

AGENDA, WEDNESDAY, APRIL 1, 2026:

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

Pledge of Allegiance

Minutes:

Approve the March 18, 2026 Commissioners' Meeting Minutes as presented.

Proclamations:

- **“CHILD ABUSE AND NEGLECT PREVENTION MONTH”** – April 2026
- **“ADAMS COUNTY LIBRARY SYSTEM NATIONAL LIBRARY WEEK 2026”**
April 19 – April 25, 2026

Controller's Department Presentation:

Acknowledge the Controller's Office Team has again been awarded the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting, which is the 8th consecutive year.

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 Services:

Recommendation from Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy Phiel to approve the 2025-2026 Intermediate Punishment Treatment Programs Grant Application with the Pennsylvania Commission on Crime and Delinquency (PCCD). This Application seeks \$89,997.00 in State funding to support community-based funding for drug and alcohol services in the County. The grant money will offset the costs of Risk Assessments, Court Reporting Network (CRN) Evaluations, and drug testing supplies for Probation Services and provide for the salary and benefits of a certified Drug and Alcohol Assessor/Case Manager via the York/Adams Drug and Alcohol Commission. The Period of Performance is July 1, 2025 through June 30, 2026. The Application is effective April 1, 2026. There is no County match required.

District Attorney:

Recommendation from District Attorney Brian Sinnott, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Amended Equitable Sharing Agreement and Certification (“ESAC”) with the United States Department of Justice and the United States Department of the Treasury. This Amendment to the ESAC Agreement previously approved on March 4, 2026, is necessary to reflect added interest income totaling \$400.44, which was omitted in the earlier Agreement. This Amendment provides for the continued participation of the District

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District Attorney cont'd:

Attorney's Office in the Federal Equitable Sharing Program and certifies the receipt, use, and reporting of federal equitable sharing funds for the period ending December 31, 2025, with a reported ending Justice Funds balance of \$6,903.69 and no expenditures during the reporting period. This Amendment is effective April 1, 2026.

Coroner:

Recommendation from Coroner Francis Dutrow, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Legal Services Agreement with Clinton Barkdoll, Esq., of Chambersburg, PA. Atty. Barkdoll will serve as Solicitor for Coroner Dutrow, pursuant to 16 Pa. C.S. §12316. The Agreement commences on April 1, 2026 and shall continue so long as Coroner Dutrow remains in office. Total yearly cost to the County is \$2,000.00, which shall be paid in semi-annual installments of \$1,000.00.

Tax Services:

- Recommendation from Director Daryl Crum, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Tax Services Local Economic Revitalization Tax Assistance Act (LERTA) Guidelines for the purpose of effectuating County Ordinance No. 3 of 2024 which permits tax exemptions for the revitalization of blighted properties within designated deteriorated areas in Berwick Township. It is further recommended that the Board approve the LERTA application of Ciocca, LLC for qualified property located at 1865 Carlisle Pike, Hanover, PA 17331, pursuant to the approved Guidelines and enabling Ordinance.
- Recommendation from Susan Miller, Assistant Director/Chief Assessor, to approve the following:

Disabled Veterans Real Property Tax Exemption Certification – Parcel #35001-0078 for a home on .28 acres located in Oxford Township

Personal Tax Exemption for the following who meet the County guidelines – Mary Shadle, Berwick Township; Janet Hoffman and Michael McCommons, Cumberland Township; Esther Boyde and Alice Fritz, Straban Township

Children & Youth Services:

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

- Affiliation Agreement with Rutgers University, School of Social Work. This Agreement designates Adams County Children & Youth (CYS) as an approved setting for social work student practicum instruction and supervised educational experiences for CYS employee Abbygail Hurst to complete her MSW degree. This Agreement is effective May 1, 2026, and expires May 1, 2027.

Children & Youth Services cont'd:

- Memorandum of Understanding (MOU) and Transportation Procedures Plans between Adams County Children and Youth Services and the following Local Education Agencies: Conewago Valley School District, Fairfield Area School District, Vida Charter School, Gettysburg Montessori Charter School, Bermudian Springs School District, Littlestown Area School District, Gettysburg Area School District, and Upper Adams School District. These MOUs establish procedures for arranging, providing, and funding transportation so that foster care youth may remain in their schools of origin when a best interest determination so indicates, in accordance with the Every Student Succeeds Act. These MOUs are effective April 1, 2026.
- 2025-2026 Purchase of Service Agreement with Hempfield Behavioral Health, Inc.

Agricultural Land Preservation:

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Updates to the Adams County's Ag Land Preservation Subdivision Guidelines to reflect the changes from Act 33, updating Act 13, which: 1) permits a one-time subdivision per Deed of Easement up to 2 acres for an existing residence or for the construction of a new residence for the landowner, an immediate family member or an employees; 2) Approves the annexation of land between preserved farms; 3) Adds the "Applicability" paragraph to capture all of the past recorded Subdivision Guidelines; and 4) Deleted portions of Section X that is no longer relevant. It is further recommended to approve Program Changes to address how the landowner must record their new deeds when a subdivision takes place.
- Updates to the Unique Purchase Guidelines – Phase I – the County would pay a maximum of 90% of the easement value not to exceed \$3,000/acre. The applicant could receive up to 100% of the easement value with outside funding.; Phase II – the farms would be preserved out of ranking order if the following occurs: Maximum offer-90% of the easement value not to exceed \$2,500/acre. Minimum amount contributed from an outside funding source must be the greater of 15% of the easement value or \$30,000.; Phase III – these farms could be preserved out of ranking order if the following occurs: Maximum offer-90% of the easement value not to exceed \$2,000/acre. Minimum amount contributed from an outside funding source must be the greater of 30% of the easement value or \$60,000.; Federal Funding – if the applicant is willing to apply for Federal Funding, the Ag Board may authorize an offer up to 100% of the easement value not to exceed \$4,000/acre.

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:

- Request that RingCentral be added to the IT department's list of approved applications for use by the Children and Youth Services paralegals, who are contracted through a company called VOCE. VOCE has switched its phone system to operate through RingCentral, and the paralegals are contractually required to have access to it. This Application comes at no additional cost to the County.
- Quote from Exucom Systems, Inc., an Illinois company, for a FaxFinder Cloud annual subscription. FaxFinder provides the ability for all offices to securely and digitally send and receive faxes. The term of the Agreement is one (1) year, commencing May 1, 2026 and terminating April 30, 2027. Total cost to the County is \$5,745.60.
- Agreement with B.E.S.T. Service, Inc., a Dallas, PA company, for renewal of the Formax Hard Drive Shredder Maintenance Agreement. The Formax Hard Drive Shredder provides a safe and efficient way to properly destroy various types of hard drives. The term of the Agreement is one (1) year beginning April 19, 2026 to April 18, 2027. Total cost to the County is \$1,096.00.
- Quote from Sectri, LLC, of Allentown, PA. Sectri will provide a proprietary platform to track the County's National Institute of Standards and Technology ("NIST") alignment progress. It is further recommended that the Commissioners sign the Addendum to Sectri's Main Subscription Terms and Conditions, which incorporates the County's standard terms and conditions into the Agreement. The term of the Agreement is three (3) years, commencing on June 5, 2026 and terminating June 4, 2029. Total cost to the County is \$23,988.00.
- Quote from ePlus Technology, Inc., a Virginia Company, for an add-on to the County's Enterprise back-up and recovery system. The quote is effective April 1, 2026, and the Term is 40 months. Total cost to the County is \$26,068.86.

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 Proposal from Illuminated Integrations, of Middletown, PA, for the purchase of one (1) ExacqVision Camera license and support for the Human Services Building. This Proposal is made pursuant to Costars Contract #040-E25-296 and is effective April 1, 2026. The term is one (1) year. Total cost to the County is \$255.00.

Budget and Purchasing:

Recommendation from Director Melissa Devlin, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy Phiel to sign the State and Local Government Addendum and Supplement from Kyocera Document Solutions Mid Atlantic Inc., of York, PA. These documents amend the Equipment Lease Agreement with Kyocera, approved by the Commissioners on February 4, 2026, to include three (3) additional printers for the Court. It is recommended further that Commissioner Phiel sign the Maintenance Agreement with Quality: a Kyocera Group Company, also of York, PA, for maintenance of the additional equipment. The Addendum, Supplement, and Maintenance Agreement are co-terminus with the original Agreements. The County shall pay an additional \$44.55 per month, plus printing fees as outlined in the Maintenance Agreement and a one-time administrative fee of \$75.00.

Adult 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:

- Amendment #6 to the Inmate Telephone Services Agreement with DSI-ITI, Inc. d/b/a ViaPath Technologies. This Amendment updates inmate telephone and video visitation rates to comply with recent FCC regulations, sets new per-minute rates that include a \$0.02 facility cost recovery additive, removes certain fees on those communications services, increases the County's commission on specified non-communications tablet content services from 20% to 40%, and updates tablet replacement provisions, including an inmate-responsible replacement cost of \$255.00 per tablet under specified conditions. This Amendment is effective April 6, 2026.
- Designate Chairman Randy L. Phiel to approve the quote from Summit Radiation Services LLC, of Boalsburg, PA, to perform the annual evaluation of the X-ray Based Personnel Security Scanners at the ACACC, as required by the Radiation Control Bureau of the Pennsylvania Department of Environmental Protection. The quote is effective April 1, 2026. Total cost to the County is \$980.00.
- Designate Chairman Randy L. Phiel to sign the quote from Governmentjobs.com, Inc., D/B/A NEOGOV, a California company, for renewal of the ACACC's PowerDMS and Power Ready software. PowerDMS is the ACACC's Policy Management Software and allows the ACACC to provide documentation to the Pennsylvania Department of Corrections for Title 37 Inspections. PowerReady is utilized in conjunction with the field training officer program for the on-the-job training portion of the Basic Training Academy. The term of the Agreement is one (1) year, commencing April 24, 2026 and terminating April 23, 2027. Total cost to the County is \$16,773.42.

Commissioners:

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

- Designate Chairman Randy L. Phiel to sign the Contract for Construction of a Small Project with JDI Site Solutions, LLC, of Asper, PA, for replacement of the culvert which runs under the access drive to the Adams County Human Services Building. The Contract is effective April 1, 2026 and the work will be substantially complete on or before May 26, 2026. Total cost to the County is \$119,865.42.
- Recommendation from Administrator Steve Nevada, for the following:
 - Professional Services Agreement with the Law Office of Dorothy Livaditis for legal services as the Contract Counsel for Children & Youth Services (CYS). The County shall pay Counsel at a rate of \$118.00 per hour.
 - Professional Services Agreement with Laura Smith, Esq., for legal services as the Conflict Counsel for CYS. The County shall pay Counsel at a rate of \$118.00 per hour.

The Terms of the Agreements are one (1) year, commencing on April 1, 2026 and terminating March 31, 2027.

- Memorandum of Understanding (“MOU”) with Adams Rescue Mission (“ARM”). Pursuant to this MOU, ARM will disassemble and remove the concrete blocks and fencing from the site of the former glass recycling area located near the Department of Emergency Services Building. Glass recycling operations are being relocated to ARM’s facility. This MOU is effective April 1, 2026. ARM shall complete the removal within sixty (60) days of the effective date. There is no additional cost to the County.

Personnel Report:

Courts:

- Temporary assignment of Deborah Hoffman to Acting Chief Tipstaff, effective March 9, 2026. At the end of this assignment Ms. Hoffman will return to the position of Tipstaff.
- Adult Probation – Employment of Nayeli Lua, Probation Officer Aide, effective April 13, 2026; Separation of employment for Hugh Crawford, Probation Officer, effective March 23, 2026
- Domestic Relations – Separation of employment for Elizabeth Willis, Conference Officer, effective March 27, 2026

Clerk of Courts:

- Employment of Sharon McElhose, Support Deputy Clerk, effective March 30, 2026

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

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Personnel Report cont'd:

Children & Youth Services

- Promotion of Monica Phillips from Caseworker 1/Family Support to Caseworker 2/Family Support, effective April 6, 2026
- IT Department – Evan Frantz, IT Tech/Application Specialist 1, effective March 23, 2026

Adams County Adult Correctional Complex:

- Corrections Officers – Lenetta Beverly and Paul Driscoll, effective April 6, 2026
- Maria Mejia-Soriano, Records Specialist/CT Liaison, effective April 6, 2026

Separation of Employment with permission to post:

- Rescind the employment offer to Julie Toot, Caseworker 1, Children & Youth Services, effective March 23, 2026
- Clerk of Courts – Taylor Gates, New Case Clerk, effective March 16, 2026; Maribel Alvarez Rico, Court Information Specialist, effective April 8, 2026
- Adams County Adult Correctional Complex – Corrections Officers: Joseph Engle, effective March 18, 2026

Expenditures:

Approve the following expenditures for the period March 16, 2026 through March 27, 2026:

General Fund	\$ 892,090.77
Payroll – Week #13	\$ 1,186,290.43
Total General Fund	\$ 2,078,381.20
Children & Youth Services	\$ 331,752.23
Liquid Fuels	\$ 118,436.53
HazMat Fund	\$ 961.33
Commissary Fund	\$ 11,576.23
Records Management	\$ 2,836.00
Opioid Settlement	\$ 61,903.17
911 Fund	\$ 237,030.88
Internal Service Fund	\$ 2,274.00
Total Special Funds	\$ 766,770.37
Total Expenditures	\$2,845,151.57

Other Business:

Solicitor Mudd
Commissioner Qually
Commissioner Martin
Commissioner Phiel

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Salary Board Meeting:

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

Adjournment: