

Lewistown, PA

March 15, 2018

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, March 15, 2018 at 9:00 a.m. In attendance were Commissioners Kevin Kodish, Stephen Dunkle and Robert Postal, Jr.; Solicitor Steven Snook, BMZ Law; Chief Clerk Cathy Romig and Fiscal Affairs Assistant Angela Shuey.

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

Guests present: Commissioner's Office Liaison Patty Wilson; Treasurer Deb Civitts; County Auditor Helen Kirk; Rylan Bargo, Children & Youth; Housing Rehabilitation Specialist Doug Marks; Community Development Administrator/Assistant Director James Lettiere; Director of the Physical Plant Lonnie Griffith; Lisa Nancollas; Alyssa Hanford and Cody Yetter, MCTV

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

I. Invocation: *The Invocation was given by Chairman Kodish.*

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

III. Approval of Minutes:

Motion was made by Commissioner Postal to accept the minutes of the Regular Meeting of March 1, 2018. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #118201 to 118403 and EFTs # 23851-23919 in the amount of \$777,428.97

2. Payroll Account

Cks. #78180 to 78195 and Direct Deposit Advices #18138 to 18367 in the amount of \$350,794.32

3. CDBG Account

Cks. #1385 to 1386 in the amount of \$3,908.56

4. CDBG Home Account

Ck. # 410 in the amount of \$43.10

5. Act 137 Account:

Cks. # 3004 in the amount of \$111.78

6. 911 Account

Cks. #51488 to 51495 and EFTs #20434 to 20436 in the amount of \$19,543.19

7. LEPC Account:

Cks. #1414 to 1415 in the amount of \$646.63

8. Liquid Fuels Account:

Cks. #1653 to 1654 in the amount of \$8,135.72

Motion was made by Commissioner Postal to approve payment of bills as listed above. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

V. Treasurer's Report:

**TREASURER'S REPORT
02/28/2018-03/13/2018**

General Account Starting Balance	\$1,988,641.90
 DEBITS	
Deposits Receipts #90463-90632	1,001,073.34
Transfer from 911	1.41
Transfer from Capital Reserve	0.00
Interest	2,273.17
Voided Check	0.00
TOTAL DEBITS	\$1,003,347.92
 CREDITS	
Bills Paid CK #S 118201-118403, EFT'S # 23851-23919	777,428.97
Transfer to Payroll DD 18138-18367 & CKS 78180-78195	350,794.32
NSF CKS	78,674.22
Transfer to Capital Reserve	0.00
Transfer to Act 137	0.00
TOTAL CREDITS	\$1,206,897.51
 <u>Ending Balance (Interest @ 01.390% as of 03/13/2018)</u>	 <u>\$1,785,092.31</u>
 Liquid Fuels	
Invested at JV Bank @ 01.390% as of 03/13/2018	\$236,092.58
 Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 03/13/2018	\$201,550.23
 911 Telephone Account	
Invested at JV Bank @ 01.390% as of 03/13/2018	\$2,239,140.79
 LEPC	
Invested at JV Bank @ 01.390% as of 03/13/2018	\$23,726.91
 Capital Reserve Account	
Invested at JV Bank @ 01.61% as of 03/13/2018	1,393,002.72
 CERTIFICATE OF DEPOSIT	
Invested at FNB @ 1.75%	3,000,000.00
 Report Subject to Audit	

Motion was made by Commissioner Dunkle to approve the Treasurer's Report as received, subject to audit. Commissioner Postal seconded the motion. The motion was unanimously approved.

VI. Meetings and Events:

<i>Chairman Kodish:</i>	<i>Department Head Meeting</i>
	<i>JVBDS Executive Meeting</i>

*Prison Board
Meeting with C&Y Staff
PIMCC Board - Harrisburg
AAA Board
Casting of lots for election
Operation Fairness
Standing Stone Consulting – Courthouse Security
Meetings with candidates running for the 82nd district
Success Together preparation meeting*

*Commissioner Dunkle: Department Head Meeting
Prison Board
Meeting with C&Y Staff
Standing Stone Consulting – Courthouse Security
Meetings with candidates running for the 82nd district
Operation Fairness
LEO – Central PA Work Development Council
Success Together preparation meeting*

*Commissioner Postal: Department Head Meeting
Standing Stone Consulting – Courthouse Security
Meetings with candidates running for the 82nd district
Operation Fairness
Youth Park Association
Success Together preparation meeting
LEPC meeting with Scott Mauery elected as chair
Rotary Luncheon
SEDA-COG Financing RLF Program
SEDA-COG Natural Gas Co-op Program
SEDA-COG Joint Rail Authority Program*

VII. Public Comment:

Helen Kirk, a Ferguson Valley resident, asked why there was not a Mifflin County Commissioner in attendance at the Juniata Valley Behavioral and Developmental Services meeting where the Request for Proposal (RFP) for the drop-in center was discussed.

Commissioner Postal responded by saying that he had volunteered to be at the meeting, but was called out of town. He did follow up with Ms. Bollinger with questions on the RFP. The RFP presented at the meeting was the only one received.

Lisa Nancollas, a Mifflin County resident, was present to represent the Sunshine Connection. She mentioned that the Sunshine Connection Board would like to meet with the Commissioners on March 21, 2018 at 9:00 a.m. if possible. She presented the Commissioners with the proposal from Skills. She stated that they have concerns about the proposal because of their special population and the fact that they may not fit within the boundaries Skills has set. Some of the proposed day plans may not be attainable by the consumers. She lastly pointed out that the Consumer Board member who reviewed the RFP only verified that all of the criteria of the RFP were met; she was not agreeing to have Skills take over the Sunshine Connection.

VIII. New Business:

A. Proclamation designating April 2018 as Pennsylvania 811 Safe Digging Month

Proclamation

Mifflin County, designating the month of April 2018 as “Pennsylvania 811 Safe Digging Month.”

WHEREAS, As engineers, designers, excavators and homeowners work to keep pace with this Commonwealth’s unprecedented economic development, it is important to minimize damage to underground utility lines, danger to workers, environmental pollution and loss of utility service to Pennsylvania citizens; and

WHEREAS, The Pennsylvania One Call System, a utility service information center celebrating its 46th year of continuous service to the Commonwealth, is key to preventing injuries and damage when excavating; and

WHEREAS, This unique service provides easy, one-call notification about construction and excavation projects which may endanger workers and jeopardize utility lines while promoting workplace and public safety, reducing underground utility damage, minimizing utility service interruptions and protecting the environment; and

WHEREAS, This vital service, which began with only six utility companies in western Pennsylvania and the City of Pittsburgh, now serves more than 100,000 excavators and 3,600 critical infrastructure owners throughout this Commonwealth; and

WHEREAS, Each year, the Pennsylvania One Call System receives more than 750,000 notification requests and transmits more than six million notifications, providing protection to utility companies, their employees and customers;

NOW, THEREFORE, BE IT RESOLVED, That the Mifflin County Commissioners designate the month of April 2018 as “Pennsylvania 811 Safe Digging Month” to encourage all excavators and homeowners of Mifflin County to Dial 8-1-1 or 1-800-242-1776 at least three business days before digging in order to “Know What’s Below,” avoid injury, protect the environment, and prevent millions of dollars in damages and to remind excavators that three business days’ notice is the law, for safe digging is no accident, and that more information may be obtained by visiting www.pa811.org.

Proclaimed this 15th Day of March, 2018.

*Motion was made by Commissioner Dunkle to adopt the above Proclamation.
Commissioner Postal seconded the motion. The motion was unanimously approved.*

B. Proclamation designating April 2018 as American Red Cross Month

AMERICAN RED CROSS MONTH 2018

A Proclamation

In Mifflin County, we have a long history of helping our neighbors in need. American Red Cross Month is a special time to recognize and thank our heroes – those Red Cross volunteers and donors who give of their time and resources to help community members.

These heroes help families find shelter after a home fire. They give blood to help trauma victims and cancer patients. They deliver comfort items to military members in the hospital. They use their lifesaving skills to save someone from a heart attack, drowning or choking. They enable children around the globe to be vaccinated against measles and rubella.

The American Red Cross depends on local heroes to deliver help and hope during a disaster. We applaud our heroes who give of themselves to assist their neighbors when they need a helping hand.

Across the country and around the world, the American Red Cross responds to disasters big and small. In fact, every eight minutes the organization responds to a community disaster, providing shelter, food, emotional support and other necessities to those affected. It collects nearly 40 percent of the nation’s blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills, such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict or migration.

We dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

NOW, THEREFORE, WE, THE COMMISSIONERS of Mifflin County, Pennsylvania, do hereby proclaim March 2018 as American Red Cross Month. We encourage all Americans to support this organization and its noble humanitarian mission.

Proclaimed this 15th day of March, 2018

*Motion was made by Commissioner Postal to adopt the above Proclamation.
Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

C. Request for exoneration of 2016 and 2017 county real estate tax bill and relieve the Tax Collector from collecting these bills:

- *Parcel No. 14,12-0307--,000 located in Brown Township – parcel received the supplemental bills in error. 2016 - \$171.46 and 2017 - \$192.51*

*Motion was made by Commissioner Postal to approve the request for exoneration.
Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

D. Request for exoneration of 2018 county portion per capita taxes:

- *Juniata Terrace Borough Tax Collector Jeri Dukes - 5*

*Motion was made by Commissioner Dunkle to approve the request for exoneration.
Commissioner Postal seconded the motion. The motion was unanimously approved.*

E. Request for refund of a portion of the 2017 real estate taxes:

- *Parcel No. 15,02-108C located in Decatur Township – House removed from property in April 2017 – County portion \$250.33*

Motion was made by Commissioner Postal to approve the request for refund of a portion of the 2017 real estate taxes. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

F. Request for refund of a portion of the 2015, 2016 and 2017 real estate taxes:

- *Parcel No. 18,10-132A located in Menno Township – Square footage error – County portion \$47.99*

Motion was made by Commissioner Dunkle to approve the request for refund of a portion of the 2015, 2016 and 2017 real estate taxes. Commissioner Postal seconded the motion. The motion was unanimously approved.

G. Resolution No. 1 of 2018 on behalf of the Lewistown Borough Council, approving budget modifications for the Federal Fiscal Year 2015 CDBG program

RESOLUTION NUMBER 1 of 2018

**RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS ON BEHALF OF THE
LEWISTOWN BOROUGH COUNCIL, APPROVING BUDGET MODIFICATIONS TO THE FFY
2015 CDBG PROGRAM**

WHEREAS, the Lewistown Borough Council funded the Ridge Road road reconstruction project in FFY 2014 and FFY 2015, in the amounts of \$8,100.00 and \$48,300.00 respectively; the project has been completed and there are excess funds remaining in the amount of \$19,188.93;

WHEREAS, the Mifflin County Commissioners on behalf of the Lewistown Borough Council has applied to the Pennsylvania Department of Community and Economic Development (PA-DCED) for the creation of the Grand Parkway North road reconstruction project, in the amount of \$14,219.65 for FFY 2017;

WHEREAS, the Lewistown Borough Council is desirous of creating and funding the Grand Parkway North road reconstruction project in FFY 2015 in the amount of \$19,188.93;

WHEREAS, the Grand Parkway North road reconstruction project will eventually be considered a multi-year funded project in FFY's 2015 and 2017;

WHEREAS, the Lewistown Borough Council adopted Resolution 2018- at their **March 12, 2018** regular meeting approving aforementioned budget revisions and authorized the Mifflin County Planning and Development Department to submit said budget modification documentation to the PA-DCED for review and approval pursuant to the Mifflin County Commissioner's approval;

WHEREAS, the Mifflin County Commissioners on behalf of the Lewistown Borough Council held a public hearing on **Thursday March 1, 2018** and provided an opportunity for the public to comment on said budget modifications;

WHEREAS, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to revise the Lewistown's Borough's 2015 program funding budget, so as to complete the following actions:

1. Decreasing the Ridge Road road reconstruction project in FFY 2015 by \$19,188.93;
2. Creating and funding the Grand Parkway North road reconstruction project in FFY 2015 in the amount of \$19,188.93;

NOW, THEREFORE, BE IT RESOLVED, by the Mifflin County Commissioners on behalf of the Lewistown Borough Council as follows:

1. That the program modifications affecting the Borough's 2015 program budgets are approved through the adoption of this Resolution.
2. That the Mifflin County Planning and Development Department is authorized to complete and submit said modification requests and required documentation to the (PA- DCED) for review and approval.

I hereby certify that the above is a true and correct copy of a resolution adopted at a public meeting of the Mifflin County Commissioners held on **Thursday, March 15, 2018**.

Mr. Lettiere explained that this modification was discussed at the March 1, 2018 Board of Commissioners' meeting during a public hearing relative to the Ridge Road Project. Said project was funded with 2014 and 2015 CDBG funds. That project has been completed and there are excess monies left over in the amount of \$19,188.93. The 2015 excess funding will go toward the Grand Parkway North Project. Lewistown Borough approved this action at their March 12, 2018 meeting. The Grand Parkway North project will be a multi-year project with the 2015 modification at \$19,188.93 in addition to the \$14,219.65 of 2017 funding for a grand total of \$33,408.58 for the entire project. The project will commence once the contract for the 2017 funding is in place.

Motion was made by Commissioner Dunkle to approve Resolution No. 1 of 2018. Commissioner Postal seconded the motion. The motion was unanimously approved.

- H. Recommendation of approval to begin negotiations with GHD Engineering, for engineering design, bid and construction services for the West Wayne Sewer Project, located in the Cedar Crest area of Mount Union, Wayne Township*

Mr. Marks explained that in February 2018, engineering firms, including MBE and WBE firms, were notified that we were conducting Requests for Qualifications for Engineering services (RFQ's) for the West Wayne Sewer Upgrade. Six firms responded and were scored by the Planning Department and the Sewer Authority on a point system. It is recommended that, based on their score, GHD Engineering be awarded the project in the amount of \$9,500.00. If approved, a contract will be forthcoming. Permission is also requested to allow Chairman Kodish to execute any necessary documentation on behalf of the Mifflin County Commissioners. This project will be funded with 2016 CDBG monies. The construction cost is approximately \$90,000.00. Engineering will begin upon the execution of an agreement. Bidding and construction will take place later in 2018.

Motion was made by Commissioner Postal to approve the recommendation and give authority to Chairman Kodish to execute any necessary documentation. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- I. Contract Agreement with C.S. Davidson, Inc., Gettysburg, PA, for professional services at the Bender Park Fishing Pier at an estimated cost of \$9,400.00*

Mr. Marks stated that in July 2017, the Brown Township Supervisors and Mifflin County Commissioners approved a three-year agreement for the remainder of 2017, 2018 and 2019 with C. S. Davidson, Inc. This project, the Bender Park ADA fishing pier, falls under the three-year agreement. It will allow adequate fishing access to handicapped individuals along Honey Creek. The project is being funded with Brown Township's 2015 and 2016 CDBG allocations. The township will approve the contract on Monday, March 19, 2018 at their regularly scheduled meeting. The cost of the engineering agreement is \$9,400.00. The construction for the new pier and accessible path will be \$23,976.43. Engineering will begin upon execution of the contract. Bidding is anticipated to take place in late spring with construction in the summer of 2018, weather permitting. The pier will be a 5 ft. by 10 ft. concrete deck with curb and walls.

Mr. Lettiere added that this project is still under environmental review with the State's historic preservation office to determine whether any type of archeological dig will need to take place. If an archeological dig is required, the project will likely not move forward due to insufficient funding for the dig.

Motion was made by Commissioner Dunkle to approve the contract agreement. Commissioner Postal seconded the motion. The motion was unanimously approved.

- J. Resolution No. 2 of 2018 for budget revisions to the Federal Fiscal Year 2015 CDBG Competitive Program*

RESOLUTION NUMBER 2 of 2018

RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS APPROVING BUDGET REVISIONS TO THE FFY 2015 CDBG COMPETITIVE PROGRAM

WHEREAS, the Mifflin County Board of Commissioners, Mifflin County Pennsylvania (PA) was awarded \$750,000 from the Pennsylvania Department of Community & Economic

Development (PA-DCED) under the Community Development Block Grant Competitive Program, contract number C000064078, for the McVeytown Borough Authority Sewer Project;

WHEREAS, the Mifflin County Commissioners funded this project with FFY 2014, and 2015 entitlement funds in the amounts of \$55,392.00 and \$111,608.00 respectively;

WHEREAS, the private sewer lateral portion of this project was funded as a housing rehabilitation activity in the amount of \$110,875.00 and this project has been funded and completed and excess funds in the amount of \$107,398.00 remain;

WHEREAS, the main line and associated reconstruction is nearing completion and additional work must be completed and the excess funds can be moved to fund the remaining main line project costs;

WHEREAS, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to revise the McVeytown Borough Authority Sewer Project 2015-C program funding budget, so as to complete the following actions:

2. Decreasing the single-family housing rehabilitation private lateral project portion of the project, FFY 2015-C by \$107,398.00;
2. Increasing the main line sewer project for the project FFY 2015-C, in the amount of \$107,398.00;

NOW, THEREFORE, BE IT RESOLVED, by the Mifflin County Commissioners:

2. That the program revisions affecting the County's CDBG-C 2015 program budget is approved through the adoption of this Resolution.
2. That the Mifflin County Planning and Development Department is authorized to complete and submit said revision requests and required documentation to the (PA- DCED) for review and approval.

I hereby certify that the above is a true and correct copy of a resolution adopted at a public meeting of the Mifflin County Commissioners, held on **Thursday, March 15, 2018**.

Mr. Lettiere noted that this resolution is in reference to the McVeytown Sewer Project. This project was funded with competitive grant and entitlement grant funds. The total project cost at this point is \$1,029,852.00. As part of the project, \$110,875.00 was allocated as housing rehabilitation funding to aid property owners in attaching laterals from their property into the main sewer line. Minimal work was required on the laterals, leaving an unused portion of housing rehabilitation funding of \$107,398.00. A revision is being requested to move the excess housing rehabilitation funding into the main project costs for the remainder of the project. The majority of the project has been completed at this time. The Sewer Authority obtained a \$125,000.00 line of credit to assist in funding this project. This project should be completed in May or June 2018.

Motion was made by Commissioner Postal to approve Resolution No. 2 of 2018. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

K. Purchase of Service Agreement for use, if needed, by Children and Youth:

- *Jonathan Gransee, Psy.D., Lancaster, PA*

Motion was made by Commissioner Postal to approve the purchase of service agreement. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

L. Mifflin County Reentry Strategic Plan Grant Application - \$14,378.00

Chairman Kodish mentioned that this is a four-year re-entry strategic plan, including implementation with input and support from the Mifflin County CJAB re-entry subcommittee. A consultant will be hired to develop a strategic plan that will guide cross-agency collaboration to provide comprehensive services for re-entering citizens and their families. The consultant will facilitate the analysis of the County's re-entry system to develop the County-wide plan. The plan will include recognition of the difficulties that are inherent in the process of re-entering the community and assist in removing barriers to re-entry wherever possible. A previous re-entry strategic plan was created in 2013 - 2014. This project will allow for that plan to be updated.

Motion was made by Commissioner Dunkle to approve the grant application. Commissioner Postal seconded the motion. The motion was unanimously approved.

M. Open bids for the 1999 GMC Bucket Truck

The first bid was received from Edward L. Knepp in the amount of \$1,751.00. The second bid was received from Harry Seby in the amount of \$1,515.15.

Motion was made by Commissioner Dunkle to accept the high bid in the amount of \$1,751.00 from Edward Knepp. Commissioner Postal seconded the motion. The motion was unanimously approved.

N. Open bids for the 2006 Ford Crown Victoria

The only bid was received from Shane Tomlinson in the amount of \$500.00.

Motion was made by Commissioner Postal to accept the bid in the amount of \$500.00 from Shane Tomlinson. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

O. Personnel:

- *Hiring of Part-time Correction Officers Daniel Kearns and Katelyn Rauch effective March 19, 2018*
- *Promotion of Daris Ciecierski from Caseworker III to GPS Intake Supervisor in the Children and Youth Office effective March 19, 2018*

Motion was made by Commissioner Dunkle to accept the above personnel items. Commissioner Postal seconded the motion. The motion was unanimously approved.

IX. Adjournment:

With no other business on the agenda, Chairman Kodish adjourned the meeting at 9:36 a.m.

Secretary

ATTEST:

Chief Clerk