

Lewistown, PA

January 7, 2016

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, January 7, 2016 at 9:00 a.m. In attendance were Commissioners Lisa Nancollas, Stephen Dunkle and Kevin P. Kodish; Chief Clerk Cathy Romig, Solicitor Stephen Snook and Assistant Director of Fiscal Affairs George Welsh.

Joe Cannon of The Sentinel/County Observer was the only representative present from the news media.

Guests present were Treasurer Debra Civitts; Co. Auditor Helen Kirk; Laura Simonetti, GIS Director; Mackenzie Seiler, Director Children and Youth; Allison Fisher, Department Head Human Services; Nancy Laub; Larry Clark; Sam Stewart; Shari Mundy; Teresa Hobbs; Penny Bowersox; Tracy Reesman; Betty Ripka ;Aaron Keirn, EADS Group and Lucas Parkes, EADS Group.

The meeting was called to order at 9:00 a.m. by Chairman Nancollas.

I. *The Invocation was given by Chairman Nancollas.*

II. *The Pledge of Allegiance was said by all present.*

III. Approval of Minutes:

Motion was made by Commissioner Kodish to accept the minutes of the Regular Meeting of December 23, 2015 as received. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Ck. #107944 to 108058 and EFTs #21251 to 21327 in the amount of \$502,417.43

2. Payroll Account: Ck.#76886 to 76909 and Direct Deposit Advices #5402 to 5601 in the amount of \$407,707.20

3. 911 Telephone Account:

Ck. #51160 to 51166 and EFTs#20174 to 20178 - \$6,841.59

4. LEPC Account:

Ck. #10083 - \$134.66

5. Liquid Fuels:

Ck. #1613 - \$6,286.27

6. CDBG HOME 2010 Grant:

Ck. #370 - \$1,685.50

Motion was made by Commissioner Kodish to approve payment of bills as listed above. Seconded by Commissioner Dunkle. The motion was unanimously approved.

Ms. Mundy: Isn't Kevin the lead Commissioner?

Commissioner Nancollas: OK. So because Steve and I are both Republicans and the Republicans are majority. Even though Kevin got the highest number, he is not the majority.

Commissioner Dunkle: There is historic precedence for that. When I was elected County Commissioner in 1975, I was the top vote getter Dearment and Yingling finished below me, Herb Yingling was the Vice Chairman and Dally Dearment was Chairman and I was the Secretary. We can have our Solicitor revisit it.

Solicitor Snook: They elect a Chair and the two in majority elect who they want. That is how it has always been.

V. Treasurer's Report: 12/23/2015 to 01/05/2016

General Account Starting Balance		\$ 3,280,897.91
Deposits – Receipts #79189-79417		1,314,215.84
Transfer from Capital Reserve		30,951.30
Interest		1,640.08
	Total Debits	\$ 1,346,806.92
Bills Paid – Cks. #107944-108050		
EFTs #21251-21327		\$ 502,417.43
Transfer to Payroll – Cks. #76866-76909		
DD #5402-5601		407,707.20
Total Credits		\$ 910,124.63
Ending Balance – Interest @ 0.50%		\$ 3,717,580.20
Liquid Fuels	0.5% @ JVB	435,897.59
Liquid Fuels – Act 89	0.1% @ JVB	152,095.08
911 Telephone Account	0.5% @ JVB	231,029.31
911 Wireless Telephone Account	0.1% @ JVB	510,870.50
Capital Reserve Account	0.34% @ JVB	
	General Account Funds	
	Total Capital Reserve	\$ 26.82

Motion was made by Commissioner Kodish to accept the Treasurer's Report as received, subject to audit. Seconded by Commissioner Dunkle. The motion was unanimously approved.

VI. Meetings and Events:

*Commissioner Nancollas: Swearing In Ceremony
Salary Board
Prison Board*

*Commissioner Dunkle: Swearing In Ceremony
Salary Board
Prison Board*

*Commissioner Kodish: Regional Services Corporation Executive Committee
Swearing In Ceremony
Salary Board
Prison Board*

Chairman Nancollas: I do have a list of the Boards and Authorities that the Commissioners are on, if anyone would like to see it.

Commissioner Kodish: We are going to post it on the website.

VII. Old Business: None

VIII. New Business:

A. *Request for exoneration of 2015 county portion per capita taxes:*

- *Bratton Township Tax Collector Connie Peachey - 12*
- *Burnham Borough Tax Collector Joan North - 75*

Motion was made by Commissioner Kodish to approve the request for exoneration of the 2015 per capita taxes as listed. Seconded by Commissioner Dunkle. The motion was unanimously approved.

B. *Appointment of Kay Semler to the Mifflin County Industrial Development Authority for a five year term expiring September 29, 2020*

Motion was made by Commissioner Kodish to approve the Appointment of Kay Semler to the Mifflin County Development Authority. Seconded by Commissioner Dunkle. The motion was unanimously approved.

Ms. Mundy: Is this a replacement or an addition?

Commissioner Dunkle: This is a replacement for Art Kauffman. Art Kauffman is now in assisted living at Valley View Haven.

C. *2016 Breaking the Cycle grant contracts totaling \$101,757.00:*

Ms. Fisher: This is the second year renewal of the Department of Justice Federal Grant that comes to us through the PCCD State Grant. There is nothing new to it.

Chairman Nancollas: Do you oversee this grant?

Ms. Fisher: Yes

Chairman Nancollas: All of it including Clear Concepts and Behavioral Health.

Ms. Fisher: The way the grant works is that we have a grants manager. She applies for the grant and appropriates the grant money.

Chairman Nancollas: Is that Lisa?

Ms. Fisher: Yes, she is responsible for working on this grant, if this is how it is set up with the Sub-Grantee at the time. I am her Supervisor. We have row offices here that manage their grants pretty well and they get the admin for those.

Ms. Mundy: What are the medications checks for? Doesn't the insurance pay for that?

Ms. Fisher: No. It can, it depends on the individual. So, what it is for is to break the cycle in our community.

Ms. Kirk: In these grants, does Allison and Lisa do all the grant writing? Shouldn't there be a package deal where two or three people do all the grant writing for all the County?

Ms. Fisher: No, not in my opinion. We do the grant writing for Human Services grants. We don't pretend to have the knowledge or expertise to write an emergency management grant or a Planning grant. There are other departments that handle those with expertise in those areas.

Ms. Mundy: Who does the Psych Evaluations?

Ms. Fisher: Contracted services, JVBDS, for example, so they would have their individual subcontractors that they work with.

- *Mifflin Juniata Human Services, Lewistown, PA – Grant Technical Assistance and Management - \$2,384.00*
- *Mifflin Juniata Human Services, Lewistown, PA – Housing Stability Case Manager - \$8,505.00*
- *Mifflin Juniata Human Services, Lewistown, PA – Housing Coordinator - \$2,239.00*
- *Juniata Valley Behavioral and Developmental Services, Lewistown, PA – Utilities - \$9,180.00*
- *Juniata Valley Behavioral and Developmental Services, Lewistown, PA – Tenancy Units - \$18,437.00*
- *Juniata Valley Behavioral and Developmental Services, Lewistown, PA – Medication Checks - \$1,056.00*
- *Juniata Valley Behavioral and Developmental Services, Lewistown, PA – Individual Psychotherapy - \$1,780.00*
- *Juniata Valley Behavioral and Developmental Services, Lewistown, PA – Psychiatric Evaluations - \$1,716.00*
- *Clear Concepts Counseling, Lewistown, PA – Inmate Re-entry Group Counseling - \$5,040.00*
- *Clear Concepts Counseling, Lewistown, PA – Inmate Re-entry Individual Counseling - \$9,360.00*
- *Clear Concepts Counseling, Lewistown, PA – Inmate Re-entry Intensive Outpatient Counseling - \$10,200.00*
- *S.A.M.. Inc., - CTI Case Manager - \$31,860.00*

Ms. Mundy: The JVDBS Board, do they rotate it around so it is not the same ones doing it all the time?

Chairman Nancollas: We will find out. Please write that down. If you ask a question, please write it down with the contact information and give it to us because I guarantee I will forget it, if it is not written down.

Commissioner Dunkle: When you speak for the first time, please identify yourself and the municipality that you are from.

Motion was made by Commissioner Dunkle to approve the 2016 Breaking the Cycle grant contracts. Seconded by Commissioner Kodish. The motion was unanimously approved.

D. Resolutions for updating signatures for County Bank Accounts

- *Resolution No 1 of 2016 – Mifflin County General Account*
- *Resolution No. 2 of 2016 – Mifflin County Liquid Fuels Account*
- *Resolution No. 3 of 2016 – Mifflin County 911 Telephone Account*
- *Resolution No. 4 of 2016 – Mifflin County Offenders Supervision Account*
- *Resolution No. 5 of 2016 – Mifflin County Counseling Fee*
- *Resolution No. 6 of 2016 – Mifflin County Hazardous Materials Emergency Response*
- *Resolution No. 7 of 2016 – Mifflin County Payroll Account*
- *Resolution No. 8 of 2016 – Mifflin County Act 89 Account*
- *Resolution No 9 of 2016 – Mifflin County CDBG Account*
- *Resolution No. 10 of 2016 – Mifflin County Home*
- *Resolution No. 11 of 2016 – Mifflin County Human Services Development Fund*
- *Resolution No. 12 of 2016 – Mifflin County Homeless Assistance Program*
- *Resolution No. 13 of 2016 – Mifflin County Capital Reserve Account*
- *Resolution No. 14 of 2016 – Mifflin County HPRP/CSBG*
- *Resolution No. 15 of 2016 – Mifflin County SFPP*
- *Resolution No. 16 of 2016 – Mifflin County HOME*
- *Resolution No. 17 of 2016 - Mifflin County Microenterprise Revolving Loan*
- *Resolution No. 18 of 2016 – Mifflin County 911 Wireless*

Motion was made by Commissioner Kodish to approve the updating signatures for County Bank Accounts. Seconded by Commissioner Dunkle. The motion was unanimously approved.

E. Opening of the 2016 budget in accordance with January 4, 2016 salary board actions

Motion was made by Commissioner Dunkle to open the 2016 budget. Seconded by Commissioner Kodish. The motion was unanimously approved.

Ms. Laub: Is that budget only going to be open for the Salary Board actions or is it going to be opened in general?

Solicitor Snook: It is going to be opened in general. I cited the Salary Board because we mentioned in the Salary Board.

F. Appointment of Commissioner Representatives for Advisory Boards/Authorities for 2016

COMMISSIONER REPRESENTATIVES ON VARIOUS BOARDS/AUTHORITIES

Board	Commissioner	Meeting date/time
Department Head Meeting	All Three	1st Thursday each month at 10:00 am
Election Board	All Three	Election night and Friday after and Thursdays as needed
JVBDS Tri County Board	All Three	Quarterly
Mifflin Juniata Human Services	All Three	Quarterly
Prison Board	All Three	1st Wednesday each month at 1:30 pm
Retirement Board	All Three	Advertised - Every Quarter
Salary Board	All Three	Advertised - Every Quarter
Mifflin County Planning Commission	All Three	4th Thursday each month at 3:30 pm
MC Industrial Development Authority	All Three	4th Tuesday quarterly starting in January @9:00 am
Seda-Cog Board	All Three (Kevin Voting Member)	4th Wed each month at 12:00 pm(lunch @ noon meeting starts @ 1:00) No August and December is first Wednesday.
Agriculture Preservation	Steve	3rd Wednesday each month as needed at 7:30 pm
Central Counties Youth Detention Board	Steve	2nd Friday each month at 9:30 am
Conservation District Board of Directors	Steve	3rd Tuesday each month at 7:30 pm April through October, 10:00 am November through meeting)
Criminal Justice Advisory Board	Steve	4th Tuesday every other month at 12:00 pm every other month starting with January (ann
Extension Office Executive Board	Steve	Jan 20 @ 7:00 pm - MC Extention Office, April 20th @ 7:00 pm MC Extention Office, S pm Juniata County (place to be determined), November 16th (tentative) Annual dinner to
WIB/LEO Board	Steve	2nd Wed quarterly at 10:00 am (Union Co. Government Center) Annual Meeting in June
Mifflin County Airport Authority	Steve	2nd Monday each month at 7:00 pm
Children & Youth Advisory Committee	Lisa	Third Tuesday in April and November at 12:00 pm held at C&Y
Emergency Food & Shelter	Lisa	Quarterly 4th Monday at 10:00 am (Jan 25 annex)
HSDF Board	Lisa	Quarterly
JVBDS Citizen Advisory Board	Lisa	Wednesday before JVBDS Quarterly Board Meeting
JVBDS Executive Board	Lisa	Monthly
Local Emergency Planning Committee	Lisa	3rd Tuesday every odd month at 10:00 am - 911
Mifflin County Housing Authority	Lisa	4th Wednesday each month at 4:00 pm
Youth Park Board	Lisa	2nd Monday each month at 7:30 pm (no mtg in January)
Alert & Warning Advisory Committee	Kevin	As Needed
Area Agency on Aging Board	Kevin	2nd Monday every other month at 1:00 pm
CARS Board	Kevin	2nd Tuesday every other month at 1:00 pm
CSBG Board	Kevin	Quarterly
Downtown Lewistown	Kevin	3rd Tuesday each month at 8:00 am
Library Board	Kevin	3rd Monday each month at 5:15 pm
Regional Services Corporation	Kevin	3rd Monday @ 1:00 pm
Solid Waste Authority Board	Kevin	3rd Wednesday each month at 8:00 am
Tourist Promotion Board	Kevin	Varies
VOCA Board	Kevin	Varies

Chairman Nancollas: We will post the list. You will notice that three of the boards will have all three Commissioners on that Board, where before it was only one Commissioner. Maybe only one Commissioner only has a vote on that board, but the three of us will attend.

Commissioner Dunkle: The three boards that we are now are going to have full Commissioner representation relate to Economic Development and job creation. We think that is very critical in this County and therefore we want to put the full muscle of this Board behind it.

Ms. Laub: So, are they voting Boards for the Commissioners?

Commissioner Dunkle: Some are, some are not. It is listed on that list if it is voting.

Motion was made by Commissioner Kodish to approve the Appointments of Commissioner Representatives for Advisory Boards/Authorities for 2016. Seconded by Commissioner Dunkle. The motion was unanimously approved.

G. Direct the Chief Clerk to begin search for qualified candidates to fill the county's financial needs in the interim

Motion was made by Commissioner Dunkle to direct the Chief Clerk to begin search for qualified candidates to fill the county's financial needs in the interim. Seconded by Commissioner Kodish. The motion was unanimously approved.

H. Hiring of Paula Himes as a Legal Secretary in the District Attorney's Office effective January 4, 2016

Motion was made by Commissioner Kodish to approve the hiring of Paula Himes. Seconded by Commissioner Dunkle. The motion was unanimously approved.

I. Promotion of Louise Rickert from Legal Secretary to Paralegal in the District Attorney's effective January 4, 2016

Motion was made by Commissioner Dunkle to approve the promotion of Louise Rickert. Seconded by Commissioner Kodish.

Ms. Kirk: Is this a new position that we didn't have before?

Solicitor Snook: No we did have it before. Everybody is moving up one. Terri leaves, Louise moves up to Terri's chair and Paula moves into Louise's chair. I am speaking for Chris.

Ms. Kirk: So Terri is resigning.

Solicitor Snook: Yes, Terri has resigned. And in the next one Jerry Wagner replaces Jeff Davis.

The motion was unanimously adopted.

J. Hiring of Jerry L. Wagner as Assistant District Attorney effective January 4, 2016

Motion was made by Commissioner Kodish to approve the hiring of Jerry L. Wagner as Assistant District Attorney. Seconded by Commissioner Dunkle. The motion was unanimously approved.

K. Resignation of Kimberly Reich from a Caseworker position in the Children and Youth Department effective January 18, 2016.

Motion was made by Commissioner Kodish to approve the resignation of Kimberly Reich. Seconded by Commissioner Dunkle. The motion was unanimously approved.

IX. Public Comment:

Ms. Mundy: The agendas previously came out on Friday after the meetings. They kept getting later and later and later. Can they go back to Friday?

Chairman Nancollas: We haven't talked about that. That is something to think about.

Ms. Fisher: It is very difficult for us trying to do business because we need time to get the things on the agenda. Now with the meeting only being able to conduct business every two weeks, that makes it difficult for us. I appreciate that the deadline is Wednesday before noon because that gives us three days to get business done, especially with the holidays. It would be different if we were doing business every week but when we have things that have to be signed and have deadlines, we need every minute we can get.

Solicitor Snook: They would end up being amended all the time. We will end up coming in with an agenda that won't be correct. I think you can amend it up to the day before up to the meeting, we can always add it.

Chairman Nancollas: We are sorry that you do not get in on time.

Ms. Mundy: Another one – The raise that you guys are not taking are you going to do that monthly, yearly when you are going to donate it?

Chairman Nancollas: We have been discussing that we are not sure if we are going to do it yearly or monthly or every quarter. We don't know what we are going to do.

Commissioner Dunkle: My personal preference would be to do that about three times a year. If we did it monthly, we are not talking about enough money where it is really going to have an impact on whatever charity is the recipient. So if we do it twice a year or if we do it three times a year, I think that makes the most sense. We will be appointing a committee of probably five to seven people from different geographical parts of the County with different backgrounds and professional interests and including members of both sexes and that committee will be charged with working with us in the development of guidelines for distribution, receiving of applications and making recommendations and then the final grant awards will be determined by a vote of the full committee.

Ms. Mundy: I have been in contact with people from when I was running and they tell me that they have sent letters to you guys about issues that they have had with CYS and have never heard anything back.

Chairman Nancollas: We have not received any letters from anybody. I'm sorry, you could tell them to come in and talk to us but I talked to Cathy and Kevin and they haven't seen anything. They need to come in and see us or write us a letter. It depends when they wrote the letter whether we would have gotten it or not.

Ms. Mundy: During your campaign you were going around interviewing people for a chance to win a trip. People have asked me to find out who the winner was.

Commissioner Dunkle: I have no idea what you are talking about.

Chairman Nancollas: I am not sure you should believe rumors. I don't know anything about that.

Ms. Mundy: They were told if they gave their opinions on current issues or issues in the past, they could win a trip. You ask Lisa about that.

Chairman Nancollas: I do not know anything about that. I think I am going to let it go. I think that is just a rumor and people do whatever they want to do in an election. They can come in and ask me instead of using you. I am not going to believe that this person said this and this person said that. If they come in and talk to me that is a different story.

Ms. Laub: You appointed BMZ Law Monday. Is there an amount they are going to receive?

Solicitor Snook: Ms. Gardner's last, whatever the last Solicitor without an increase in 2015.

Commissioner Dunkle: And because he is not an employee, there will be no personal benefits.

Solicitor Snook: We decided not to talk about a raise.

Betty Ripka, Lewistown: Who is collecting taxes in the Borough of Lewistown since Erin is on maternity leave.

Commissioner Kodish: Her deputy.

Ms. Ripka: Who is that?

Ms. Civitts: Joe Laub.

Ms. Ripka: How can he collect taxes in the Borough when he does not live in the Borough?

Ms. Civitts: Tax Collectors must, the deputies can cross lines, because we have tax collectors who are someone else's deputy. So the deputies do not have to be in the jurisdiction.

Ms. Ripka: Is he approved by the Commissioners?

Ms. Civitts: He doesn't have to be. She is an elected official. She is allowed to appoint her own deputy.

Ms. Ripka: When Nancy Peffer died, the Township Supervisors had to appoint a deputy.

Ms. Civitts: That is because Nancy did not have a deputy at that time, because Decatur Township came up and did it.

Patty Bowersox, Lewistown: I heard a rumor and I wanted to know if Patty Gardner was dismissed? I feel that she was a benefit an asset to the Children and Youth Agency and she helped me personally and I want to reassure the County Commissioners that she is an assist to our community as well as Children and Youth.

Chairman Nancollas: We thank you for your opinion. I am not going to discuss an employee.

Commissioner Dunkle: It would be inappropriate to discuss personnel issues in a public meeting.

Ms. Bowersox: Should I write a letter about how I feel?

Commissioner Dunkle: Certainly by all means.

Commissioner Kodish: Personnel issues should not be discussed in a public meeting.

Ms. Ripka: When I was an auditor, we were having problems, we are a team and we worked together, we separate the files and work on them individually, we were on a time constraint, we only had four months to do this, but if someone else was working on the payroll, I might have a question and I would go into the payroll account and the Commissioners would not allow that and I think that is hindering the auditors in doing their job. They should be allowed to look at any account regardless if it their specific account, we are a team.

Chairman Nancollas: They are absolutely allowed to look at any account that they need to look up to do their job. We promised transparency and part of that job is transparency.

Commissioner Dunkle: Elected auditors are there to audit the books and perform the task at hand. How can you do your job as an auditor unless you are given all the information. To me it is pretty black and white.

Ms. Ripka: You can't and that's why I resigned. I loved the job but politics got in the way.

Ms. Mundy: What about the taping of the meetings?

Commissioner Kodish: The school plans to come in and beginning in the very near future when they get the student's schedules lined up.

Ms. Mundy: The Borough is cancelled their taping.

Commissioner Kodish: Actually the Borough can't stop them. The Sunshine Law, they can come in and setup whether the Borough wants them to or not. There was at least one tape, I'm pretty sure.

Ms. Ripka: Are you going to update your website?

Chairman Nancollas: Yes that is one of the issues we are going to look into.

Commissioner Dunkle: Just give us a few more days.

Tracy Reesman: Heart is basically parents mentoring parents. It started because I adopted a special needs child. It stands for health, education, advocates, resources, together we will have a stronger family and for a stronger community It started several years ago and our basic stuff is online. We had several meetings, we have had as little as three people come and we have had as many as eighteen people come. We try to bring in a guest speaker. We have checked with the Commissioners to see if there was any funding available. We have been funding it for the last two years by ourselves. So that is basically what HEART is.

Commissioner Dunkle: Thank you.

X. Adjournment

With no other business on the agenda, Chairman Nancollas adjourned the meeting at 9:33 a.m.

Secretary

ATTEST:

Chief Clerk