

## **WEDNESDAY, AUGUST 27, 2025:**

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:04 a.m. at the Adams County Courthouse, Historic Courtroom and via conference call with Chairman Randy L. Phiel presiding. Others in attendance: Commissioner James E. Martin; Steve Nevada, County Administrator; Molly R. Mudd, Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Laura Rowland, Deputy Court Administrator; Candi Clark, Court HR Generalist; Phil Swope, Assistant Director of Budget & Purchasing; Sarah Finkey, ACCYS Administrator; Sherri Clayton-Williams, Director of Planning; Daryl Crum, Tax Services Director; Angie Crouse, Election/Voter Registration Director; Phil Walter, CIO (phone) and Chief Clerk Paula V. Neiman.

### **Minutes:**

Mr. Qually moved, seconded by Mr. Martin, to approve the July 23, 2025 Commissioners' Meeting Minutes as presented.

Motion carried.

### **Proclamations:**

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

- **“SUICIDE PREVENTION AWARENESS MONTH”** – September 2025 – This proclamation was presented to Kathy Gaskin, Healthy Adams County Executive Director and Jen Gastley, Adams County Community Health Coordinator for WellSpan Health
- **“INTERNATIONAL OVERDOSE AWARENESS DAY” IN ADAMS COUNTY** – August 31, 2025 – This proclamation was presented to Aaron Zipp, Collaborating for Youth.

Motion carried.

### **Children & Youth Services Needs Based Budget Public Hearing:**

Chairman Phiel announced this is the date and time advertised to hold a public hearing to accept public comment on the 2026-2027 Adams County Children & Youth Services and Department of Probation Services Needs Based Plan and Budget. Chairman Phiel opened the public hearing at 9:19 a.m. this date and recognized Sarah Finkey, Adams County Children & Youth Services Administrator.

Ms. Finkey provided an overview of the 2026-2027 highlighting the following:

- State Reimbursements – are slightly higher than previous. Programs: Adoption Service (100%); Emergency Shelter (90%); Community Residential/Group Home, Foster Family, Supervised Independent Living, Alternative Treatment, Child Protective/Child Abuse, Child Protective/General, Counseling/Intervention and Day Care are reimbursed at (80%).
- Special Grant Initiatives are also reimbursed ranging from 85% to 95%.
- Budget has increased over the last three years. 2026-2027 requested is \$9,607,978 with the County contributing \$1,956,878.
- Act 148 contributed to In-Home Services; Community Based Placement; Institutional Placement and Administrative Costs
- Organizations that receive funding – Children’s Advocacy Center; Collaborating for Youth; Respective Solutions Group; TrueNorth Wellness Services-FFT; Family First-Nurse Family Partnership; Justic Works Family of Services; Diakon-Family Preservation & Reunification; Resource Care Providers; Children’s Aid Society; Familias Unidas and Congregate Placement Providers
- Number of Calls received, which all need to be followed up on, for fiscal year 2024-2025 is 4,401
- Top five intake allegations for fiscal year 2024-2025 – Conduct by Parent/Caregiver; Substance Use by Parent/Caregiver; Inappropriate Discipline; Behavioral Health Concerns-Child and Behavioral Health Concerns-Parent/Caregiver

- Implementation Year Focus Areas – Practice Improvement; In-home Services; Policy Updates; Quality engagement of families; Child Safety, Permanency & Well-being; Professional Development of Staff and Championing Child Welfare in our County

Chairman Phiel noted that these are critical services to our community. Valuable services that we need to continue to provide within constraints of the budget. Commissioner Martin thanked the Agency staff for their dedicated work and the programs that they provide helping children gain insight into their adult years.

**Public Comment:**

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

**Court Administration:**

With recommendation from District Court Administrator Don Fennimore, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign the West Order Form with West Publishing Corporation (D/B/A Thomson Reuters). This Agreement renews the Court's subscription to the West Complete Library Package, which includes print editions of Pennsylvania rules, statutes, and practice guides. The cost of the subscription is \$2,481.27 per month (\$29,775.24 per year), with a 5% annual increase. The Agreement is effective August 27, 2025 for a 3-year term.
- Designate Chairman Randy L. Phiel to sign the Proposal from Illuminated Integrations, of Middletown, PA, for purchase and installation of a Tascam SS-R250N digital recorder for Courtroom 3. This Proposal is made pursuant to Costars Contract #040-E25-296 and is effective August 27, 2025. Total cost to the County is \$2,448.75, which shall be reimbursed to the General Fund from Court-controlled funds.

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. Phiel, that the Board of Commissioners approve the STOP Violence Against Women Grant 44102-2 Renewal Application with the Pennsylvania Commission on Crime and Delinquency (PCCD) and PCCD's Standard Subgrant Conditions. This Application seeks \$125,000.00 in federal funds for the purpose of providing special prosecution, law enforcement, and victim services for victims of domestic violence. The grant money will go toward paying part of the salaries of a Legal Assistant, Assistant District Attorney, Office Manager and two County Detectives who handle cases involving domestic violence; the salary of a counselor/outreach advocate at the Pennsylvania Coalition Against Rape (PCAR); and the salaries of Client Advocates at YWCA-Hanover Safe Home. The Application is effective August 27, 2025.

Motion carried.

**Children & Youth Services:**

With recommendation from Sarah Finkey, Administrator, to approve the following:

- Mr. Martin moved, seconded by Mr. Phiel, to approve the Adoption Assistance Agreement between P. & E.D. and Adams County, on behalf of R.S.L. in the amount of \$912.50/month.

Motion carried.

- Mr. Martin moved, seconded by Mr. Phiel, to approve the Child Welfare Information System (“CWIS”) Data Sharing Agreement with the Commonwealth of Pennsylvania, acting through the Department of Human Services. This Agreement outlines the terms and conditions for authorized County users to access and exchange information with the statewide CWIS database. The term of this Agreement is October 1, 2025, through September 30, 2026.

Motion carried.

**Planning & Development:**

With recommendation from Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve four (4) Consent & Joinder Forms related to four (4) easements sought by North Ridge I, LP (a Luminest company) over the Misty Ridge low-income housing development property in Cumberland Township. The County is a mortgagee for two early developers of Misty Ridge, Turning Point and MRTT, and the County’s consent is sought to permit easements over the secured property for the purpose of stormwater discharge and management and for the installation of utilities. The anticipated easements will not diminish the value of the property secured by the County’s mortgages. These Consent & Joinder forms are effective August 27, 2025.

Motion carried.

**Information Technology:**

With recommendation by CIO Phil Walter, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Renewal of the Advanced Plan Agreement with AccessiBe Ltd. This Agreement provides a subscription to AccessiBe’s software for the purpose of enhancing ADA accessibility on the County’s website at a total cost of \$1,192.00 for a one-year term. This Agreement is effective August 27, 2025, with the subscription set to begin on September 26, 2025, after the current subscription expires.
- Cisco Unified Communications Upgrade with Link Computer Corporation. This Agreement provides that Link will upgrade the Cisco operating software that underpins the County’s VOIP phone system from Version 14 to 15 at a total cost of \$4,900.00. This Agreement is effective August 27, 2025.
- Designate Chairman Randy L. Phiel to sign the Time and Materials Agreement with Illuminated Integrations, of Middletown, PA. This Agreement shall serve as the Master Agreement for all work performed by Illuminated Integrations for the County. The term of the Agreement is three (3) years, commencing on August 27, 2025 and terminating August 26, 2028. Services shall be performed as needed on a Time and Materials basis, pursuant to the Rate Schedule included in Exhibit B of the Agreement.

Motion carried.

**Department of Emergency Services:**

With recommendation from Warren Bladen, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign the Quote from Tyler Technologies, Inc., a Michigan company, for GIS Refresher Training for the DES GIS Specialist. The Quote is effective August 27, 2025, and is made pursuant to DES’s License and Services Agreement with Tyler. Total additional cost to the County is \$620.00.

- Tower Shelter License Agreement with Cumberland County. This Agreement provides that Cumberland County may use five (5) racks in the County's Big Flat communications tower shelter in Biglerville for storing communications equipment. This Agreement is effective August 27, 2025.

Motion carried.

**Security:**

With recommendation from Mark Masemer, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to approve the Commercial Purchase and Service Agreements with Vector Security, a Pennsylvania company, for monitoring of the County's fire alarm systems at the Courthouse, Human Services Building, St. Francis Xavier Building and Mercy House. These Agreements are made pursuant to COSTARS Contract # 040-E22-167. The terms of the Agreements are one (1) year, commencing August 27, 2025 and terminating August 26, 2026. The total cost to the County of all Agreements is \$2,983.20.
- Quote No. 8062025-1 with Autoclear, LLC. This Quote upgrades the existing courthouse x-ray scanner with a 7555DVS x-ray scanner and three (3) years of maintenance at a total cost of \$40,000.00, with delivery and installation included. This Quote is made pursuant to the terms and conditions of COSTARS Contract 040-E-23-246 and is effective August 27, 2025.

Motion carried.

**Tax Services:**

With recommendation from Susan Miller, Assistant Director/Chief Assessor, Mr. Martin moved, seconded by Mr. Phiel, to approve the following:

- Disabled Veterans Real Property Tax Exemption Certification:
  - Effective with the 2025-2026 School Taxes – Parcel #02006-0093 for a home on .33 acres located in Arendtsville Borough
  - Parcel #36102-0122 for a home on .37 acres located in Reading Township
  - Effective with the 2025 County/Municipal Taxes – Parcel #36K05-0034 for a home on 3.06 acres located in Reading Township
  - Parcel #43044-0040 for a home on 2.08 acres located in Carroll Valley Borough

Motion carried.

- With recommendation from Daryl Crum, Director and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners, sitting as the Board of Assessment Appeals, reappoint the following County residents to sit as auxiliary board members for the County Assessment Board of Appeals, as needed, for the 2025 assessment appeal hearings: Barbara Underwood (Cumberland Twp), Barbara Walter (Butler Twp), William Arrington (Cumberland Twp), and Lisa Moreno-Woodward (Mt. Joy Twp). Note that Ms. Walters is approved as a substitute member of the primary Adams County Assessment Appeals Board to serve on that Board in the event of an absence or recusal of one of its members. These appointments are made pursuant to 53 Pa.C.S. 8853 and shall terminate upon the conclusion of all assessment appeal hearings for 2025

Motion carried.

### **Elections & Voter Registration:**

With recommendation from Angie Crouse, Director, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Ratify the signing of the Election Integrity Grant Program Application in the amount of \$388,606.30, Certification by Grantee as to Intended Uses of Grant Funds and the Worker Protection and Investment Certification Form for submission to the Department of Community & Economic Development.
- Ratify the Notice of Intent with the Commonwealth of Pennsylvania, acting through the Department of State. This Notice requests \$500.00 in grant funds for the purpose of covering the County's costs of replacing old provisional ballot envelopes with the State's new provisional ballot envelope design for the 2025 Municipal Election. This Notice is effective August 20, 2025.
- Appoint Chairman Randy L. Phiel to sign on behalf of the Board Estimate #9118 from KnowInk, LLC. This Agreement provides for the purchase of 102 electronic poll pads, printers, and 3-year licenses and maintenance for a total cost of \$227,460.00. This Agreement is subject to the terms and conditions of COSTARS Contract No. 039-E22-013. The poll pads have been certified by PA Secretary of the Commonwealth Al Schmidt for use in elections as of April 15, 2025. The cost of the poll pads will be covered by Act 88 Election Integrity Grant Funds. This Agreement is effective August 27, 2025.

Motion carried.

### **Commissioners:**

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

- With Recommendation by Administrator Steve Nevada, and after review by Solicitor Molly R. Mudd, Mr. Martin moved, seconded by Mr. Phiel, that the Board of Commissioners ratify the signing by Chairman Randy L. Phiel on behalf of the Board, Application & Certificate for Payment #4 dated May 29, 2025 in favor of contractor The Energy Network (TEN) in the amount of \$224,565.30 for materials and work completed on the rooftop solar project at the HSB Building in Cumberland Township, contract number 23-01-017, including warranty recertification of the HSB roof following installation of the solar array.

Motion carried.

Mr. Martin moved, seconded by Mr. Phiel, to approve and sign the following:

- Engagement/Fee Agreement Letter for Legal Services with John P. McLaughlin, Esquire of Campbell Durrant, P.C. of Bala Cynwyd, Pennsylvania to provide the County with legal services as special labor counsel to assist Adams County Special Counsel Sam Wiser, Esquire in negotiations and possible interest arbitration between the County and the bargaining unit composed of Court Support employees employed by the County and represented by the TEAMSTERS Union; and
- Engagement/Fee Agreement Letter for Legal Services with John P. McLaughlin, Esquire of Campbell Durrant, P.C. of Bala Cynwyd, Pennsylvania to provide the County with legal services as special labor counsel to assist Adams County Special Counsel Sam Wiser, Esquire in negotiations and possible interest arbitration between the County and the bargaining unit composed of correctional officers employed by the County at the Adams County Adult Correctional Complex and represented by the American Federation of State County and Municipal Employees (AFSCME) Union.

Motion carried.

**Personnel Report:**

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

Court:

- Daryn Kent, Law Clerk Intern for Judge Wagner, up to 15 hours/week, effective August 25, 2025 through December 3, 2025
- Domestic Relations – Status change for Kirstie Burick from General Clerk to Case Management Officer, effective August 4, 2025
- Probation Services – Extend the end date for Jordan Heeneey, Probation Officer Intern, from August 15, 2025 to August 19, 2025

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

Register & Recorder – Beth Corson, Deputy Clerk 2, effective August 11, 2025. Ms. Corson is transferring from a part time Clerk Floater position.

- Clerk of Courts – Cheyanne Mungo, Orphans’ Court Deputy Clerk, effective August 18, 2025
- Children & Youth Services – Change of status for Jessica Hartman from Caseworker 1-Intake to Caseworker 1-Truancy, effective August 11, 2025; Ethan M. Ingoglia, Caseworker 1-Intake, effective August 25, 2025
- Elections/Voter Registration – Joan McNeal, Assistant, effective August 4, 2025

Adams County Adult Correctional Complex:

- Employment of the following Corrections Officers – Jacob D’Amore, effective August 4, 2025; Rachel Beadon, Cynthia Aguilar, Tyler Caver, effective September 8, 2025
- Nicole Rok, Correctional Program Specialist, Correctional Program Specialist, effective September 8, 2025

Separation of Employment with permission to post:

- Anna Newman, Custodian, effective August 6, 2025
- Jennifer Rowell, Deputy Treasurer 3, effective August 18, 2025
- Rescind offer of Unpaid Intern to Makenna Taylor, effective August 18, 2025
- Adams County Adult Correctional Complex: Corrections Officers –
- Rescind offers of employment – Tyler Caver and Cynthia Aguilar, Corrections Officers, effective September 8, 2025

Motion carried.

**Expenditures:**

Mr. Martin moved, seconded by Mr. Phiel, to approve the following expenditures for the period August 4, 2025 through August 15, 2025:

General Fund	\$ 595,714.45
Payroll – Week #33	<u>\$ 1,106,402.12</u>
<b>Total General Fund</b>	<b>\$ 1,702,116.57</b>
Children & Youth Services	\$ 125,340.83
HazMat Fund	\$ 8,000.00
Ag Land Funds	\$ 53,658.00
Commissary Fund	\$ 1,880.61
Records Management	\$ 11,998.71
Hotel Tax Fund	\$ 306,855.80
Human Services	\$ 23,209.25
Capital Projects-Reserve	\$ 66,555.00
911 Fund	\$ 5,396.61

Internal Service Fund	<u>\$ 413,397.28</u>
<b>Total Special Funds</b>	<b>\$1,016,292.09</b>
<b>Total Expenditures</b>	<b>\$2,718,408.66</b>

Motion carried.

**Other Business:**

Commissioner Martin noted the next Commissioners' Meeting will be held Wednesday, August 27, 2025.

**Salary Board Meeting:**

The Salary Board Meeting will be held following the Commissioners' Meeting.

**Adjournment:**

Mr. Martin moved, seconded by Mr. Phiel, to adjourn the Commissioners' Meeting at 10:03 a.m. this date.

Motion carried.

Respectfully submitted,

*Paula V. Neiman*

Paula V. Neiman  
Chief Clerk