

AGENDA, WEDNESDAY, OCTOBER 28, 2026:

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

Pledge of Allegiance

Minutes:

Approve the October 14, 2026 Commissioners' Meeting Minutes as presented.

Proclamation:

- **Homeless Awareness Week** – November 16 – 22, 2026

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.

Clerk of Courts:

Recommendation from Clerk of Courts Kelly Lawver, and after review by Solicitor Molly R. Mudd, that the Board approve the Collection Services Agreement with Integral Recoveries, Inc. The Agreement provides for the collection of delinquent court fines, fees, costs, surcharges, and restitution in accordance with applicable federal and Pennsylvania law. Integral Recoveries, Inc. will retain a collection fee of twenty-five percent (25%) of recovered funds, payable by the defendant, and will remit collections and account statements to the County monthly. This Agreement is effective October 28, 2026.

Coroner:

Recommendation from Coroner Francis Dutrow, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Service Agreement with Health Network Laboratories, LP, d.b.a. Forensic Pathology Associates, for forensic autopsy and related pathology services. The Agreement provides routine autopsy examinations, toxicology, reporting, and optional specialized services. The term is January 1, 2027, through December 31, 2027, at a cost of \$2,700.00 per routine forensic autopsy, with additional services charged according to the Forensic Autopsy Fee Schedule 2027. This Agreement is effective October 28, 2026.

Children & Youth Services:

Recommendation from Administrator Jess Coy, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the Memorandum of Understanding (MOU) with Diakon Adoption and Foster Care. The MOU establishes the parties' responsibilities for implementation of Wendy's Wonderful Kids Program, which provides child-focused recruitment services for foster children in need of permanent placements. This MOU is effective January 1, 2027, for a period of one (1) year.

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Children & Youth Services cont'd:

- 2026-2027 Purchase of Service Agreements: Drug & Alcohol Rehabilitation Services, Inc.; Family Centered Services, LLC; Bethany Home, Inc.

Tax Services:

Recommendation from Susan Miller, Chief Assessor, that the Board of Commissioners approve the following, effective with the 2027 County/Municipal Taxes.

Disabled Veterans Real Property Tax Exemption Certifications:

- Parcel #43041-0165 for a home on .72 acres located in Carroll Valley Borough
- Parcel #08K15-0016 for a home on 1.50 acres located in Conewago Township
- Parcel #35J12-0332 for a home on 1.46 acres located in Oxford Township
- Parcel #35013-0124 for a home on .68 acres located in Oxford Township

Personal Tax Exemption – Carmen Garay Santiago, Berwick Township

Information Technology:

Recommendation from CIO Phil Walter, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Quote from the Center for Internet Security, Inc., for membership with the Multi-State Information Sharing and Analysis Center (MS-ISAC). This membership provides the County with the services needed to receive notices regarding a range of cybersecurity issues. The term of the Agreement is one (1) year, commencing on October 21, 2026 and terminating October 20, 2027. Total cost to the County is \$3,458.21.
- Addendum D to the January 2021 Master Agreement with Teleosoft, Inc. This Addendum provides for cloud-hosting of the County's current Teleosoft software, utilized by the Sheriff's Office, the Prothonotary's Office, and the Department of Emergency Services. This Addendum is effective October 28, 2026. Total cost to the County for the first year of hosting is \$43,296.00, which shall be shared among the three departments.

Building & 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 Planned Service Agreement with Johnson Controls Fire Protection for semi-annual test and inspection of the Courthouse's fire alarm system. It is further recommended that the Commissioners sign the Addendum to the Terms and Conditions, which incorporates the County's standard terms into the Agreement. The term of the Agreement is five (5) years, commencing on January 1, 2026, and terminating December 31, 2030. Total cost to the County is \$8,445.00, to be paid in yearly installments of \$1,689.00.

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Adams County Conservation District:

Approve to re-appoint the following to the Adams County Conservation District Board of Directors:

- Dave Benner as Farmer Director, for another four (4) year term effective January 1, 2027 through December 31, 2030
- Commissioner James E. Martin as the Commissioner Representative for another one (1) year term, effective January 1, 2027 through December 31, 2027

Budget & Purchasing:

Recommendation from Assistant Director Phil Swope, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to sign the Equipment Lease Agreement with Kyocera Document Solutions Mid Atlantic Inc., of York, PA, for fifteen (15) new copiers and/or printers and seven (7) new scanners for various County Departments to replace those which are being decommissioned, as well as the quote for the Scanners. It is further recommended that Commissioner Phiel sign the Amendment to Equipment Lease Agreement, which incorporates the County's standard terms and conditions into the Agreement. Finally, it is recommended that Commissioner Phiel sign the Maintenance Agreement with Quality: a Kyocera Group Company, also of York, PA, for maintenance of the equipment. The term of the Agreements is sixty (60) months and shall commence upon delivery of the equipment. Total cost to the County is \$28,849.80 over the term of the lease, to be paid in monthly installments of \$480.83, plus printing fees as outlined in the Maintenance Agreement.

Adams County Adult Correctional Complex:

Recommendation from Warden Katy Hileman, and after review by Solicitor Molly R. Mudd, that the Board of Commissioners approve the following:

- Ratify the approval of the Grant Award Notification (No. 2024-GO-NG-48614) from the PA Commission on Crime and Delinquency. This Grant Award provides \$97,953.00 for the Transition to Recovery Program, covering the project period of July 1, 2026 to June 30, 2028
- Resolution No.10 of 2026, supporting the Adult Correctional Complex Security System Upgrade – Phase 1 Project. This Resolution authorizes the submission of a Grant Application to the Commonwealth Financing Authority under the Local Share Account (LSA) Statewide Program in the amount of \$730,000.00. The Resolution further designates the Chairman and County Manager as authorized officials to execute all necessary Grant documents and Agreements. This Resolution is effective October 28, 2026.

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Commissioners:

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

- State Food Purchase Program Grant Agreement with the Commonwealth of Pennsylvania acting through the PA Department of Agriculture. This Agreement provides up to \$133,072.02 for the purchase and distribution of food to low-income residents of the County on behalf of South Central Community Action Programs (“SCCAP”). This Agreement is effective the date of the Commonwealth’s approval and will end September 28, 2027, covering the project period of July 1, 2026, through June 30, 2027.
- Sub-recipient Agreement with South Central Community Action Programs, Inc. to administer the State Food Purchase Program Grant funds on behalf of the County.
- Memorandum of Understanding (MOU) with the Oak Lawn Foundation, a non-profit 501(c)(3) organization. This MOU authorizes the transfer of restricted funds designated for the property formerly known as the Oak Lawn Memorial Gardens, including a \$100,000 contribution from WellSpan Health, to the Oak Lawn Foundation for the responsible and perpetual care, maintenance, preservation, and operation of Lot 1, in accordance with Resolution No. 2 of 2026. This MOU is effective October 28th, 2026.
- Note – the next scheduled public Commissioners meeting will be Thursday, November 12th at 9:00 a.m.

Personnel Report:

Court:

- Kayla Hertz, Probation Director, effective November 2, 2026
- Imelda Redding, Court Technical & Operations Analyst, effective October 19, 2026

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

Children & Youth Services:

- Amy Klunk, Social Service Aide 1-Intake, effective October 27, 2026
- Amended transfer date for Victoria Callahan, Social Service Aide 3 from November 2 to November 16, 2026

Adams County Adult Correctional Complex:

- Corrections Officers: Destiny Hedrick, Dalton Lynch, Markeysha Cason, effective October 19, 2026
- Lance Simmons, Correctional Program Specialist, effective November 16, 2026
- Correctional Program Specialists: Mary Waybright, Jasmine Lane, effective October 19, 2026
- Transfer Asima Njomo from Correctional Program Specialist to Corrections Officer, effective October 1, 2026

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Personnel Report cont'd:

Separation of Employment with permission to post:

- Amy Etner, Front Desk Coordinator, Children & Youth Services, effective October 13, 2026
- Cheyanne Rowles, Deputy Clerk 3-Orphans Court, effective November 6, 2026
- Corrections Officers: Kevin Keane, effective October 4, 2026; Dalton Lynch, effective October 20, 2026
- Justice Moody, Correctional Program Specialist, effective October 21, 2026
- Rescind the employment offer to Jasmine Lane, Correctional Program Specialist, effective October 19, 2026

Expenditures:

Approve the following expenditures for the period October 12, 2026 through October 23, 2026:

General Fund	\$ 713,652.57
Payroll – Week #43	\$ 1,212,171.73
Total General Fund	\$ 1,925,824.40
Children & Youth Services	\$ 348,302.20
HazMat Fund	\$ 6.00
Commissary Fund	\$ 6,058.53
Hotel Tax Fund	\$ 126,250.00
Human Services	\$ 17,200.00
County Records Improvement	\$ 5,600.00
Opioid Settlement	\$ 4,903.17
Capital Project-Reserve	\$ 6,450.00
911 Fund	\$ 39,075.14
Internal Service Fund	\$ 702,763.98
Total Special Funds	\$ 1,256,609.02
Total Expenditures	\$ 3,182,433.42

Other Business:

Solicitor Mudd
Commissioner Clowney
Commissioner Martin
Commissioner Phiel

Salary Board Meeting:

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

Adjournment: