

Lewistown, PA

October 18, 2018

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, October 18, 2018 at 9:00 a.m. In attendance were Commissioners Kevin Kodish, Stephen Dunkle and Robert Postal, Jr.; Solicitor Stephen Snook, BMZ Law; Chief Clerk Cathy Romig and Assistant Chief Clerk Angela Shuey.*

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

*Guests present: Treasurer Deb Civitts; Director of Voter Registration and Elections Zane Swanger; Community Development Administrator/Assistant Director James Lettiere; Housing Rehabilitation Specialist Doug Marks; Register & Recorder Barb Stringer; First Deputy Register & Recorder Ellen Amspacker; Register & Recorder Solicitor Dan Searer, Esquire,; Public Safety Director Phil Lucas; Director of Fiscal Affairs Mike Baker; Max Oburn and Steven Gibson, MCTV*

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

**I. Invocation:** *The Invocation was given by Commissioner Postal.*

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

**III. Approval of Minutes:**

*Motion was made by Commissioner Dunkle to accept the minutes of the Regular Meeting of October 4, 2018. Commissioner Postal seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

1. *General Fund, Accounts Payable:*

*Cks. #120978 to 121128 and EFTs # 24497 to 24572 in the amount of \$500,361.51*

2. *Payroll Account:*

*Cks. #78474 to 78489, Direct Deposit Advices #21412 to 21947 and EFT # 5001 in the amount of \$335,196.69*

3. *CDBG Account:*

*Ck. #1426 in the amount of \$464.53*

4. *CDBG Home Account:*

*Ck. #428 in the amount of \$41,295.50*

5. *911 Account:*

*Cks. #51612 to 51623 and EFTs #20508 to 20511 in the amount of \$17,488.19*

6. *LEPC Account:*

*Cks. #1437 to 1439 in the amount of \$197.61*

*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**  
**10/03/2018-10/16/2018**

**General Account** Starting Balance **\$694,993.21**

**DEBITS**

Deposits Receipts #93757 – 94015	452,527.43
Transfer from 911	66.64
Transfer from Capital Reserve	0.00
Transfer from LEPC	406.44
Voided Check	0.00
Interest	0.00

**TOTAL DEBITS** **\$453,000.51**

**CREDITS**

Bills Paid CK # 120978-121128, EFT'S # 24497-24572	500,361.51
Transfer to Payroll CKS 78474-78489, DD 21712-21947	335,196.69
NSF CKS	0.00

**TOTAL CREDITS** **\$835,558.20**

Ending Balance (Interest @ 01.390% as of 10/16/2018) **\$312,436.52**

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**Liquid Fuels**

Invested at JV Bank @ 01.390% as of 10/16/2018 **\$260,303.26**

**Liquid Fuels - Act 89**

Invested at JV Bank @ 01.390% as of 10/16/2018 **\$223,223.59**

**911 Telephone Account**

Invested at JV Bank @ 01.390% as of 10/16/2018 **\$2,434,366.61**

**LEPC**

Invested at JV Bank @ 01.390% as of 10/16/2018 **\$17,277.59**

**Local Use Fund**

Invested at JV Bank @ 01.390% as of 10/16/2018 **78,343.09**

**Capital Reserve Account**

Invested at JV Bank @ 02.26% as of 10/16/2018 **\$7,141,465.47**

**CERTIFICATE OF DEPOSIT**

Invested at FNB @ 1.75% **3,000,000.00**

Report Subject to Audit

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

**VI. Meetings and Events:**

<i>Chairman Kodish:</i>	<i>Department Head Meeting</i>
	<i>Budget Meetings</i>
	<i>Senator Toomey Staff Member Meeting</i>

*Quarterly Human Services Meeting  
Record Improvement Fund Meeting  
Act 137 Meeting  
Regional Services Board  
Library Board  
Veterans Parade Planning Meeting  
Auditors Exit Meeting – 2017 Audit*

*Commissioner Dunkle: Department Head Meeting  
Budget Meetings  
Senator Toomey Staff Member Meeting  
Quarterly Human Services Meeting  
Record Improvement Fund Meeting  
Act 137 Meeting  
Central Counties Youth Detention Meeting  
Veterans Parade Planning Meeting  
Auditors Exit Meeting – 2017 Audit  
Airport Authority Meeting  
Mifflin County Conservation District Meeting*

*Commissioner Postal: Department Head Meeting  
Budget Meetings  
Senator Toomey Staff Member Meeting  
Quarterly Human Services Meeting  
Record Improvement Fund Meeting  
Act 137 Meeting  
Veterans Parade Planning Meeting  
SEDA-COG Natural Gas Executive Committee Meeting  
National Association of Counties Conference Call  
Auditors Exit Meeting – 2017 Audit  
JVBDS Executive Committee Meeting  
Youth Park Association Meeting  
Suicide Awareness Walk  
Pumpkin Pie Eating Contest at Harvestfest*

**VII. Public Comment:**

*None to report.*

**VIII. New Business:**

**A. Zane Swanger, Director of Elections and Voter Registration – Election update**

*Mr. Swanger began by giving formal notice that the General Election is on November 6, 2018 with polls open from 7:00 a.m. to 8:00 p.m. The lobby of the Mifflin County Courthouse will be opened at 7:30 p.m. to welcome public and press to be present for the return process. The County website will be updating the unofficial results periodically throughout the evening. The State's election return website at [www.electionreturns.pa.gov](http://www.electionreturns.pa.gov) will show all of our races in addition to races Statewide. Absentee ballot applications need to be requested by 5:00 p.m. on Tuesday, October 30, 2018 and returned by 5:00 p.m. on Friday, November 2, 2018. The Brown Township split has been completed for the upcoming election thanks to the Mifflin County Board of Elections, Solicitor Stephen Snook and the Mifflin County Court of Common Pleas.*

*Brown/Reedsville/Big Valley will vote at the Reedsville Fire Company Banquet Hall and Brown/Church Hill will vote at the Kish Valley Grace Brethren Church. Mr. Swanger thanked the Brown Township Supervisors, Reedsville Fire Company, Kish Valley Grace Brethren Church and the voters of Brown Township for their cooperation and positive feedback. The majority of Brown Township voters should have received their updated voter registration cards already and the remainder will receive theirs in the very near future. Public testing of the election equipment will be conducted on Friday, October 19 at the Danks Building. Also, Wayne Township voters will now utilize the Tuscarora Intermediate Unit as their polling place. Armagh Township saw its two precinct names changed to be consistent with the other precinct names throughout the County. This was an administrative change and did not affect any locations. Armagh Old is now Armagh West and Armagh New is now Armagh East. Mr. Swanger also noted that specimen ballots can be picked up at the Elections Office or online on the County website. Political party committee contact information is now available on the County website as well. Mr. Swanger lastly presented statistics as follows: 268 new registrations (57 Democrats/150 Republican/61 other), 100 direct party changes (31 to Democrat/55 to Republican/14 to other) and 286 absentee ballots mailed out with 116 returned. Mifflin County has 24,730 registered voters (15,200 Republican/6,800 Democrats/2,730 Other).*

*Commissioner Dunkle complimented Mr. Swanger on his presentation.*

*Mr. Swanger thanked the Lewistown Sentinel for their coverage on the Brown Township precinct split.*

*B. Request for exoneration of 2018 county real estate tax bills and relieve the Tax Collector from collecting these bills:*

- Parcel No. 17,14-123D,106 located in Granville Township – mobile home destroyed – County Amount \$85.16*
- Parcel No. 17,14-123D,314 located in Granville Township – mobile home destroyed – County Amount \$0.79*

*Motion was made by Commissioner Postal to approve the request for exoneration of the 2018 County real estate tax bills for Parcel No. 17,14-123D,106 and Parcel 17,14-123D,314. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

*C. Resolution No. 14 of 2018 – The Mifflin County Commissioners and on behalf of the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council Appointing a Section 504 Compliance Officer and Establishing a Grievance Procedure*

***RESOLUTION NO. 14 of 2018  
THE MIFFLIN COUNTY COMMISSIONERS AND ON BEHALF OF THE BROWN,  
DERRY AND GRANVILLE TOWNSHIP SUPERVISORS AND THE LEWISTOWN  
BOROUGH COUNCIL APPOINTING A SECTION 504 COMPLIANCE OFFICER AND  
ESTABLISHING A GRIEVANCE PROCEDURE***

*WHEREAS, Mifflin County, Pennsylvania and the Brown, Derry, and Granville Township Supervisors and the Lewistown Borough Council (hereinafter referred to as OBO's), are recipients of federal funds from the Pennsylvania Department of Community and Economic Development (PA- DCED), through the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program, authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended;*

*WHEREAS, Mifflin County and its OBO's are statutorily required to develop administrative procedures and regulations in accordance with 24 CFR Part 8 of the Code of Federal Regulations as effectuated on July 11, 1988, to implement Section 504 of the Rehabilitation Act of 1973;*

**WHEREAS**, Mifflin County and the OBO's must designate a Section 504 Compliance Officer who will serve of the County's designated representative for any and all complaints regarding 24 CFR Part 8 of the Code of Federal Regulations and adopt grievance procedures;

**WHEREAS**, Mifflin County outreached with interested parties to solicit input and feedback regarding the County's compliance with administrative rules and regulations related to Section 504 of the Rehabilitation Act of 1973 during 2014;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Mifflin as follows:

1. The Housing Rehabilitation Specialist/Construction Manager, Douglas Marks, of the Mifflin County Planning and Development Department is hereby designated as the County's Section 504 Compliance Officer for 2018-2019.
2. The County has adopted a grievance procedure for any and all complaints regarding accessibility to all county owned facilities.
3. The County Commissioners procured the EADS Group Inc. in January 1998 to conduct a comprehensive analysis of all county owned facilities as related to Title II of the American with Disabilities Act. These reports are on file in the Planning and Development Department of the Mifflin County Courthouse.
4. Since 1998 the County Commissioners made modifications to all county owned facilities which comply with Title II of the American with Disabilities Act.
5. The Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council are responsible for complying with Title II of the American with Disabilities Act for all municipal facilities and all facilities are ADA compliant.

**I HEREBY CERTIFY** that the above is a true and correct copy of a resolution adopted at a regular meeting of the Mifflin County Commissioners held on October 18, 2018.

Mr. Lettiere discussed that Resolution 14 is regarding Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination based on disability in any program or activity that receives federal financial assistance. A disability is defined as an impairment that substantially limits one or more life activities. This also includes providing a reasonable accommodation to allow a disabled person to participate in a federally assisted program. A Section 504 officer must be appointed annually and Douglas Marks, who has been said officer in the past, has been appointed for 2018-2019.

D. Resolution No. 15 of 2018 – The County of Mifflin and on behalf of the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council Restating a Fair Housing Policy

**RESOLUTION NO. 15 of 2018**

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF MIFFLIN, PA AND ON BEHALF OF LEWISTOWN BOROUGH, AND THE TOWNSHIPS OF BROWN, DERRY AND GRANVILLE RESTATING A FAIR HOUSING POLICY**

**LET IT BE KNOWN TO ALL PERSONS** of the County of Mifflin, and on behalf of The Borough of Lewistown and the Townships of Brown, Derry and Granville that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, ancestry, sex, national origin, handicap or disability is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the Pennsylvania Human Act. It is the policy of Mifflin County and on behalf of The Borough of Lewistown and the Townships of Brown, Derry and Granville to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, ancestry, sex, national origin, handicap or disability, or familial status (families

with children). Therefore, the County of Mifflin, and on behalf of The Borough of Lewistown and the Townships of Brown, Derry and Granville do hereby pass the following resolution.

**BE IT RESOLVED**, that within available resources the County of Mifflin, and on behalf of The Borough of Lewistown and the Townships of Brown, Derry and Granville will assist all persons who feel they have been discriminated against because of race, color, religion, ancestry, sex, national origin, handicap or disability, or familial status (families with children) to seek equity under federal and state laws by filing a complaint with the Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

**BE IT FURTHER RESOLVED**, that the County of Mifflin, and on behalf of The Borough of Lewistown and the Townships of Brown, Derry and Granville shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law, the Pennsylvania Human Relations Act, and any local laws or ordinances.

**FURTHER ACTION** will at a minimum include, but not to be limited to: (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to: (a) Public advertisements for vacancy or discussing the program (b) Applications for assistance (c) Contracts (d) Municipal letters dealing with federal programs.

If you're a person with a disability and require reasonable accommodation to be able to access any notifications, please contact the business offices of the Mifflin County Planning and Development Department, located at 20 North Wayne Street, Lewistown, PA 17044 (717) 242-0887, or by e-mail [dmarks@co.mifflin.pa.us](mailto:dmarks@co.mifflin.pa.us) and the website is [www.co.mifflin.pa.us](http://www.co.mifflin.pa.us)

If you have Limited English Proficiency and require a document translation of any notification, please contact the business offices of the Mifflin County Planning and Development Department at the above listed contact information.

Approved at the regularly scheduled meeting of the Mifflin County Commissioners held on **Thursday, October 18, 2018.**

Mr. Lettiere explained that this Resolution is an annual requirement for restating a fair housing policy done in accordance with the Fair Housing Act and numerous other federal statutes and regulations in addition to the Pennsylvania Human Relations Act of 1955. Each year, it is a requirement to publicize the name and contact information for our Fair Housing Officer. This was accomplished by publishing the information in the Lewistown Sentinel on August 22, 2018. The ad listed the procedure for any complaints relative to Fair Housing and listed contact information for our Fair Housing Officer, Chief Clerk Cathy Romig, the Harrisburg Regional Office of the Pennsylvania Human Relations Commission and the Federal Department of Housing and Urban Development. Additionally, one Fair Housing activity must be conducted annually. This year's activity was the posting of Fair Housing literature on the County's website and the entitlement Municipalities' websites as well. Finally, it is required that the Fair Housing logo be included on all correspondence relative to CDBG program activity.

- E. Resolution No. 16 of 2018 – The Mifflin County Commissioners and on behalf of the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council Approving the FFY 2018 Community Development Block Grant Application

**RESOLUTION NO. 16 of 2018  
MIFFLIN COUNTY COMMISSIONERS AND ON BEHALF OF**

**BROWN, DERRY AND GRANVILLE TOWNSHIP SUPERVISORS AND LEWISTOWN BOROUGH COUNCIL**

**APPROVING THE FFY 2018 CDBG APPLICATION FOR MIFFLIN COUNTY, PA**

**WHEREAS**, Mifflin County, Pennsylvania and on behalf of Brown, Derry and Granville Township Supervisors and Lewistown Borough Council are eligible to apply for **\$666,245.00** in federal funds from the Pennsylvania Department of Community and Economic Development (PA- DCED) under the FFY 2018 CDBG Entitlement program, and

**WHEREAS**, the Mifflin County Planning and Development Department has previously accepted and evaluated FFY 2018 CDBG Entitlement proposals, has held two public hearings for these proposals, and has posted notices informing the public of these hearings, and

**WHEREAS**, the first public hearings were held to hear the applicants' presentations on the following dates: Mifflin County Planning Commission (August 23, 2018), Lewistown Borough Council (August 13, 2018), Brown Township Supervisors (August 20, 2018), Derry Township Supervisors (August 6, 2018), and Granville Township Supervisors (August 6, 2018), and

**WHEREAS**, the second public hearing was held on September 20, 2018 for Mifflin County and on behalf of the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council, and potential projects discussed at the first public hearing for each municipality were read aloud, and

**WHEREAS**, the Mifflin County Commissioners and on behalf of Lewistown Borough, Brown, Derry, and Granville Townships have reviewed the proposed activities and given due consideration to all written and oral comments presented at the public hearings, and has authorized the applications to be submitted to the PA- DCED by the deadline of **November 2, 2018**, and

**WHEREAS**, the program applications for said grants are consistent with the County's, Lewistown Borough's Brown, Derry, and Granville Townships' overall three year Community Development Plans.

**NOW, THEREFORE, BE IT RESOLVED** by the Mifflin County Commissioners and on behalf of Lewistown Borough, Brown, Derry and Granville Townships as follows:

- a. The FFY 2018 CDBG application is hereby approved for the proposed activities listed below:

	<b>MIFFLIN COUNTY</b>	<b>PROJECT ACTIVITY</b>	<b>FUNDING AMOUNT</b>
1.	Mifflin County Youth Park, Brown Township	Fair share project for ADA upgrades to the public restrooms at the Mifflin County Youth park Facility-Brown Township (project costs only)	\$21,150.00
2.	Armagh Township Supervisors, Mifflin County	Slum/blight demolition of 73 North Main Street, Milroy, Armagh Township (project and delivery)	\$51,000.00
3.	Single-family housing rehabilitation	County wide housing rehabilitation for single-family, owner occupied, income eligible households (project and delivery)	\$114,287.00
4.	Administration	Planning and administration activities	\$40,925.00
	<b>Total Mifflin County CDBG Funding:</b>		<b>\$227,362.00</b>

