

Lewistown, PA

April 18, 2019

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, April 18, 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: Director of the Physical Plant Lonnie Griffith; County Auditor Helen Kirk; Grant Writer Lisa Stalnaker; Director of Fiscal Affairs Mike Baker; Warden Josh Garver; Community Development Administrator/Assistant Director James Lettiere; Housing Rehabilitation Specialist Doug Marks; MIS Director Aaron Felker; Chief Probation Officer Todd Harpster; 911 Tele-communicator Justin Trego; 911 Tele-communicator Kyle Orndorf; Communications Supervisor Brian Fleegal; Crystal Paige, The Abuse Network; Carissa Stalnaker; Norma Hufnagel; Shawn Kibe; Trey Kibe; Sara Buffington; Members and leaders of Cub Scout Pack 107, Milroy; 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 led by Cub Scout Pack #107 Milroy and said by all present.*

III. Approval of Minutes:

Motion was made by Commissioner Postal to accept the minutes of the Regular Meeting of April 4, 2019. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #123248 to 123409 and EFTs # 25043 to 25120 in the amount of \$511,491.11

2. Payroll Account

Cks. #78612 to 78618 and Direct Deposit Advices # 24792 to 25041 in the amount of \$364,346.35; voided Direct Deposit Advices 24888 and 25001

3. 911 Account:

Cks. # 51717 to 51736 and EFTs #20573 to 20576 in the amount of \$47,320.42; voided cks. #51730 and 51731

4. CDBG Home Account:

Ck. #445 in the amount of \$6,031.25

5. LEPC Account

Ck. # 1459 in the amount of \$124.68

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

04/03/2019-04/16/2019

General Account Starting Balance	\$1,200,805.16
DEBITS	
Deposits Receipts #96319 – 96562	876,295.20
Transfer from 911	0.00
Transfer from Capital Reserve	0.00
Transfer from LEPC	205.10
Voided Checks	86.72
Interest	0.00
TOTAL DEBITS	\$876,587.02
CREDITS	
Bills Paid CK #'S 123248-123409, EFT'S # 25043-25120	511,491.11
Transfer to Payroll CKS 78612-78618, DD 24888-25001	363,888.03
NSF Checks	7,239.22
TOTAL CREDITS	\$882,618.36
<u>Ending Balance (Interest @ 01.390% as of 04/16/2019)</u>	<u>\$1,194,773.82</u>
Liquid Fuels	
Invested at JV Bank @ 01.390% as of 4/16/2019	\$296,010.12
Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 4/16/2019	\$265,096.94
911 Telephone Account	
Invested at JV Bank @ 01.390% as of 4/16/2019	\$1,598,808.79
LEPC	
Invested at JV Bank @ 01.390% as of 4/16/2019	\$23,753.24
Local Use Fund	
Invested at JV Bank @ 01.390% as of 4/16/2019	\$193,421.70
Capital Reserve Account	
Invested at JV Bank @ 02.70% as of 4/16/2019	\$2,741,778.11
CERTIFICATE OF DEPOSIT	
Invested at FNB @ 2.55%	\$3,054,389.22
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:

Chairman Kodish:

- Operation Fairness Meeting*
- Blight Program Meeting*
- Success Together Meeting*
- Department Head Meeting*
- Bridge Program Review Meeting*
- JVBDS Joinder Board Meeting*
- Regional Services Corporation Board Meeting*
- Meeting with County Auditors*
- Meeting with Mike Fisher of SEDA-COG*
- Mifflin County Internet Advisory Committee Meeting*
- Logo Development Meeting*
- Planning Commissioner Dinner*

Commissioner Dunkle:

- Meeting with Carol King with the Census Bureau*
- Operation Fairness Meeting*
- Blight Program Meeting*
- Success Together Meeting*
- Department Head Meeting*
- Bridge Program Review Meeting*
- Logo Development Meeting*
- Central Counties Youth Detention Board Meeting*
- JVBDS Joinder Board Meeting*
- Meeting with County Auditors*
- Soil Conservation Meeting*
- Meeting with Bob Welham regarding zoning*

Commissioner Postal:

- Operation Fairness Meeting*
- Blight Program Meeting*
- Department Head Meeting*
- Bridge Program Review Meeting*
- Logo Development Meeting*
- Planning Commission Dinner*
- SEDA-COG Natural Gas Executive Committee Meeting*
- Youth Park Association Meeting*
- CJAB Conference*
- SEDA-COG Joint Rail Authority Meeting*
- Internet Roundtable*
- Briefing on Geisinger-Lewistown Hospital Investments*
- JVBDS Joinder Board*
- National Association of Counties Conference Call*
- Meeting with County Auditors*
- Mifflin County Human Services Board*
- DLI Executive Committee Meeting*
- Internet Advisory Committee Meeting*
- TIU Annual Dinner*

Chairman Kodish read an announcement from the Director of Voter Registration and Elections, Zane Swanger. He relayed that a special election for the 12th District Representative and the municipal primary will take place on Tuesday, May 21, 2019. Registered Democratic and Republican voters will be issued ballots containing the special election and municipal primary races. Voters with “other” political party affiliations,

including “no affiliation,” will be issued a ballot containing the special election race. The last day to register for the primary election or change party/non-partisan enrollment for the primary is April 22, 2019. Voters who will be absent from their municipality, or have a physical or medical disability/illness are eligible to apply for an absentee ballot. Civilian absentee ballot applications must be received in the County Voter Registration Office by 5:00 p.m. on May 14, 2019. Voter registration and absentee ballot applications may be picked up in the Voter Registration Office on the first floor of the Courthouse or by calling 717.248.6571 option #1 and request an application be sent by mail. Voter Registration may also be completed electronically by visiting www.votespa.com.

Commissioner Dunkle added that most people who are registered as a third-party registration normally cannot vote in Primaries unless there is some type of ballot referendum question. This is a special election being held the same day as the Primary. As a result, third-party registrants can vote in this special election.

VII. Public Comment:

None to report.

VIII. New Business:

A. *Proclamation in recognition of Trey Kibe*

PROCLAMATION FOR TREY KIBE

WHEREAS, Mifflin County is proud to recognize the extraordinary achievements of dedicated and courageous young adults who serve as inspiration for others in the community; and

WHEREAS, Trey Kibe compiled a 41-1 record with 26 falls in his 2018-2019 high school season as a wrestler at Mifflin County High School; and

WHEREAS, Trey earned several regular season accolades, including winning the 160-pound title and Most Outstanding Wrestling at the Ultimate Warrior Tournament, capturing the 2019 160-pound championship at the King of the Mountain Tournament, and placing third at the prestigious POWERADE Tournament; and

WHEREAS, in 2019, Trey won the 160-pound District 6 Championship, his second District 6 championship in two years to go along with his 2017-2018 District 6 Outstanding Wrestler award; and

WHEREAS, Trey was the 2019 first-place Northwest Regional Champion in the 160-pound weight class; and

WHEREAS, in his second year qualifying for the PIAA state tournament, Trey won the 2019 PIAA 160-pound State Championship; and

WHEREAS, Trey’s relentless pursuit of his goals in wrestling and the hard work, perseverance, and dedication he displayed in achieving those goals serves as a good example for all student athletes to emulate throughout Mifflin County.

NOW, THEREFORE, ON THIS 18TH DAY OF APRIL, 2019, the Mifflin County Commissioners do hereby commend Trey Kibe for his training, his commitment to his goals, and his achievements in wrestling and extend their best wishes for his continued success in the classroom and on the wrestling mat.

Motion was made by Commissioner Dunkle to approve the Proclamation recognizing Trey Kibe. Commissioner Postal seconded the motion. The motion was unanimously approved.

Mr. Kibe thanked the Commissioners for having him. He added that it was a great season. It really means a lot to him that the Commissioners would honor him. He appreciated all of the County support throughout the season.

Chairman Kodish mentioned that the Commissioners appreciate all of his hard work and dedication and are very proud of his accomplishments. He added it was great following Trey this year and we're looking forward to seeing what the next few years bring.

B. Proclamation – April is Sexual Assault a Month

Sexual Assault Awareness Month Proclamation

April 2019

Sexual Assault Awareness Month calls attention to the fact that sexual violence is widespread and impacts far too many people in our nation.

The goal of SAAM is to raise public awareness about sexual violence and educate communities on how to prevent it. Rape, sexual assault, and sexual harassment harm our community, and statistics show that in the United States, 1 in 5 women and 1 in 67 men will be raped [at some point in their lives](#) (Smith et al., 2017).

Child sexual abuse prevention must be a priority to confront the possibility that 1 in 6 boys and 1 in 4 girls will experience sexual assault [before age 18](#) (Dube et al., 2005).

[On college campuses](#), 1 in 5 women and 1 in 16 men are sexually assaulted during their time in college (Krebs, Lindquist, Warner, Fisher, & Martin, 2007).

The theme of this year's Sexual Assault Awareness Month campaign is "I Ask." The campaign champions the power of asking for consent — which is a clear, concrete example of what it takes to end sexual harassment, abuse, and assault. The goal of the campaign is to empower everyone to put consent into practice. "I Ask" is the statement by which individuals will demonstrate that asking for consent is a healthy, normal, and necessary part of everyday interactions.

We join advocates and communities across the country in taking action to prevent sexual violence. April is Sexual Assault Awareness Month and each day of the year is an opportunity to create change for the future.

Motion was made by Commissioner Dunkle to approve the proclamation designating April as Sexual Assault Awareness Month. Commissioner Postal seconded the motion. The motion was unanimously approved.

Ms. Paige thanked the Commissioners for their continued support. She mentioned that in many different aspects of life, asking for consent is a good practice to get into.

Chairman Kodish thanked Ms. Paige for her excellent work with The Abuse Network.

C. Proclamation – April 14th through April 20, 2019 is National Public Safety Telecommunicators Week

Commissioner Dunkle asked the 911 center employees to stand and be recognized. He stated that the County is indebted to these individuals and their colleagues who work tirelessly to provide safety in Mifflin County.

Proclamation - National Public Safety Telecommunicators Week

April 14-20, 2019

Whereas emergencies can occur at anytime that require police, fire or emergency medical services; and,

Whereas when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

Whereas the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Mifflin County emergency communications center; and,

Whereas Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and insuring their safety; and,

Whereas Public Safety Telecommunicators of Mifflin County have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

Therefore Be It Resolved that the Mifflin County Commissioners declare the week of April 14 through 20, 2019 to be National Public Safety Telecommunicators Week in Mifflin County, in honor of the men and women whose diligence and professionalism keep our county and citizens safe.

Signed this 18th day of April, 2019

Mr. Fleegal thanked the Board of Commissioners on behalf of the 911 Center for the recognition and support. He reiterated there is a great group of people working in the Center every day.

Motion was made by Commissioner Postal to approve the proclamation designating April 14-20, 2019 as National Public Safety Telecommunicators Week. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

The meeting recessed at 9:19 a.m. to take pictures with the groups represented by the above proclamations.

The meeting resumed at 9:29 a.m.

D. Proposal from Affordable Services, Inc., Pittsburgh, PA to complete asbestos inspections on Granville Demolitions for CDBG

Mr. Marks first thanked the Commissioners for allowing Cub Scout pack #107 to lead the pledge. The scouts will be doing a tour of the Courthouse as well as the 911 Center.

He then discussed that Granville Township will be utilizing 2017 CDBG funds to demolish three condemned properties; one on Klondyke Drive and two row homes on Henrietta Street. The first step in the demolition process is the asbestos inspection. If asbestos is found, it will be removed prior to the demolition. Affordable Services, Inc. is the lead-based paint risk assessor and asbestos/radon tester utilized for housing rehabilitation projects. They submitted a proposal that would cost \$450 for the Klondyke

Drive property and \$650 for the two row homes on Henrietta Street for a total of \$1,100. These prices are in line with the standard industry prices.

Motion was made by Commissioner Dunkle to approve the proposal from Affordable Services, Inc., Pittsburgh, PA to complete asbestos inspections on Granville demolitions for CDBG. Commissioner Postal seconded the motion. The motion was unanimously approved.

E. Ms. Carisa Stalnaker, 4-H Dog Club

Ms. Stalnaker and her dog, Chunk, were in attendance at today's meeting. They are part of the Mifflin County Treat Trackers 4H dog club, who is hosting a donation drive to send care packages to military troops and K-9 soldiers. She invited everyone to participate in this worthy cause. Donations can be placed in collection boxes located near the Treasurer's Office. Some items needed for the soldiers are as follows: Visa gift cards, chap-stick, toothbrushes, magazines, books, AAA batteries, gum and candy. Additionally, some items needed for the K-9 soldiers are eye drops, shampoo, conditioner, grooming tools, treats and dry dog food. She then thanked the Mifflin County Commissioners for letting her present this information.

Chairman Kodish added that it's a great cause.

F. Request for exoneration of 2019 county portion per capita taxes:

- Juniata Terrace Borough Tax Collector Jeri Dukes – 14*

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

G. Request for exoneration of 2017 county supplemental real estate tax bill and relieve the Tax Collector from collecting this bill:

- Parcel No. 12,15-0104D-,000 located in Armagh Township – parcel received bill in error - \$58.88*

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

H. Request for exoneration of 2019 county real estate tax bills and to relieve the Tax Collectors from collecting these bills:

- Parcel No. 15,07-0137-,000 located in Decatur Township – parcel was billed incorrectly and will be re-billed with the August 2019 billing - \$295.69*
- Parcel No. 15,08-0801 located in Decatur Township – parcel deemed exempt by Veterans Affairs - \$675.74*
- Parcel No. 21,21-0515,020 located in Wayne Township – mobile home has been destroyed - \$78.85*

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

I. Resolution No. 7 of 2019 – Procurement Policy for Mifflin County and on behalf of Brown, Derry and Granville Townships and the Borough of Lewistown related to Community Development Block Grant (CDBG) funding only

RESOLUTION NO. 7 - 2019

**PROCUREMENT POLICY FOR MIFFLIN COUNTY AND ON BEHALF OF (OBO) BROWN,
DERRY, AND GRANVILLE TOWNSHIPS AND THE BOROUGH OF LEWISTOWN RELATED TO
CDBG FUNDING ONLY**

WHEREAS, the Pennsylvania Department of Community and Economic Development (PA-DCED) requires entitlement grantees to have a written procurement policy that is in accordance with Federal, State and local rules, regulations and laws. If there are inconsistencies among Federal State or local laws, the strictest of the requirements applies.

NOW THEREFORE, BE IT RESOLVED THAT, this procurement policy is applicable to Mifflin County and on behalf of (OBO) Brown, Derry, and Granville Townships and the Borough of Lewistown, for the administration of the Federal Community Development Block Grant (CDBG) Program, for contract years 2015 and as applicable, all subsequent years thereafter, as long as the Pennsylvania Department of Community and Economic Development (PA-DCED) requires the County to administer CDBG funds, on behalf of the aforementioned Townships and the Borough of Lewistown.

NOW BE IT FURTHER RESOLVED THAT, all procurement activity for pre-2015 CDBG grants administered by the County for any OBO municipalities or the Borough of Lewistown, shall be conducted in accordance with the applicable Township or Borough Codes, and 2 CFR 200.320 (d) and 24 CFR §85.36 procurement.

NOW BE IT FURTHER RESOLVED THAT, the County and OBO Brown, Derry, and Granville Townships and the Borough of Lewistown, shall strictly adhere to the following procurement policy:

- A. The use of this policy must be included in any sub-recipient agreement or contract if procurement of any kind is expected. The grantee is responsible to monitor the sub-grantee to assure compliance with this policy.
- B. All procurement activity shall be in accordance with the Commonwealth of Pennsylvania County Code Act of August 9, 1955 (P.L. 323, No. 130) as amended, 16 P.S. Section 101 et seq. and specifically 16 P.S. Sections 1801-1803, as amended, except as hereinafter noted, and per 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, or 24 CFR parts 84 and 85 (for grants made before December 14, 2014).
- C. In accordance with 2 CFR Part 200.320 Methods of procurement to be followed. The non-Federal entity must use one of the following methods of procurement.
 - (a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3,000 (or \$2,000 In the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without solicitation competitive quotations if the non Federal entity considers the price to be reasonable.
 - (b) Procurement by small purchase procedures (less than \$150,000). Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising more than \$150,000). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids is the lowest price. The sealed bid method is the preferred method for procuring construction, If the conditions in paragraph (c) (1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

- (I) A complete, adequate, and realistic specification or purchases description is available;
- (II) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (III) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

- (I) The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids.
- (II) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (III) All bids must be publicly opened at the time and place prescribed in the invitation for bids;
- (IV) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder, Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is the lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of;
- (V) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals (more than \$150,000). The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (1) Request for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (2) Proposal must be solicited from an adequate number of qualified sources;
- (3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (5) The non-Federal entity may use competitive proposal procedures for qualification-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable

compensation. The method where price is not used as a selection factor, can only be used in procurement of A/E firms are a potential source to perform the proposed effort.

(e) Procurement by noncompetitive proposals (special circumstances which are applicable for all purchase levels). Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from eh non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

D. Procurement of all professional services procured with CDBG funds only shall be conducted in the following manner:

a. All contracts for professional services shall be made through a competitive process, that avoid conflicts of interest and are made in accordance with the County's MBE/WBE plan, as adopted in August 2012 through the Request for Qualifications (RFQ) or Request for Proposals (RFP) process and, the County can include the following criterion which is in accordance with the procurement by competitive proposal procedures, as defined in 2 CFR 200.320 (d), by:

1) Developing a written evaluation procedure identifying all criteria and their relative importance;

2) Approval of the solicitation at a public meeting and posting of the solicitation on the County's website and/or on any or all of the OBO's websites; and

3) Direct solicitation of proposals from not less than three (3) qualified sources, including MBE/WBE and Section 3 firms as identified and required; and

4) Award of a fixed-price contract at a public meeting to the firm who is most advantageous to the program.

E. All contracts and purchases not in excess of the base amount of eighteen thousand five hundred dollars (\$18,500) ***subject to adjustment under Section 1801 (b.1) of the Article XVIII of the County Code, shall be by note or memorandum, in writing, signed by the county commissioners, or their designee. ***(e.g. nineteen thousand seven hundred dollars [\$19,700] for 2017.)

F. Written or telephonic price quotations from at least three qualified and responsible contractors shall be requested for all contracts in excess of ten thousand dollars (\$10,000)***subject to adjustment per section 1801 (b.1) of Article XVIII of the County Code. ***(e.g. ten thousand seven hundred dollars [\$10,700] for 2017.)

G. Contracts or purchases in excess of the base amount of eighteen thousand five hundred dollars (\$18,500)***, subject to adjustment under section 1801 (b. 1) ***(e.g. nineteen thousand seven hundred dollars [\$19,700 for 2017] except as provided by the act of October 27, 1979 (P.L. 241, No. 78), 73 P.S. Sections 1641-1642; entitled An act authorizing political subdivisions, municipality authorities and transportation authorities to enter into contracts for the purchase of goods and the sale of real and personal property where no bids are received,

“shall not be made except with and from the lowest responsible and responsive bidder submitting a bid in conformity with the specifications approved by the board of commissioners for the contract or purchase, after due notice in one newspaper of general circulation, published or circulated in the county, at least two times at intervals of not less than three days where daily newspapers of general circulation are employed for such publication, or in case weekly newspapers are employed then the notice shall be published once a week for two successive weeks. The first advertisement shall be published not less than ten days prior to the date fixed for the opening of bids. The requirements of this subsection need not be followed in cases of emergency, but in such cases the actual emergency shall be declared and state by resolution of the commissioners (16 P.S. Section 1802 (b) as amended Nov. 3, 2011, P.L. 349, No.86).

- H. All purchases for goods, services and professional services shall be conducted in a manner to be open and transparent, and managed in such a way to assure the greatest municipal good for the minimum financial investment, while assuring fairness. Township or Borough officials will be participants along with the County in the bidding and award of contracts and for the evaluation of firms through the RFQ and the RFP processes within their jurisdictions for 2015 CDBG funds and all applicable subsequent years thereafter.

*This amended RESOLUTION, by the Board of Commissioners of Mifflin County for itself and (OBO) Brown, Derry, and Granville Townships and the Borough of Lewistown and has adopted this procurement policy at its regular meeting on **April 18, 2019**. This RESOLUTION supersedes the procurement policy adopted by the Board of Commissioners on August 17, 2017.*

Mr. Lettiere stated that in August 2017, a procurement policy was prepared relative to the Community Development Block Grant funds for the county on behalf of Brown, Derry and Granville Townships and Lewistown Borough. We were recently advised by the Financial Management section of DCED that additional language was needed in the document. Therefore, the changes were made and included specific language that's contained in Item C. a. through e. No other changes have been made to the policy. Two solicitors, Stephen Snook and Jeffrey Snook assisted in preparing the initial document. Solicitor Stephen Snook reviewed this additional language and had no problems with it. Mr. Lettiere pointed out that there are Federal, State and Local Regulations in the document and we are to follow the strictest of the three. The strictest are under the county code.

Commissioner Postal stated this was for the entitlement communities and wanted to know about the non-entitlement communities.

Mr. Lettiere added if there are non-entitlement communities that are awarded CDBG funds on behalf of the county, this would apply.

Motion was made by Commissioner Dunkle to approve Resolution No. 7 of 2019. Commissioner Postal seconded the motion. The motion was unanimously approved.

- J. Agreement with Edwards Business Systems for three pre-owned copiers for the public areas in the Register and Records and Assessment Offices and for the MIS Office

Mr. Felker discussed as part of our copier upgrade project, there are three machines that are currently not on the lease agreement that we had already replaced with Edwards. These three machines are at the end of life and service can no longer be provided for them, so we need something to replace them. All three machines are low-use, so we don't need something brand new. These will be pre-owned machines that have been re-certified and the county can use them for a relatively low rental rate. This rental comes

bundled with 1,500 pages per month, which is more than enough for what these three machines use.

Commissioner Dunkle stated that he appreciates Mr. Felker's due diligence and research to find used machines that were rehabbed and are significantly less in cost to the taxpayer.

Commissioner Postal mentioned that the cost would be \$83.22 per month for the three copiers. Mr. Felker added that 1,500 pages are included as well. This agreement is for 36 months.

Motion was made by Commissioner Postal to approve the agreement with Edwards Business Systems for three pre-owned copiers for the public areas in the Register and Recorders and Assessment Offices and for the MIS Office. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

K. Department of Human Services Annual Notification Form for Assisted Outpatient Treatment

Commissioner Postal discussed that this item came up at the JVBDS Board meeting recently. The Pennsylvania Department of Human Services is asking counties to either opt in or opt out of an assisted outpatient treatment procedure for 2019. We are already in April and will have to revisit this for 2020 because it's based on a calendar year. Given the fact that it is so late in the year in 2019 and we already have procedures in place to handle mental health outpatient treatment, we are opting out of this procedure for 2019. As far as we are aware, no county has opted in to this procedure in 2019.

Motion was made by Commissioner Postal to opt out of the Department of Human Services Annual Notification Form for Assisted Outpatient Treatment in 2019. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

Commissioner Postal noted that this will need to be revisited sometime this fall for the 2020 calendar year.

L. SAVIN (Statewide Automated Victim Information and Notification System) maintenance and service agreement with the Pennsylvania District Attorney's Institute – January 1, 2019 through December 31, 2019

Warden Garver discussed that this agreement would be funded through grants. This system notifies victims automatically when inmates are released from incarceration or transferred to another facility. The name of the notification system will be changing to APPRISS in the near future. This maintenance and service will be at no cost to the county. This program is supported by the County Commissioners Association of Pennsylvania (CCAP) and the Pennsylvania District Attorneys Institute.

Motion was made by Commissioner Postal to approve the SAVIN maintenance and service agreement with the Pennsylvania District Attorney's Institute January 1, 2019 through December 31, 2019. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

M. Project Modification Request for the Mifflin County Intermediate Punishment Plan requesting an additional \$54,512.00

Ms. Stalnaker first thanked the Commissioners for all of the support they provide to their employees and their families. She then discussed that Mifflin County was notified by PCCD that some counties would not be spending all of their Intermediate Punishment Plan funding, so there is additional funding available from year one of the two-year Intermediate Punishment Grant. The first allocation we were given was based on last year's estimate. We submitted that application and they revised the budget amount to be

lower than what we requested. In turn, we had to make some cuts to the costs associated with the Intermediate Punishment Plan. Some of the salary increases that were effective on January 1 of this year were not accounted for in the grant that was written a year or two ahead of time. In addition, based on the increased salary amounts, there were also benefits that increased and were not able to be included in the grant originally. This modification will include the increases to salaries and benefits in addition to an increased number of drug testing kits. Under the consultant section of the budget, we received new rates from the single county authority for the individual group and intensive individual outpatient counseling and they weren't reflected in the previous budget. They were based on prior years' rates, so they have now been increased. No other changes were made. In the past, we've always gotten additional Intermediate Punishment funds, but it's usually been about \$20,000.00. We've limited what we've requested, but this year it was decided to show actual costs associated with this project. So, rather than requesting the \$20,000.00, we're requesting based on actual costs. They may decide to give us less and we will have to revise this budget again. This modification would be retroactive to July 1, 2018.

Commissioner Dunkle asked what the likelihood was of receiving the full amount. Ms. Stalnaker said she was hopeful to receive the full amount, but she is not certain that will happen.

Mr. Harpster added that they are not inflated numbers. They are based on actual costs and data from past usage. Hopefully, we will get the full amount requested since other counties are not using it.

Motion was made by Commissioner Postal to approve the project modification request for the Mifflin County Intermediate Punishment Plan requesting an additional \$54,512.00. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

N. Personnel:

- *Hiring of Matthew Bender for Caseworker I in the Children and Youth Department effective April 22, 2019*

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

IX. Adjournment:

With no other business on the agenda, Chairman Kodish adjourned the meeting at 9:49 a.m.

Secretary

ATTEST:

Chief Clerk