

Lewistown, PA

December 5, 2019

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, December 5, 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 Fiscal Affairs Mike Baker; Auditor Helen Kirk; Director of Voter Registration and Elections Zane Swanger; Planning Director Bill Gomes; Housing Rehabilitation Specialist Doug Marks; Warden Josh Garver; Human Services Director Allison Fisher; Attorney Mark Remy; Kat Knepp and Clayton Hetrick, MCTV

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

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

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

III. Approval of Minutes:

Motion was made by Commissioner Postal to accept the minutes of the Regular Meeting of November 21, 2019. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #126445 to 126539 and EFTs # 25795 to 25809 in the amount of \$519,331.41

2. Payroll Account:

Cks. #78762 to 78772 and Direct Deposit Advice # 28996 to 29239 in the amount of \$470,556.884

3. 911 Account:

EFTs #20648 to 20650 in the amount of \$1,127.74

4. CDBG Account:

Cks. #1487 to 1489 in the amount of \$39,401.29

5. Act 137 Account:

Ck. # 3058 in the amount of \$1,919.35

6. Liquid Fuels Account:

Ck. # 1674 in the amount of \$2,000.00; voided ck. # 1673

7. Liquid Fuels Act 89 Account:

EFT # 8087 in the amount of \$73.19

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
11/20/2019-12/03/2019**

General Account Starting Balance	\$334,627.03
 DEBITS	
Deposits Receipts #99643 -99799	226,734.77
Transfer from 911	0.00
Transfer from Capital Reserve	700,000.00
Transfer from LEPC	0.00
Voided Checks	0.00
Interest	1,130.98
TOTAL DEBITS	\$927,865.75
 CREDITS	
Bills Paid CK #'S 126445-126539, EFT'S # 25795-25809	519,331.41
Transfer to Payroll CKS 78762-78772, DD 28996-29239	470,556.84
NSF Checks	0.00
TOTAL CREDITS	\$1,411,761.79
 <u>Ending Balance (Interest @ 01.390% as of 12/03/2019)</u>	 <u>\$271,823.72</u>

Liquid Fuels	
Invested at JV Bank @ 01.390% as of 12/03/2019	\$421,580.50
 Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 12/03/2019	\$287,731.86
 911 Telephone Account	
Invested at JV Bank @ 01.390% as of 12/03/2019	\$1,514,965.58
 LEPC	
Invested at JV Bank @ 01.390% as of 12/03/2019	\$28,027.95
 Local Use Fund	
Invested at JV Bank @ 01.390% as of 12/03/2019	\$293,405.95
 Capital Reserve Account	
Invested at JV Bank @ 01.95% as of 12/03/2019	\$8,229,188.08

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: CARS Board Meeting

*Act 152 Application Meeting
SEDA-COG Local Development Board Meeting
SEDA-COG Board of Directors Meeting*

*Commissioner Dunkle: Planning Commission Meeting
Act 152 Application Meeting
Parks & Recreation Council Meeting
Various Department Head Meeting*

*Commissioner Postal: Planning Commission Meeting
Meetings on Menno Township/Dorcas Street Bridges
SEDA-COG Natural Gas Executive and Board Meeting
Various internal meetings
JVBDS Executive Committee Meeting
Prison Board Meeting
CCAP Fall Conference*

VII. Public Comment:

None to report.

VIII. New Business:

A. Zane Swanger, Director of Elections and Voter Registration

Mr. Swanger presented a Pennsylvania Voter Hall of Fame award to Commissioner Dunkle for voting in every general and primary election over the last 50 years.

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

- Bratton Township Tax Collector Connie Peachey – 3*
- Decatur Township Tax Collector Cindy McKnight – 6*
- Derry Township Tax Collector Bret Treaster – 49*
- Granville Township Tax Collector Billi Weaver - 17*

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

C. Amending the action taken on September 18, 2019 to exonerate Newton Hamilton Borough Tax Collector Melody Kane from collecting 2019 per capita tax bills as presented (2) – corrected total 0

Motion was made by Commissioner Dunkle to amend the action taken on September 18, 2019 to exonerate Newton Hamilton Borough Tax Collector Melody Kane from collecting 2019 per capita tax bills as presented (2) – corrected total 0. Commissioner Postal seconded the motion. The motion was unanimously approved.

D. Assurance of Compliance for the 2019-2020 Human Services Development Fund plan

Ms. Fisher stated this is the annual assurance of compliance that is signed once the State approves the yearly plan.

Motion was made by Commissioner Postal to approve the assurance of Compliance for the 2019-2020 Human Services Development Fund plan. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- E. Purchase of Service Agreement with Michelle Baker to provide cleaning services at the Magisterial District Judge 58-3-03 at a rate of \$200.00 per month for the year 2020*

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

- F. Agreement with Call-A-Ride Services to park their vehicles at the Old Black's Hospital Building for a fee of \$150.00 for the year 2020*

Motion was made by Commissioner Dunkle to approve the agreement with Call-A-Ride Services. Commissioner Postal seconded the motion. The motion was unanimously approved.

- G. Purchase of Service Agreement with Mark Remy, Esquire, from the Law Offices of Knepp and Snook, as Assistant District Attorney for the period January 1, 2020 through December 31, 2020 for a monthly sum of \$2,625.00*

Motion was made by Commissioner Postal to approve the purchase of service agreement with Mark Remy, Esquire, as Assistant District Attorney for January 1, 2020 through December 31, 2020 for a monthly sum of \$2,625.00. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- H. Purchase of Service Agreement with Mark Remy, Esquire, from the Law Offices of Knepp and Snook, as Prison Board Solicitor for the period January 1, 2020 through December 31, 2020 at a rate of \$100.00 per hour*

Motion was made by Commissioner Dunkle to approve the purchase of service agreement with Mark Remy, Esquire, as Prison Board Solicitor for the period January 1, 2020 through December 31, 2020 at \$100.00 per hour. Commissioner Postal seconded the motion. The motion was unanimously approved.

- I. Agreement with Service Access and Management, Inc., Lewistown, PA, to provide Counseling Services to inmates at the Mifflin County Correctional Facility at an annual cost of \$25,000.00 for the period January 1, 2020 through December 31, 2020*

Mr. Garver explained this is a continuation of a program that already exists. It involves extra counseling for certain inmates.

Motion was made by Commissioner Dunkle to approve the agreement with Service Access Management. Commissioner Postal seconded the motion. The motion was unanimously approved.

- J. Proposals from Infocon Corporation, Ebensburg, PA:*

- Clerk of Courts 2005-2007 Case Scanning - \$13,461.60*
- Clerk of Courts 2008-2009 Case Scanning - \$9,296.40*
- Prothonotary Security Preservation File - \$6,000.00*

Motion was made by Commissioner Dunkle to approve the proposals from Infocon Corporation, Ebensburg, PA. Commissioner Postal seconded the motion. The motion was unanimously approved.

K. Reappointments to the Mifflin County Hospital Authority for five-year terms:

- *Paul Grego, Lewistown, PA*
- *Randy Miller, Belleville, PA*

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

L. Appointments/Reappointments to the Mifflin County Local Emergency Planning Committee for two-year terms:

- *Craig Weston, Lewistown, PA*
- *Mary Herto, Lewistown, PA*
- *Don Hartzler, Belleville, PA*
- *Robert Postal, Lewistown, PA*
- *Daniel Lynch, Lewistown, PA*
- *Brian Fleegal, Lewistown, PA*
- *Phil Lucas, Lewistown, PA*
- *Lisa Harris, Lewistown, PA*
- *Kyle Bodtorf, Lewistown, PA*
- *Bob Barlett, Lewistown, PA*
- *Eric Howell, Lewistown, PA*
- *Eric Moist, Lewistown, PA*

Motion was made by Commissioner Dunkle to approve the appointments and reappointments to the Mifflin County Local Emergency Planning Committee for two-year terms. Commissioner Postal seconded the motion. The motion was unanimously approved.

M. Application for County Aid – 2019 Liquid Fuels Allocation:

- *Burnham Borough - \$2,060.23*
- *Union Township - \$4,659.71*
- *Menno Township - \$2,936.27*
- *Newton Hamilton Borough - \$1,000.00*
- *Kistler Borough - \$1,000.00*

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

N. Encumber \$80,000.00 Liquid Fuels money for Maintenance on Dorcas Street Bridge

Chairman Kodish noted there is already \$20,000.00 encumbered for this project and this is being added to that. The work will be done in 2020.

Commissioner Postal mentioned this is maintenance dealing with scouring of the piers. Work will begin after the South Main Street Bridge is completed.

Motion was made by Commissioner Postal to approve encumbering \$80,000.00 Liquid Fuels money for maintenance on the Dorcas Street Bridge. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

O. Authorize PennDOT to begin the advertisement process for selection and agreement for Local Bridge Inspection Consultant

Mr. Gomes discussed that every five years PennDOT goes through RFQ process to select a consultant to perform inspections on local bridges. The agreement this time will be for the next six years instead of five to better accommodate the biennial inspection cycle.

Motion was made by Commissioner Postal to authorize PennDOT to begin the advertisement process for selection and agreement for Local Bridge Inspection Consultant. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

P. Authorize PennDOT to begin the advertisement process for selection and agreement for the County Engineer

Mr. Gomes noted that every five years, PennDOT goes through the Electronic Construction Management System for an RFQ process to select a County Engineer. This agreement encompasses a variety of engineering services including studies, roadway design, bridge design, services during construction, bridge inspection processes involving bridges not under the normal inspection program, general municipal engineering tasks, right-of-way acquisitions, construction management and construction inspections. The advertisement will go out on December 5, 2019 and the proposals should be back in by December 19, 2019. The proposals will be reviewed by PennDOT initially, and then with the County. The engineer will ultimately be selected by sometime next spring. The agreement in place now with The EADS group expires in July 2020. With the Reedsville Streetscape project hopefully in the construction phase at that point, it will be very important that an engineer is in place for continuation of the project.

Motion was made by Commissioner Dunkle to authorize PennDOT to begin the advertisement process for selection and agreement for the County Engineer. Commissioner Postal seconded the motion. The motion was unanimously approved.

Q. Act 152 Demolition Program Application – 15/17 Henrietta Street - \$10,000.00

Mr. Marks indicated this is a CDBG project that has been bid. The bids came in over the predetermined funding level. The project involves the demolition of two deteriorated structures and rebuilding an adjoining wall attached to an additional structure. The total bid was \$66,700.00. \$36,411.52 of CDBG funds were budgeted for this project. Granville Township is requesting \$10,000.00 of Act 152 funds to aid with the project. A contract for this project will be brought to the next meeting for approval. Granville Township has invested between \$15,000 and \$17,000 in clean-up and legal fees at this point and will utilize general funds for the remaining balance.

Commissioner Postal added this is the third project total, and the second project for Granville Township utilizing Act 152 funds. He invited all municipalities to contact the Planning Department to discuss utilizing Act 152 funds for blight remediation.

Motion was made by Commissioner Dunkle to approve the Act 152 Demolition Program Application – 15/17 Henrietta Street - \$10,000.00. Commissioner Postal seconded the motion. The motion was unanimously approved.

Chairman Kodish noted that Items R. and S. are both in reference to SEDA-COG, so he will combine them into one motion.

R. Reappointment of Robert Postal to the SEDA-COG Natural Gas Cooperative and SEDA-COG Joint Rail Authority for the year 2020

S. Reappointment of Kevin Kodish to the SEDA-COG Board of Directors for the year 2020

Motion was made by Commissioner Postal to approve Items R. and S. reappointing Robert Postal and Kevin Kodish to serve on various SEDA-COG boards for 2020. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

T. Personnel:

- *Resignation of part-time Corrections Officer Justice Wise effective December 6, 2019*

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

U. Adoption of the 2020 Budget

Chairman Kodish stated that the Mifflin County 2020 budget is \$31.82 million with no tax increase. The County has been able to cut costs in certain areas, while utilizing some of the County operating reserve fund balance to balance the budget with no increase keeping the millage rate at 15.77 mills. He discussed the challenges of increased healthcare costs. He also mentioned the County continues to make contributions to maintain high funding levels of the County Pension Plan. The budget also contains to grant funded projects the County is pursuing including the Reedsville Streetscape project and an extension of the Juniata River Trail. Expense increases have been addressed by restructuring staff in certain offices to provide increased productivity at a lower cost to the County. Through the Pictometry project and additional County growth, the tax base grew by over \$100,000. A close watch has been kept on spending and unnecessary expenses have been trimmed. Every dollar saved is a dollar less in taxes that need to be raised.

Commissioner Postal added that the 2020 budget is almost \$500,000 less than the 2019 budget. There is a \$650,000 decrease for general government operations. Most of the decrease is because of the major purchases in 2019, a roof on the Correctional Facility and the purchase of voting machines that will not be repeated in 2020. As was mentioned earlier, departments were restructured and contracts were consolidated to save money. There's no guarantee there won't be a tax increase in the future. For the recent past and the near future, the budget has been balanced without a tax increase for 2020.

Commissioner Dunkle acknowledged Mike Baker for his role in the development of the budget. Many hours were spent reviewing the numbers, as well as meeting with the department heads and elected officials.

Chairman Kodish echoed the comments about Mr. Baker and the amount of extra time he spent working on the budget. He made sure the Commissioners were well prepared for all of their budget meetings.

Motion was made by Commissioner Dunkle to adopt the 2020 Budget. Commissioner Postal seconded the motion. The motion was unanimously approved.

Both Chairman Kodish and Commissioner Postal expressed their appreciation to Commissioner Dunkle for his work over the last four years.

IX. Adjournment:

With no other business on the agenda, Chairman Kodish adjourned the meeting at 9:32 a.m.

Secretary

ATTEST:

Chief Clerk