

Lewistown, PA

November 7, 2019

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, November 7, 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: Human Services Director Allison Fisher; Treasurer Deb Civitts; Community Development Administrator/Assistant Director James Lettiere; Director of Fiscal Affairs Mike Baker; Auditor Helen Kirk; Director of Voter Registration and Elections Zane Swanger; Pamela Powell; Janel Gordner, American Red Cross; Hope Roaten, American Red Cross; Taylor Miller and Tom Bender, MCTV*

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

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

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

**III. Approval of Minutes:**

*Motion was made by Commissioner Postal to accept the minutes of the Regular Meeting of October 31, 2019. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

**1. General Fund, Accounts Payable:**

*Cks. #126061 to 126151 and EFTs # 25709 to 25782 in the amount of \$174,377.05*

**2. Payroll Account:**

*Cks. #78746 to 78755 and Direct Deposit Advice # 28502 to 28746 in the amount of \$348,503.97*

**3. 911 Account:**

*Cks. #51841 to 51848 and EFTs #20641 to 20643 in the amount of \$18,851.21*

**4. LEPC Account:**

*Cks. # 1479 in the amount of \$5,269.00*

*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**

**10/30/2019-11/5/2019**

**General Account** Starting Balance **\$708,125.68**

**DEBITS**

Deposits Receipts #99367 -99446 **667,336.94**

Transfer from 911	0.00
Transfer from Capital Reserve	0.00
Transfer from LEPC	0.00
Voided Checks	0.00
Interest	929.07
<b>TOTAL DEBITS</b>	<b>\$668,266.01</b>

**CREDITS**

Bills Paid CK #'S 126061-126151, EFT'S # 25709-25782	174,377.05
Transfer to Payroll CKS 78746-78755, DD 28502-28746	348,503.97
NSF Checks	0.00

<b>TOTAL CREDITS</b>	<b>\$522,881.02</b>
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Ending Balance (Interest @ 01.390% as of 11/05/2019)	<b>\$853,510.67</b>
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**Liquid Fuels**

Invested at JV Bank @ 01.390% as of 11/05/2019	\$364,212.18
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**Liquid Fuels - Act 89**

Invested at JV Bank @ 01.390% as of 11/05/2019	\$287,472.08
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**911 Telephone Account**

Invested at JV Bank @ 01.390% as of 11/05/2019	\$1,215,189.63
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**LEPC**

Invested at JV Bank @ 01.390% as of 11/05/2019	\$28,573.61
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**Local Use Fund**

Invested at JV Bank @ 01.390% as of 11/05/2019	\$293,066.48
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**Capital Reserve Account**

Invested at JV Bank @ 02.37% as of 11/05/2019	\$9,380,508.31
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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: 2020 Budget Meetings  
Crooked Bookshelf Ribbon-Cutting  
Regional Services Corporation Executive Board Meeting  
Mifflin-Juniata AAA Board Meeting*

*Commissioner Dunkle: 2020 Budget Meetings  
Various Internal Meetings  
Meeting with Wayne Township on Bridge Program*

*Commissioner Postal: 2020 Budget Meetings  
Crooked Bookshelf Opening*

*JVBDS Executive Committee Meeting  
Meeting with Downtown Lewistown, Inc. regarding blight  
remediation*

**VII. Public Comment:**

*None to report.*

**VIII. New Business:**

**A. Ms. Hope Roaten, Executive Director, American Red Cross**

*Ms. Roaten spoke about some of the services the American Red Cross offers including blood donations, disaster response, home fire response, emergency communications for military families and first aid training. She also presented some statistics involving Mifflin County including the fact that over 1,500 units of blood were donated in 2018. There were 13 disasters responded to in Mifflin County in fiscal year 2019 where 15 families were assisted. The Red Cross recently helped install 165 smoke alarms in Lewistown to help prevent fires. All of these things accomplished in Mifflin County have been done with only 11 volunteers.*

*Ms. Gordner, American Red Cross volunteer recruitment specialist, mentioned that 90% of the Red Cross workforce are volunteers. She also spoke about some volunteer positions currently available in Mifflin County including blood donor ambassadors, disaster action team members, youth preparedness workers and individuals who can participate in community outreach. She urged anyone interested in volunteering to go online at [www.redcross/volunteer](http://www.redcross/volunteer) or contact her directly at 570-594-3217.*

**B. Accept yearly certification report for the Human Services Development Fund for the fiscal year 2018/2019**

*Ms. Fisher stated this is the annual certification. She added that all of the non-profit agencies her office works with are doing a great job delivering services.*

*Motion was made by Commissioner Dunkle to accept the yearly certification report for the Human Services Development Fund for the fiscal year 2018/2019. Commissioner Postal seconded the motion. The motion was unanimously approved.*

**C. Resolution No. 19 of 2019 approving budget revisions to the federal fiscal year 2017 CDBG Program Year**

**RESOLUTION NUMBER 19 of 2019**

**RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC) APPROVING BUDGET REVISIONS TO THE FFY 2017 CDBG PROGRAM YEAR**

**WHEREAS**, the MCC, funded the Juniata Terrace Borough Wagner Avenue road reconstruction project in the amount of \$72,765.00 with FFY 2017 CDBG funds, the project is complete and the total actual invoice and project delivery costs are \$46,890.89, leaving an excess of \$25,874.11;

**WHEREAS**, the MCC funded the Juniata Terrace Hudson and Viaduct Way road reconstruction project in the amount of \$15,088.00 with FFY 2016 funds, the project is complete and the total invoice and project delivery costs are \$23,320.37 representing a deficit of \$8,232.37;

**WHEREAS**, the MCC funded the Single-Family Housing Rehabilitation Program with FFY 2017 funds in the amount of \$77,218.00 and after using \$8,232.37 from the excess funds from

the FFY 2017 Wagner Avenue road reconstruction project for the Hudson and Viaduct Way project, there remains excess funds in the amount of \$17,641.74;

**WHEREAS**, it is desirous of the MCC to use the remaining FFY 2017 funds in the amount of \$17,641.74 towards the already funded Single-Family Housing Rehabilitation Program amount of \$77,218.00 to create a new revised FFY 2017 Single Family Housing Rehabilitation budget, in the amount of \$94,859.74;

**WHEREAS**, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to revise Mifflin County's FFY 2017 program budgets, so as to complete the following actions:

1. Decrease the FFY 2017 Juniata Terrace Wagner Avenue road reconstruction project in the amount of \$25,874.11 resulting in a new revised budget in the amount of \$46,890.89.
2. Add \$8,232.37 in FFY 2017 to the already approved FFY 2016 Juniata Terrace Hudson and Viaduct Way project resulting in a total revised budget of \$23,320.37.
3. Add \$17,641.74 to the already approved FFY 2017 Single-Family Housing Rehabilitation Program budget currently funded at \$77,218.00 resulting in a revised budget in the amount of \$94,859.74.

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

1. That the program revisions affecting the County's FFY 2017 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 the budget revisions listed in the Resolution. He discussed that there is a three-year period to expend funds once a contract is received.

Motion was made by Commissioner Postal to approve Resolution No. 19 of 2019 approving budget revisions to the federal fiscal year 2017 CDBG Program Year. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

D. Resolution No. 20 of 2019 of the Mifflin County Commissioners and on behalf of Brown, Derry and Granville Township Supervisors

**RESOLUTION NO. 20 of 2019  
MIFFLIN COUNTY COMMISSIONERS AND ON BEHALF OF  
BROWN, DERRY AND GRANVILLE TOWNSHIP SUPERVISORS AND LEWISTOWN  
BOROUGH COUNCIL**

**APPROVING THE FFY 2019 CDBG APPLICATION FOR MIFFLIN COUNTY, PA**

**WHEREAS**, Mifflin County, Pennsylvania and on behalf of the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council are eligible to apply for \$678,234.00 in federal funds from the Pennsylvania Department of Community and Economic Development (PA- DCED) under the FFY 2019 CDBG Entitlement program, and

**WHEREAS**, the Mifflin County Planning and Development Department has previously accepted and evaluated FFY 2019 CDBG Entitlement proposals, has held two public hearings for these proposals, and has posted notices informing the public of these hearings in accordance with the County's Citizen Participation Plan, and

**WHEREAS**, the first public hearings were held on the following dates: Mifflin County Commissioners (August 1, 2019), Lewistown Borough Council (August 12, 2019), Brown Township Supervisors (August 5, 2019), Derry Township Supervisors (August 5, 2019), and Granville Township Supervisors (August 5, 2019), and

**WHEREAS**, the second public hearings were held on September 26, 2019 for Mifflin County with the Mifflin County Planning Commission and on October 7, 2019 for the Brown, Derry and Granville Township Supervisors and on October 14, 2019 for 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 22, 2019**, and

**WHEREAS**, after adoption of Resolution 18 of 2019 on October 17, 2019, the Mifflin County Planning and Development Department received an estimate for the demolition of 547 Woodland Avenue. The estimate is significantly higher than the estimated funding allocation amount and only portions of the Kish Park restrooms project can be funded to address ADA modifications. The budget figures for the Woodland Avenue demolition and the Kish Park restrooms for Derry Township only, must be changed and adopted as delineated below, 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 the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council as follows:

- a. The FFY 2019 CDBG application is hereby approved for the proposed activities listed below:

<b>MIFFLIN COUNTY</b>		<b>PROJECT ACTIVITY</b>	<b>FUNDING AMOUNT</b>
1.	Borough of Juniata Terrace	Stormwater management improvements for Terrace Boulevard (project and delivery)	\$187,153.00
2.	Administration	Planning and administration activities	\$41,082.00
<b>Total Mifflin County CDBG Funding:</b>			\$228,235.00

<b>LEWISTOWN BOROUGH</b>		<b>PROJECT ACTIVITY</b>	<b>FUNDING AMOUNT</b>
1.	Road reconstruction and ADA ramps	Road reconstruction of Wilson Avenue and 3 ADA curb ramps including design and construction and road reconstruction of Susquehanna Avenue and 6 ADA curb ramps including design and construction (project and delivery)	\$113,847.00

2.	<i>Administration</i>	<i>Planning and administration activities salaries and benefits</i>	\$20,090.00
	<b>Total Lewistown Borough CDBG Funding:</b>		\$133,937.00

**FUNDING AMOUNT**

**BROWN TOWNSHIP      PROJECT ACTIVITY**

1.	<i>Honey Brook area flood mitigation project</i>	<i>Improvements to existing stormwater piping and inlets, spot repairs of the existing berm and other necessary measures to prevent flooding (project and delivery)</i>	\$74,457.00
2.	<i>Administration</i>	<i>Planning and administration activities salaries and benefits</i>	\$16,344.00
	<b>Total Brown Township CDBG Funding:</b>		\$90,801.00

**FUNDING AMOUNT**

**DERRY TOWNSHIP      PROJECT ACTIVITY**

1.	<i>Demolition of blighted structure</i>	<i>Demolition of 547 Woodland Avenue (project and delivery)</i>	\$71,533.00
2.	<i>Demolition of blighted structure</i>	<i>Demolition of 518 Pitt Street (project and delivery)</i>	\$15,400.00
3.	<i>Parks and recreation-ADA restrooms</i>	<i>ADA removal of architectural barriers for restrooms at Kishacoquillas Park (project and delivery)</i>	\$14,649.00
4.	<i>Administration</i>	<i>Planning and administration activities salaries and benefits</i>	\$22,298.00
	<b>Total Derry Township CDBG Funding:</b>		\$123,880.00

**FUNDING AMOUNT**

**GRANVILLE TOWNSHIP      PROJECT ACTIVITY**

1.	<i>Road reconstruction of Granville Run Road</i>	<i>Road reconstruction of Granville Run Road (project and delivery)</i>	\$83,133.00
2.	<i>Administration</i>	<i>Planning and administration activities salaries and benefits</i>	\$18,248.00

	<b>Total Granville Township CDBG Funding:</b>		\$101,381.00
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- 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 2019 CDBG Program.*

*Mr. Lettiere indicated that on October 17, 2019 the Mifflin County Commissioners approved Resolution 18 of 2019 adopting all funding levels. Since that time, Derry Township's funding levels had to be amended based on estimates received from demolition contractors. Derry Township amended their Resolution on Monday, November 4, 2019 to reflect the higher funding level for demolishing 547 Woodland Avenue and lower funding levels for the demolition of 518 Pitt Street and the ADA removal of architectural barriers for the restrooms at Kish Park. All other Township and Borough funding levels remain the same.*

*Motion was made by Commissioner Dunkle to approve Resolution No. 20 of 2019 of the Mifflin County Commissioners and on behalf of Brown, Derry and Granville Township Supervisors and Lewistown Borough Council to approve the Federal Fiscal Year 2019 CDBG Application. Commissioner Postal seconded the motion. The motion was unanimously approved.*

- E. *Agreement to provide planning services to Derry Township for the year 2020 in the amount of \$1,500.00*

*Motion was made by Commissioner Postal to approve the agreement to provide planning services to Derry Township for the year 2020 in the amount of \$1,500.00. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

- F. *Application for County Aid – 2019 Liquid Fuels Allocation*

- *Bratton Township - \$2,245.83*

*Motion was made by Commissioner Postal to approve the application for county aid. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

- G. *Display the 2020 budget on November 14, 2019 for final adoption December 5, 2019*

*Chairman Kodish mentioned the final adjustments are currently being made on the 2020 budget. There will be no tax increase for 2020.*

*Motion was made by Commissioner Dunkle to display the 2020 budget on November 14, 2019 for final adoption December 5, 2019. Commissioner Postal seconded the motion. The motion was unanimously approved.*

**IX. Adjournment:**

*With no other business on the agenda, Chairman Kodish adjourned the meeting at 9:27 a.m.*

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*Secretary*

*ATTEST:*

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*Chief Clerk*