

WEDNESDAY, MARCH 4, 2026:

The Adams County Board of Commissioners met this date in regularly scheduled session at 9:03 a.m. at the Adams County Courthouse, Historic Courtroom and via conference call with Chairman Randy L. Phiel presiding. Others in attendance: Commissioner Marty Karsteter Qually; Steve Nevada, County Administrator; Molly R. Mudd, Solicitor; Tammy Myers, Controller; Beth Cissel, Deputy Controller; Danette Laughman, HR Director; Don Fennimore, Court Administrator; Jannie Abanto, Court HR Generalist; Phil Swope, Assistant Director of Budget & Purchasing; Todd Garrett, Budget Analyst II; Warren Bladen, Department of Emergency Services Director; Jessica Coy, Acting CYS Administrator; Larry Steinour, Building & Maintenance Director; Susan Miller, Chief Assessor; Participating by Phone: Sherri Clayton-Williams, Planning Director; Kristi Fields, Chief of Probation and Phil Walter, CIO and Chief Clerk Paula V. Neiman.

Minutes:

Mr. Qually moved, seconded by Mr. Phiel, to approve the February 18, 2026 Commissioners' Meeting Minutes as presented.

Motion carried.

Proclamations:

- Mr. Qually moved, seconded by Mr. Phiel, to adopt and proclaim March 6, 2026 as "**BLACK BALLOON DAY**" IN ADAMS COUNTY. This proclamation was presented to Aaron Zipp of Collaborating for Youth. Mr. Zipp announced a Black Balloon event is scheduled for Friday, March 6th from 4-6 p.m. on the Square.

Motion carried.

- Mr. Qually moved, seconded by Mr. Phiel, to adopt and proclaim March 12, 2026 – April 22, 2026 as "**LAND CONSERVANCY OF ADAMS COUNTY MONTH**". This proclamation was presented to Land Conservancy Board Members Dave Salisbury, Norma Calhoun and Erica Duffy and Land Conservancy Director Morgan Huckaby.

Motion carried.

- Mr. Qually moved, seconded by Mr. Phiel, to adopt and Proclaim March 2026 as "**AMERICAN RED CROSS MONTH**" in Adams County. This proclamation was presented to James McCale, Central PA Red Cross and Gloria Guba, Franklin County volunteer for the Red Cross.

Public Comment:

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

Human Services Building Culvert Replacement Bid Opening:

At this time Controller Tammy Myers announced that this is the date and time advertised to announce the bids received for the replacement of the culvert which runs under the access drive to the Adams County Human Services Building, 525 Boyds School Road, Gettysburg, PA. The Bidding process opened on January 26, 2026 and Sealed Bids were received online via PennBid's online platform until 8:00 a.m. this date, March 4, 2026, when they were opened.

There were two (2) options presented for Bid:

- Alternate 1: Provides that the work will be substantially complete on or before May 26, 2026, and shall include any additional costs associated with completing all on-site work over the Memorial Day weekend, May 23-25, 2026, and a full road closure.
- Alternate 2: Indicates that the work will be completed within thirty (30) days after Notice to Proceed is issued, and will encompass the standard mobilization cost for construction during weekdays, but with phased work and maintaining one lane of travel.

The County received eight (8) Bids from Pennsylvania-based companies. With the two Options included, cumulative total bid results are as follows:

- CE Williams Sons, Inc., Gettysburg, PA - \$240,140.00
- Clear View Excavation, Inc., Glen Rock, PA - \$137,201.00
- DGR Excavating, LLC, Granville Summit, PA - \$137,435
- Farhat Excavating, LLC, Duncannon, PA - \$211,610.00
- JDI Site Solutions, Aspers, PA - \$129,085.42
- JVI Group Inc., York Springs, PA - \$149,749.44
- MacMor Construction, LLC, Dillsburg, PA - \$134,921.50
- RT Industries, LLC, Freeport, PA - \$141,123.90

Solicitor Mudd announced that the bids will be taken under advisement, reviewed by the Project Manager and internal staff to make sure bid bonds are in place and all other requirements are met. The Bid will be awarded at the March 18, 2026 meeting. The County reserves the right to reject any and all bids received.

Court Administration:

With recommendation from Court Administrator Donald Fennimore, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Memorandum of Understanding (MOU) with the Borough of Gettysburg which provides for parking at Race Horse Alley Parking Garage for citizens called to jury duty. The term of the MOU is three (3) years, commencing on January 1, 2026 and terminating December 31, 2028. Total cost to the County is \$7,500.00, to be paid in quarterly installments of \$625.00.

Motion carried.

Probation Services:

With recommendation from Chief Kristi Fields, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Grant Award Notification for the 2025-2026 County Adult Probation and Parole Grant through the PA Commission on Crime and Delinquency (PCCD) for an award of \$147,932.00 in state funds. This money will be used to support the salaries and benefits for Adult Probation and Parole staff. The project period is July 1, 2025 through June 30, 2026. No County match is required.

Motion carried.

District Attorney:

With recommendation from District Attorney Brian Sinnott, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve the Equitable Sharing Agreement and Certification with the United States Department of Justice and the United States Department of the Treasury. This Agreement provides for the District Attorney's Office to continue participation 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 \$6,503.25 and no expenditures during the reporting period. This Agreement is effective March 4, 2026.

Motion carried.

Clerk of Courts:

With recommendation from Clerk of Courts Kelly Lawver, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Proposal, Statement of Work, and Master Subscription Agreement (MSA) with Omnigo Software, LLC, for the purchase and implementation of the Omnigo Digital and Physical Evidence Management Service. This software solution will

enable the Clerk of Court's office to create a digital copy of evidence, as an additional layer for backup and preservation. It is further recommended that the Board designate Clerk of Courts Lawyer to sign Addendum #1 to the MSA, which designates the Clerk of Courts as a separate Customer Entity for billing purposes. The term of the Agreement is one (1) year, commencing on March 4, 2026 and terminating on March 3, 2027. Total cost to the County is \$8,024.40, which shall be paid using the Clerk of Courts' criminal automation funds.

Motion carried.

Children & Youth Services:

With recommendation from Acting Administrator Jessi Coy, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve the Residential Lease Extension with SAG Real Estate. This Agreement extends an existing lease for a Gettysburg apartment used by the CYS Independent Living program for a term of one (1) year. The monthly rent is \$1,345.00. This Agreement is effective March 1, 2026 through February 28, 2027.

Motion carried.

Tax Services:

With recommendation from Susan Miller, Assistant Director/Chief Assessor, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

Disabled Veterans Real Property Tax Exemption Certification

- Effective with the 2026 County/Municipal Taxes
 - Parcel #30H15-0046AA for a home on 5.36 acres located in Mt. Joy Township
 - Parcel #30F18-0068 for a home on .17 acres located in Mt. Joy Township
- Effective with the 2026-2027 School Taxes
 - Parcel #04L11-0230 for a home on .66 acres located in Berwick Township
 - Parcel #23J04-0009C for a home on 2.07 acres located in Latimore Township

Personal Tax Exemption – Cody R. Harris, Littlestown Borough

Motion carried.

Planning & Development:

With recommendation from Director Sherri Clayton-Williams, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Community Development Block Grant (CDBG) Program Contract (No. C000095901) with the Commonwealth of Pennsylvania. This Grant Contract provides CDBG funds in the total amount of \$545,701.00 to support eligible community development and housing activities. This Contract is effective as of the date last approved by the Commonwealth, with a project period from January 7, 2026 through January 6, 2030.
- HOME Investment Partnerships Program Grant Contract (No. C000095771) with the Commonwealth of Pennsylvania, Department of Community and Economic Development. This Grant Contract provides HOME funds in the total amount of \$385,877.00 to support eligible affordable housing activities. This Contract is effective as of the date last approved by the Commonwealth, with a project period from December 5, 2025 through December 4, 2028.

Motion carried.

Security:

With recommendation by Director Mark Masemer, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners sign the Proposals from Vector Security, of Lancaster for the purchase and programming of new card readers for the Courthouse, Human Services Building, Department of Emergency Services Building, and Agricultural and Natural Resources Center. The Proposals are made pursuant to Costars contract #040-E22-167 and the Commercial Agreement between the County and Vector, and are effective March 4, 2026. Cost to the County will be \$19,016.00 for the Courthouse; \$20,110.00 for the Human Services Building; \$11,812.00 for DES; and \$2,220.00 for the Ag Center, for a total cost to the County of \$53,158.00.

Motion carried.

Information Technology:

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

- Adopt IT Policy 121.10 Disaster Recovery Plan. This Policy establishes contingency plans, operations, and recovery from a disaster or other event affecting or compromising the availability of County information systems. The Plan outlines the steps necessary to recover from disruptive events, protect constituent data and restore operations after a disaster.

Motion carried.

Department of Emergency Services:

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

- US Department of Transportation Federal Fiscal Year 2026 Hazardous Materials Emergency Preparedness Grant Agreement C950005505 between the Pennsylvania Emergency Management Agency (PEMA) and Adams County. This Agreement provides for a grant award of \$960.00, to be used for Department attendance at a HAZMAT training conference. The term of the Agreement commences on the date of last Commonwealth signature and ends on December 29, 2026. The Period of Performance is October 1, 2025 through September 30, 2026. The total project cost is \$1,200.00, with the County contributing \$240.00 as a non-Federal match.

Motion carried.

Elections & Voter Registration:

With recommendation from Director Angie Crouse, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve Quotation No. 2239739 from A. Rifkin Co. of Wilkes-Barre, Pennsylvania. This Quotation provides for fifty-six (56) custom Multi-Material Expanded Trans-Sac bags at a total cost of \$1,959.79. It is anticipated that the bags will be paid for with Act 88 Election Integrity Grant funds. This Quotation is effective March 4, 2025.

Motion carried.

Human Resources:

With recommendation from Director Danette Laughman, and after review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve the Registered Investment Advisor (RIA) Designation and Recurring Fee Request Form

with John Hancock Life Insurance Company. This Form designates Cornerstone Advisors Asset Management, LLC, as the County's Investment Advisor Representative for the 457(b) Plan subject to a tiered asset-based fee (0.50% for \$0-\$3,000,000; 0.20% for \$3,000,000-\$20,000,000; and 0.10% for over \$20,000,000). This Form is effective January 1, 2026.

Motion carried.

Commissioners:

After review by Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, that the Board of Commissioners approve the following:

- Subrecipient Agreements for the Adams County Opioid Settlement Funds (“ACOSF”) Grant Program, which was established by the Board to allocate opioid settlement funds from the Pennsylvania Opioid Misuse and Addiction Abatement Trust stemming from nationwide lawsuits against opioid manufacturers and distributors. The awarded amounts were previously approved by the Board at the December 17, 2025 public meeting following a public application process:
 - Conewago Valley School District: This Agreement allocates \$24,500.00 in ACOSF grant funding for the purpose of implementing targeted opioid prevention programs in school and community settings to serve historically underserved populations. This Agreement is effective March 4, 2026.
 - Center for Behavioral Health York – Comprehensive Treatment Center and Chambersburg Comprehensive Treatment Center: This Agreement allocates \$97,597.50 in ACOSF grant funding for the purpose of expanding access to medication-assisted treatment (MAT) for residents of Adams County who are living with opioid use disorder. This Agreement is effective March 4, 2026.

Motion carried.

- After review of Solicitor Molly R. Mudd, Mr. Qually moved, seconded by Mr. Phiel, to approve and sign the Subrecipient Agreement with South-Central Community Action Program (“SCCAP”). This Agreement allows SCCAP to act as the County’s Lead Agency and administer grant funds received by the County from the Pennsylvania Department of Agriculture’s State Food Purchase Program. The total amount of funding received is \$131,782.44. SCCAP will utilize 8% of the funding for program staffing, with the remainder going toward food purchases. The term of the Agreement is March 4, 2026 through September 28, 2026 and the period of performance is July 1, 2025 through June 30, 2026.

Motion carried.

Personnel Report:

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

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

- Human Resources – Appoint Lisa Chilcoat to the position of Assistant Human Resources Director, effective February 23, 2026
- Adams County Adult Correctional Complex:
 - Promote Kenneth Reisinger from Captain to Acting Deputy Warden of Training & Accreditation, effective February 23, 2026
 - Promote Christopher Raylock from Lieutenant to Acting Captain of Security, effective February 23, 2026
 - Heather Jordan-Clapsaddle, Treatment Manager, effective March 9, 2026

Separation of Employment with permission to post:

- Roseanna Kolasa, Telecommunicator, effective February 17, 2026
- Jessica Hooper, Telecommunicator, effective February 27, 2026

- Rescind offer of employment for Christa Miller, Caseworker, Children & Youth Services, effective February 3, 2026
- Rescind offer of employment for Sherif Wahba, Corrections Officer, effective March 9, 2026

Motion carried.

Expenditures:

Mr. Qually moved, seconded by Mr. Phiel, to approve the following expenditures for the period February 16, 2026 through February 27, 2026:

General Fund	\$ 846,482.91
Payroll – Week #09	\$ 1,202,479.35
Total General Fund	\$ 2,048,962.26

Children & Youth Services	\$ 317,280.10
HazMat Fund	\$ 6.00
CDBG	\$ 124,378.75
Commissary Fund	\$ 5,960.69
Act 137 (Affordable Housing)	\$ 6,230.59
Parks, Recs & Green Space Prgm	\$ 5,595.00
Opioid Settlement	\$ 4,903.17
Capital Project-Reserve	\$ 240,265.18
911 Fund	\$ 126,298.00
Internal Service Fund	\$ 643,035.80

Total Special Funds	\$1,473,953.28
Total Expenditures	\$3,522,915.54

Motion carried.

Other Business:

No Other Business was brought before the Board at this time.

Salary Board Meeting:

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

Adjournment:

Mr. Qually moved, seconded by Mr. Phiel, to adjourn the Commissioners' Meeting at 9:59 a.m. this date.

Motion carried.

Respectfully submitted,

Paula V. Neiman

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Chief Clerk