758.16
Internal Service Fund	\$ 331,357.73
Total Special Funds	\$ 877,018.37
Total Expenditures	\$2,617,544.54

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: