

Lewistown, PA

January 3, 2019

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, January 3, 2019 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 the Physical Plant Lonnie Griffith; Director of Planning Bill Gomes; Community Development Administrator/Assistant Director James Lettiere; Housing Rehabilitation Specialist Doug Marks; Director of Voter Registration and Elections Zane Swanger; GIS Department Director Laura Simonetti; County Auditor Helen Kirk; Children and Youth Administrator Dana Bubb; 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 December 20, 2018. Commissioner Postal seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #122024 to 122115 and EFTs # 24756 to 24769 in the amount of \$518,314.45

2. Payroll Account:

Cks. #78548 to 78560, Direct Deposit Advices #23126 to 23362 in the amount of \$437,356.48

3. 911 Account:

EFTs #20537 to 20541 in the amount of \$2,739.83

4. CDBG Account:

Cks. #1435 in the amount of \$1449.63

5. CDBG Home Account

Cks. #432 in the amount of \$10,975.00

6. Liquid Fuels Account:

Ck. #1664 in the amount of \$7,135.72

7. Liquid Fuels Act 89 Account:

Ck. #8075 in the amount of \$102.54

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
12/19/2018-01/01/2019**

General Account Starting Balance	\$353,608.09
DEBITS	
Deposits Receipts #94799 – 94925	330,242.19
Transfer from 911	0.00
Transfer from Capital Reserve	500,000.00
Transfer from LEPC	0.00
Voided Checks	1,057.65
Interest	1,056.02
TOTAL DEBITS	\$832,355.86
CREDITS	
Bills Paid CK # 122024-122115, EFT'S # 24756-24769	518,314.45
Transfer to Payroll CKS 78548-78560, DD 23126-23362	437,356.48
Transfer to CDBG	0.00
TOTAL CREDITS	\$955,670.93
<u>Ending Balance (Interest @ 01.390% as of 01/01/2019)</u>	<u>\$230,293.02</u>
Liquid Fuels	
Invested at JV Bank @ 01.390% as of 1/01/2019	\$304,008.30
Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 1/01/2019	\$264,444.06
911 Telephone Account	
Invested at JV Bank @ 01.390% as of 1/01/2019	\$2,709,979.26
LEPC	
Invested at JV Bank @ 01.390% as of 1/01/2019	\$15,715.22
Local Use Fund	
Invested at JV Bank @ 01.390% as of 1/01/2019	\$192,749.51
Capital Reserve Account	
Invested at JV Bank @ 02.51% as of 1/01/2019	\$3,590,947.12
CERTIFICATE OF DEPOSIT	
Invested at FNB @ 2.55%	\$3,054,389.22
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:

Chairman Kodish: Board of Elections Meeting
Salary Board Meeting
Meeting with Carrie Brown of PennDOT
Prison Board Meeting

Commissioner Dunkle: Prison Board Meeting
Salary Board Meeting
Board of Elections Meeting

Commissioner Postal: Board of Elections Meeting
Salary Board Meeting
Meeting with architect regarding County Buildings
Meeting with Carrie Brown of PennDOT
Mifflin County Planning Commission Meeting
JVBDS Executive Committee
Prison Board Meeting
Swearing in ceremony for Representatives Irvin,
Benninghoff and Hershey and Senator Corman

VII. Public Comment:

Zane Swanger, Director of Voter Registration and Elections spoke about an upcoming seminar hosted by Penn State Extension called "Toss Your Hat in the Ring." It is an informational session for those interested in running for local office. There will be a guest speaker and a group of panelists to answer questions and talk about the local election process. The event will be held on January 28, 2019 at the Penn State Extension office on E. Market Street. More information is available on the Extension's website. The County-wide offices up for election this year will be posted on the Elections section of our County website. Mr. Swanger is working with municipal officials to identify what municipal offices are up for election this year as well. Mr. Swanger added that there is a \$25 registration fee for the Extension seminar mentioned earlier.

Commissioner Dunkle then spoke about the Mifflin County Library. He began by discussing the Proclamation issued by the Mifflin County Commissioners last year, honoring the 175 anniversary of the library. He mentioned that at that time he lauded the Library for their work and service in the community and he also criticized the Library for the methods they used to close the branch Libraries in Milroy, McVeytown and Allensville. Commissioner Dunkle intends to focus on the tactics the Library used when closing the branch libraries at each Commissioners' Meeting in the near future. He reiterated his call for Molly Kinney and members of the present or former Board of Directors to publicly acknowledge their failure to follow proper procedure for quasi-government organizations. He mentioned that when the branch libraries were closed, there was a sign posted on the respective front doors stating that the Library would be closed until further notice. He felt that this was an underhanded way to make the closures. The Library chose to ignore local officials, the very officials that partnered with the Library for decades. Commissioner Dunkle stated that the Library Board and Ms. Kinney were deceptive when posting the closure signs because they knew that the libraries would never be open again as branches in the Mifflin County Library system. He added that the municipalities were never notified prior to the closures. He then gave some specific statistics on each of the closed branch Libraries including the funding/services they received from the municipalities and the County. He stressed that there is a right way and a wrong way to do things, and this was clearly the wrong way. He acknowledges that sometimes difficult decisions need to be made, but they should be done the right way. He feels that Ms. Kinney should have been

the moral compass for the Library Board to make the decision to close the branch libraries in the right way.

Commissioner Dunkle asked Chairman Kodish if he would conduct County business in this way. Chairman Kodish responded that he would have done things differently. He feels that the Library Boards past and present know that things should have been done differently. They were facing a very difficult decision financially, but their method was not fair to all involved.

Commissioner Dunkle is not addressing the issue of the need to close the Library branches. He takes issue with the process by which it was done.

Commissioner Dunkle asked Commissioner Postal how he would respond to County residents questioning how the Library handled the branch closures. Commissioner Postal responded that he would agree that the branch closures were handled the wrong way. Commissioner Dunkle questioned why Ms. Kinney and the Library Board are so hesitant to issue an apology and acknowledgement to the people affected by this decision. Commissioner Postal was not aware of why they would not issue an apology.

Commissioner Dunkle reiterated that the Library has a responsibility to the taxpayers to be transparent, fair and above-board. He will continue to discuss this issue at the upcoming Commissioners Meetings over the next several months or until the Library Board and Molly Kinney do what they need to do.

Chairman Kodish added that he plans to invite the Library Officials to a meeting to address this. Commissioner Dunkle said that he would be happy to meet with them.

VIII. New Business:

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

- *Newton Hamilton Borough Tax Collector Melody Kane - 1*

Motion was made by Commissioner Postal to approve the request for exoneration of 2018 county portion per capita taxes. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

B. Amending the action taken on December 6, 2018 to exonerate Brown Township Tax Collector Cheryl Hartzler from collecting 2018 per capita tax bills as presented (98) – corrected total 96

Motion was made by Commissioner Postal to amend the action taken on December 6, 2018 to exonerate Brown Township Tax Collector Cheryl Hartzler as presented (98) – corrected total 96. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

C. Resolution No. 1 of 2019 On Behalf of Brown Township Supervisors Approving Budget Revisions to the fiscal years 2015 and 2016 CDBG program years

RESOLUTION NUMBER 1 of 2019

RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC) ON BEHALF OF (OBO) THE BROWN TOWNSHIP SUPERVISORS APPROVING BUDGET REVISIONS TO THE FFY 2015 AND 2016 CDBG PROGRAM YEARS

WHEREAS, the MCC, on behalf of the Brown Township Supervisors funded the Bender Park Handicapped Fishing Pier in FFY 2015, in the amount of \$27,985.00 and in 2016 in the amount of \$13,700.00 and the project has been bid and the low bid was provided by G and R Charles Excavating, LTD of Port Trevorton, PA, in the amount of \$27,785.00 and the award was approved by the Brown

Township Supervisors on July 2, 2018 and the MCC, OBO the Brown Township Supervisors on July 5, 2018;

WHEREAS, the project is substantially complete and the County received a request for a change order to the project in the amount of \$485.00 representing an overage to the bid figure of \$27,785.00 which will necessitate a change order for the project;

WHEREAS, the MCC, on behalf of the Brown Township Supervisors funded the Woodland and East Back Mountain Road (water laterals) housing rehabilitation project in FFY 2015 in the amount of \$7,613.41 and the project has been completed and there are excess funds remaining for this project in the amount of \$2,063.41 that need to be reallocated to another eligible and fundable project ;

WHEREAS, the MCC on behalf of the Brown Township Supervisors is desirous of decreasing the Woodland and East Back Mountain Road (water laterals) housing rehabilitation project from FFY 2015, in the amount of \$2,063.41 and adding \$2,063.41 in FFY 2015 towards the 2015 Bender Park Handicapped Fishing Pier project;

WHEREAS, as a result of the 2015 budget revision, the MCC on behalf of the Brown Township Supervisors is desirous of decreasing the FFY 2016 Bender Park Handicapped Fishing Pier project since there are excess funds for this project in the amount of \$917.85 and desires to add \$917.85 to the Township's single-family housing rehabilitation project in FFY 2016;

WHEREAS, the Brown Township Supervisors approved the aforementioned budget revisions through Resolution 2018-20 on Monday, December 3, 2018;

WHEREAS, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to revise Mifflin County's on behalf of the Brown Township Supervisors 2015 and 2016 program budgets, so as to complete the following actions:

1. Decrease the FFY 2015 Brown Township Supervisors FFY 2015 Woodland and East Back Mountain Road (water laterals) housing rehabilitation project in the amount of \$2,063.41 and increase the FFY 2015 Bender Park handicapped fishing pier project by \$2,063.41 leaving a FFY 2015 budget in the amount of \$30,048.41.
2. Decrease the FFY 2016 Bender Park handicapped fishing pier project in the amount of \$917.85 and increase the FFY 2016 single-family housing rehabilitation project, in the amount of \$917.85 leaving a new FFY 2016 Bender Park handicapped fishing pier project budget in the amount of \$12,782.15 and a new FFY 2016 single-family housing rehabilitation project in the amount of \$53,297.85.

NOW, THEREFORE, BE IT RESOLVED, by the MCC:

1. That the program revisions affecting the Township's FFY 2015 and 2016 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 revision requests and required documentation to the (PA- DCED) for review and approval.

Mr. Lettiere explained that this is a correction to previously adopted Resolution No. 17 of 2018. The incorrect Resolution was approved at the December 6, 2018 meeting. This Resolution corrects the figures in the second item under the 2015 and 2016 budget revisions.

Motion was made by Commissioner Dunkle to approve Resolution No. 1 of 2019. Commissioner Postal seconded the motion. The motion was unanimously approved.

- D. Change order No. 1 for the Street Reconstruction of South Wayne and Spring Street project due to a decrease in cost of \$18,311.37

Mr. Marks explained that this project has been completed. The original cost of the project was \$163,361.64. The actual amount is \$145,050.27 which is a decrease of \$18,311.37. It is typical to have change orders as there is almost always a difference

between the bid and actual costs. This decrease is primarily due to an intersection that was not paved at the request of Lewistown Borough. This intersection will be paved at a later date. These funds will be moved to another project in the future. The South Wayne Street project utilized 2015 and 2016 funds and Spring Street utilized 2016 and 2017 funds. This will expend all of 2015, 2016 and a portion 2017 funds for Lewistown Borough.

Motion was made by Commissioner Postal to approve change order No. 1 for the Street Reconstruction of South Wayne and Spring Street project. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

E. On behalf of the Redevelopment Authority of Mifflin County, Temporary Easement with PennDOT for Construction Purposes on SR 1005, Parcel No. 222

Commissioner Postal stated that PennDOT is updating traffic signals. This update involves the signal at the intersection of Dorcas and Market Streets. The letter was addressed to the Redevelopment Authority, who is still the owner of the property. This is a temporary easement so that PennDOT can park some equipment on the property while working on the signal. PennDOT has offered \$500, which is fair and what the County had been offered for other projects. The Redevelopment Authority has no members, so the County will approve it on their behalf.

Motion was made by Commissioner Postal to approve the Temporary Easement with PennDOT for Construction Purposes on SR 1005, Parcel No. 222 on behalf of the Redevelopment Authority of Mifflin County. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

F. Sub-recipient Agreement between the Mifflin County Commissioners and the Borough of Juniata Terrace for road reconstruction costs with portions of Hudson Avenue, Viaduct Way and Wagner Avenue project using 2016 and 2017 CDBG funds

Mr. Lettiere explained that the sub-recipient agreements in F. and G. are contractual obligations the County (grantee of the funds) has with the sub-recipients. In F. the sub-recipient is Juniata Terrace which includes roadway reconstruction of Hudson Avenue, Viaduct Way and Wagner Avenue. Hudson Avenue and Viaduct way have approximately 6,951 sq. ft. of road surface. This does not include any milling. The Borough has contributed liquid fuels funds of \$3,487 toward the project. The 2016 CDBG funds total \$15,088 for a total project cost of \$18,575. Wagner Avenue covers about 21,897 sq. ft. of road reconstruction. The cost includes 2017 CDBG funds in the amount of \$67,500 and \$5,265. The Juniata Terrace Borough is contributing \$7,000 of liquid fuels for engineering and design. The total project cost will be \$79,765. Both projects total \$98,340. The Agreement outlines the responsibilities of each party.

G. Sub-recipient Agreement between the Mifflin County Commissioners and Armagh Township for handicapped access improvements project using CDBG Funds

This is similar to Item F. only it is for a different project in Armagh Township. This project involves the installation of six ADA ramps and truncated domes around the Municipal building at 283 Broad Street, Milroy. It also includes widening the existing sidewalks. It's a handicapped accessibility project for that particular building. The engineering will be paid by the Township in the amount of \$5,000. The 2017 CDBG portion will be \$28,000, with a total budget cost of \$33,000. Both agreements have been reviewed by Solicitor Snook.

Mr. Lettiere noted that the Juniata Terrace Borough as a whole qualifies for CDBG funding because greater than 51% of its residents are at a low to moderate income level.

A motion was made by Commissioner Dunkle to approve Items F. and G., the sub-recipient agreements between the Mifflin County Commissioners and the Borough of

Juniata Terrace and Armagh Township respectively. Commissioner Postal seconded the motion. The motion was unanimously approved.

H. Purchase of Service Agreements for use, if needed, by Children and Youth:

- *Summit Early Learning, Lewistown, PA*
- *Adelphoi Village, Inc., Latrobe, PA*
- *Community Specialists Corporation, Pittsburgh, PA*
- *Diversified Treatment Alternative Centers, LLC, Lewisburg, PA*
- *Families United Network, Inc., Muncy, PA*

Ms. Bubb explained that these were all renewals except the Community Specialists Corporation, which is a Child/Adolescent Mental Health Clinic. She also mentioned that Summit Early Learning is a name change for what used to be SUM Child Development. Ms. Bubb gave a brief description of each facility and the services they provide.

Commissioner Dunkle asked what percentage of their special needs cases can be taken care of locally.

Ms. Bubb stated that some of these Service Providers have headquarters at one location and have offices locally in Mifflin County. Many of the residential treatment facilities where children stay are farther away because Mifflin County does not have those services locally.

Motion was made by Commissioner Postal to approve the Purchase of Service Agreements. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

I. Personnel:

- *Resignation of Children & Youth Caseworker Katherine Ray effective December 21, 2018*
- *Hiring of Pamela Brittain for part-time corrections officer effective January 7, 2019*
- *Promotion of Cassandra Prince from Caseworker I to Caseworker II effective January 7, 2019*
- *Appointment of Grace Ward for an intern in the Children & Youth Department effective January 7, 2019*

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 9:40 a.m.

Secretary

ATTEST:

Chief Clerk