**LEWISTOWN  
BOROUGH**

**PROJECT ACTIVITY**

**FUNDING  
AMOUNT**

1.	Single-family housing rehabilitation	Borough wide housing rehabilitation for single-family, owner occupied, income eligible households (project and delivery)	\$110,675.00
2.	Administration	Planning and administration activities salaries and benefits	\$19,530.00
	<b>Total Lewistown Borough CDBG Funding:</b>		\$130,205.00

**FUNDING AMOUNT**

**BROWN TOWNSHIP      PROJECT ACTIVITY**

1.	Mifflin County Youth Park, Brown Township	Fair share project for ADA upgrades to the public restrooms at the Mifflin County Youth park Facility-Brown Township (project costs only)	\$3,915.00
2.	Single-family housing rehabilitation	Township wide housing rehabilitation for single-family, owner occupied, income eligible households (project and delivery)	\$7,910.00
3.	ADA ramps with truncated domes	Walnut and Church Streets, Logan and Waterfront Street, and Lynn and Waterfront Streets ADA ramps with truncated domes (engineering, project and delivery)	\$61,145.00
4.	Administration	Planning and administration activities salaries and benefits	\$16,017.00
	<b>Total Brown Township CDBG Funding:</b>		\$88,987.00

**FUNDING AMOUNT**

**DERRY TOWNSHIP      PROJECT ACTIVITY**

1.	Mifflin County Youth Park, Brown Township	Fair share project for ADA upgrades to the public restrooms at the Mifflin County Youth park Facility-Brown Township (project costs only)	\$7,065.00
2.	Single-family housing rehabilitation	Township wide housing rehabilitation for single-family, owner occupied, income eligible households(project and delivery)	\$91,823.00
3.	Administration	Planning and administration activities salaries and benefits	\$21,707.00
	<b>Total Derry Township CDBG Funding:</b>		\$120,595.00

**GRANVILLE TOWNSHIP PROJECT ACTIVITY**

**FUNDING  
AMOUNT**

1.	<i>Single-Family Housing Rehabilitation</i>	<i>Township wide housing rehabilitation for an income eligible single-family home owner (project and delivery)</i>	\$81,259.00
2.	<i>Administration</i>	<i>Planning and administration activities salaries and benefits</i>	\$17,837.00
	<b>Total Granville Township CDBG Funding:</b>		\$99,096.00

- b. *That the Chairman of this Board of Commissioners is hereby authorized and directed to execute on behalf of Mifflin County and, Brown, Derry, and Granville Townships and the Borough of Lewistown such certifications and/or agreements as may be required to accept and implement the proposed program and activities.*
- c. *That the various plans and policies previously adopted by the County and on behalf of, Brown Township, Derry Township, and Granville Townships and the Borough of Lewistown for federally assisted community development programs (including plans for equal opportunity for minority and women owned business enterprises, Section 3 firms, fair housing, residential anti-displacement and relocation assistance plan, citizen participation plan, and procurement policy) are applicable to the FFY 2018 CDBG Program.*

*Mr. Lettiere explained Mifflin County uses a formal process in which they accept applications during a certain time period and then an advisory committee uses objective criteria to rank each project. Two projects have been received including the Mifflin County Youth Park ADA upgrades to the public restrooms at the Green Building and a demolition project in Armagh Township. Both projects are justifiable and will be completed in addition to funding the single family rehabilitation program. He then detailed the County's and each municipality's CDBG funding for FFY 2018. He added that funding saw a 10% increase over last year.*

*Motion was made by Commissioner Dunkle to approve Resolutions 14, 15 and 16 as presented in Items C., D. and E. respectively. Commissioner Postal seconded the motion. The motion was unanimously approved.*

**F. *Inmate Housing Agreement with Huntingdon County for the period January 1, 2018 through December 31, 2020***

*Chairman Kodish commented that Mifflin County used to house Huntingdon County inmates many years ago. At one point, that stopped, so we are now reaching out to them again because we will be losing all of the Northumberland inmates over the next year and a half. Northumberland has built a new prison and will be taking back their prisoners as they get staffing in place. This will then allow us to house additional inmates, including those from Huntingdon County.*

*Motion was made by Commissioner Postal to approve the Inmate Housing Agreement with Huntingdon County for the period January 1, 2018 through December 31, 2020. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

**G. *2018 State Homeland Security Grant in the amount of \$472,804.00 managed by South Central Mountains Counter Terrorism Task Force which Mifflin County is one of the eight partner counties***

*Mr. Lucas stated that this is a grant controlled by eight counties. These funds will be dedicated to support first responder training and planning for various responders. It also supports non-governmental organizations and healthcare institutions. The goal is to increase overall readiness. There is a complex formula that determines the amount of funding each county receives. The grant is controlled by the Federal government, but the State determines the funding formula. Said formula takes into account population and risk in the specific area. The other counties involved in this grant are as follows: Bedford, Blair, Fulton, Centre, Huntingdon, Juniata and Snyder.*

*Commissioner Dunkle asked if all areas of Mifflin County would receive a portion of the funding.*

*Mr. Lucas explained that the funds are pooled for regional programs and projects. The Executive Board meets with representatives of different institutions such as fire companies, hazmat, police, EMS, healthcare and several other standing committees to identify priorities. From there, funding is distributed based on the highest priority projects.*

*Motion was made by Commissioner Dunkle to approve the 2018 State Homeland Security Grant in the amount of \$472,804.00. Commissioner Postal seconded the motion. The motion was unanimously approved.*

*H. 2019 Holiday Schedules for the Prison, Courthouse and 911 employees*

**MIFFLIN COUNTY EMPLOYEES  
2019  
HOLIDAY SCHEDULE  
Prison**

<i>New Year's Day</i>	<i>Tuesday January 1<sup>st</sup></i>
<i>President's Day</i>	<i>Monday February 18<sup>th</sup></i>
<i>Good Friday</i>	<i>Friday April 19<sup>th</sup></i>
<i>Memorial Day</i>	<i>Monday May 27<sup>th</sup></i>
<i>Independence Day</i>	<i>Thursday July 4<sup>th</sup></i>
<i>Labor Day</i>	<i>Monday September 2<sup>nd</sup></i>
<i>Veterans Day</i>	<i>Monday November 11<sup>th</sup></i>
<i>Thanksgiving</i>	<i>Thursday &amp; Friday November 28<sup>th</sup> &amp; 29<sup>th</sup></i>
<i>Christmas</i>	<i>Tuesday &amp; Wednesday December 24<sup>th</sup> &amp; 25<sup>th</sup></i>

**MIFFLIN COUNTY EMPLOYEES  
2019  
HOLIDAY SCHEDULE  
Courthouse**

<i>New Year's Day</i>	<i>Tuesday January 1<sup>st</sup></i>
<i>Martin Luther King Day</i>	<i>Monday January 21<sup>st</sup></i>

<i>President's Day</i>	<i>Monday February 18<sup>th</sup></i>
<i>Good Friday</i>	<i>Friday April 19<sup>th</sup></i>
<i>Memorial Day</i>	<i>Monday May 27<sup>th</sup></i>
<i>Flag Day</i>	<i>Friday June 14<sup>th</sup></i>
<i>Independence Day</i>	<i>Thursday July 4<sup>th</sup></i>
<i>Labor Day</i>	<i>Monday September 2<sup>nd</sup></i>
<i>Columbus Day</i>	<i>Monday October 14<sup>th</sup></i>
<i>Veterans Day</i>	<i>Monday November 11<sup>th</sup></i>
<i>Thanksgiving</i>	<i>Thursday &amp; Friday November 28<sup>th</sup> &amp; 29<sup>th</sup></i>
<i>Christmas</i>	<i>Tuesday &amp; Wednesday December 24<sup>th</sup> &amp; 25<sup>th</sup></i>

**MIFFLIN COUNTY EMPLOYEES  
2019  
HOLIDAY SCHEDULE  
Telecommunicators**

<i>New Year's Day</i>	<i>Tuesday January 1<sup>st</sup></i>
<i>Martin Luther King Day</i>	<i>Monday January 21<sup>th</sup></i>
<i>President's Day</i>	<i>Monday February 18<sup>th</sup></i>
<i>Good Friday</i>	<i>Friday April 19<sup>th</sup></i>
<i>Memorial Day</i>	<i>Monday May 27<sup>th</sup></i>
<i>Flag Day</i>	<i>Friday June 14<sup>th</sup></i>
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<i>Labor Day</i>	<i>Monday September 2<sup>nd</sup></i>
<i>Columbus Day</i>	<i>Monday October 14<sup>th</sup></i>
<i>Veterans Day</i>	<i>Monday November 11<sup>th</sup></i>
<i>Thanksgiving</i>	<i>Thursday &amp; Friday November 28<sup>th</sup> &amp; 29<sup>th</sup></i>
<i>Christmas</i>	<i>Tuesday &amp; Wednesday December 24<sup>th</sup> &amp; 25<sup>th</sup></i>

*Motion was made by Commissioner Postal to approve the 2019 Holiday Schedules. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

- I. Reappointment of Michael Krentzman to the SEDA-COG Joint Rail Authority for a five-year term*

*Motion was made by Commissioner Postal to approve the reappointment of Michael Krentzman to the SEDA-COG Joint Rail Authority for a five-year term. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

- J. *Appointment of Michelle Fetter, Reedsville, PA and Christopher Wagner, Lewistown, PA and reappointment of Cynthia Kennedy, Belleville, PA for three-year terms on the Mifflin County Library Board*

*Motion was made by Commissioner Postal to approve the appointment of Michelle Fetter and Christopher Wagner and reappointment of Cynthia Kennedy to the Mifflin County Library Board. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

- K. *Reappointment of Donald Linn, Lewistown, PA and James Felmler, Lewistown, PA to the Mifflin County Industrial Development Authority for four-year terms*

*Motion was made by Commissioner Postal to approve the reappointment of Donald Linn and James Felmler to the Mifflin County Industrial Development Authority for four-year terms. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

- L. *Proposals from Infocon Corporation, Ebensburg, PA for Barbara Stringer, Mifflin County Register of Wills and Recorder of Deeds for scanning and microfilming.*

- *Estates from 1789 through 1900's numbers 8,921 through 10,562 - \$8,301.77*
- *Estates from 1789 through 1900's numbers 10,563 through 12,384 - \$9,271.49*
- *Deed Books AA through ZZ - \$5,547.50*
- *Deed Books A through Z - \$4,699.25*
- *Deed Books A-3 through I4 - \$8,524.75*

*Register & Recorder Stringer mentioned that the County Record Improvement Fund Committee met on January 19, 2018 and approved the first two projects involving Estates 8,921 through 12,384 dating from 1789 through 1900. These projects hadn't had contracts passed through a public meeting so they're being brought today for approval. These Estates are pertinent historical records that are deteriorating. The Register & Recorder's office had been approved to receive funding next from the County Record Improvement Fund. The next three projects listed involve Deeds that are in Deed Books and on microfiche. Having this information scanned would allow people to access the information remotely. This online service offered through Infocon makes money for the county through fees that are paid to access the records. This provides not only for preservation but a financial benefit to the County as well.*

*Commissioner Postal mentioned that there was a meeting of the County Record Improvement Fund Committee last week and he stressed that these are important projects, but he wasn't sure about the funding source. At the meeting, the Committee recommended to the Commissioners that the County Record Improvement Fund be used to supplement the Register & Recorder's Record Improvement Fund.*

*Attorney Dan Searer, Solicitor for the Register and Recorder, added that the Register of Wills and Recorder of Deeds are two separate offices, so there is a Recorder of Deeds Record Improvement Fund that does not include the Register of Wills. Register & Recorder Stringer serves in both offices. A \$5 fee is charged on recording of documents, with \$2 going to the County Record Improvement Fund and \$3 to the Recorder of Deeds Record Improvement fund. The Estate files are in the Register of Wills Office and the Estate scanning project would be paid out of the County Record Improvement Fund. The Deeds project would be paid by the Register & Recorder Record Improvement Fund.*

*Mr. Baker added that he attended the County Record Improvement Fund Committee meeting in October and stated that the recommendation by the Committee was to use the County Record Improvement Fund to supplement the Register of Wills Orphan's Court Automation fund for the Estate scanning projects. The Committee did not recommend using Recorder of Deeds Record Improvement Fund money to scan Estates or Orphan's Court related matters.*

*Register & Recorder Stringer said that the County Record Improvement Fund money was approved for the Register of Wills in the comprehensive plan. The Prothonotary had projects completed and that left the Register & Recorder's Office as the next in line for funds. She mentioned there are many records that need to be scanned and she would appreciate the Estate projects being paid for by the County Record Improvement fund because the monies coming into the Automation fund are much fewer.*

*Commissioner Postal said he had no issues with the intent of the projects because they are very important. He mentioned that in going through the budget process, the Commissioners are trying to determine where the money is going to come from to fund these projects. He suggested using the Automation Fund and supplementing with the County Record Improvement Fund. Mr. Baker reiterated that that was the recommendation that came out of the County Record Improvement Fund Committee meeting.*

*Register & Recorder Stringer added that she has many Register of Wills/Orphan's Court books and marriage licenses that need to be scanned and the Automation Fund could pay for those items. She has used grants in the past to scan such documents. Using the County Record Improvement Fund would be very beneficial, especially since it was already approved.*

*Commissioner Postal inquired why the Automation fund couldn't be used first.*

*Register & Recorder Stringer mentioned that she would like to use the County Record Improvement Fund because these projects can't be done with just a small amount of money.*

*Commissioner Postal discussed that there was a meeting and the recommendation to the Commissioners was to supplement the Automation fund to the extent that it is needed in order to do the important projects.*

*Register & Recorder Stringer asked who has more records than her office that need to be taken care of. She has many historic records that need to be scanned.*

*Commissioner Postal communicated that we're just trying to determine the best use of funds.*

*Treasurer Civitts added that it's very difficult to get your vote when you're sitting on a committee where three of the votes are Commissioners. There were five Committee members at the County Record Improvement Fund Committee meeting that day and three of those were Commissioners, so the other two votes didn't matter.*

*Chairman Kodish mentioned that the problem could have been alleviated if the sixth member would have been there.*

*Commissioner Dunkle stated that there is a lot of confusion surrounding this subject because Register & Recorder Stringer, the sixth member of the County Record Improvement Fund Committee was not present at the meeting. The Register & Recorder's Office administers these funds, so it would have been beneficial to have Register & Recorder Stringer at the meeting, but she wasn't in attendance.*

*Register & Recorder Stringer mentioned that she was not feeling well, and therefore, was not able to attend the meeting.*

*Commissioner Dunkle said that the meeting could have been re-scheduled if Register & Recorder Stringer would have called in to inform the Committee she couldn't make it to the meeting.*

*Motion was made by Commissioner Dunkle to table the five items presented by Register & Recorder Stringer so they can be thoroughly reviewed with legal input from the County Solicitor. Commissioner Postal seconded the motion. The motion was unanimously approved.*

*Chairman Kodish mentioned that we exist to serve the public and we need to have meaningful conversations and thorough analysis so that we understand all of the funds and all of the uses and make sure we are doing the best work for the people. We have residents, real estate individuals and prospective homeowners that use those records and we need to use these funds in the best possible way.*

*Attorney Searer added that he thinks we'll find that the only items that may be an issue in our analysis are the Estate files set to be digitized. The payment for the Recorder of Deed books is coming out of the Recorder of Deeds Record Improvement Fund. The Recorder of Deeds is charged with identifying what records will be preserved and how to spend that money. The Commissioners as the Chief Executive Officers have to enter into the contracts on the Recorder of Deeds' behalf.*

*Solicitor Snook added that this is a partnership and neither partner can just do whatever they want.*

*Attorney Searer agreed and reiterated that the money in the Recorder of Deeds Record Improvement Fund comes from a \$3 fee put in place by legislation for good reason. The Deed books are very important to the real estate in this County. The Estate files are also important because often real estate is inherited and the Estates would contain that information. It's important to get the Deed Books digitized because the microfilm is deteriorating. Once they are digitized, they're preserved indefinitely. He suggested looking at digitizing the Recorder of Deeds on a separate resolution from the Estate files, as the only issue seems to be the Automation fund paying first for the Estate preservation with the County Record Improvement Fund supplementing.*

*Commissioner Postal discussed that after going through many, many budget items, there are some tough decisions that will have to be made. Between now and the next meeting, this will be discussed.*

*M. Appointment of Michael Baker to fill an unexpired term on the Mifflin County Board of Assessment Appeals*

*Motion was made by Commissioner Postal to appoint Michael Baker to fill an unexpired term on the Mifflin County Board of Assessment Appeals. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

*N. Personnel:*

- Hiring of Baylee Hesketh for part-time corrections officer effective October 29, 2018*

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

***Adjournment:***

*With no other business on the agenda, Chairman Kodish adjourned the meeting at 9:50 a.m.*

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*Secretary*

**ATTEST:**

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*Chief Clerk*