

Lewistown, PA

February 6, 2020

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, February 6, 2020 at 9:00 a.m. In attendance were Commissioners Mark Sunderland and Kevin Kodish; Solicitor Stephen Snook, BMZ Law; Chief Clerk Cathy Romig and Assistant Chief Clerk Angela Shuey. Commissioner Robert Postal was absent from the meeting.*

*Erin Thompson 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; County Auditor Helen Kirk; Community Development Administrator/Assistant Director James Lettiere; Director of Voter Registration and Elections Zane Swanger; Director of Domestic Relations Jennifer Cherry; Lucas Parkes, EADS Group; Jeff Hackenberg, Penn State Extension; Clarissa Beaver, Penn State Extension; Roger Herto, MCTV.*

*The meeting was called to order at 9:03 a.m. by Chairman Sunderland.*

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

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

*Chairman Sunderland stated he would be stepping from Chair to second all motions today.*

**III. Approval of Minutes:**

*Motion was made by Commissioner Kodish to accept the minutes of the Regular Meeting of January 30, 2020. Chairman Sunderland seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

1. *General Fund, Accounts Payable:*

*Cks. #127177 to 127271 and EFTs # 26016 to 26019 in the amount of \$61,814.45*

2. *911 Account:*

*Cks. #51907 to 51909 and EFT #20668 in the amount of \$96,823.89*

3. *CDBG Account:*

*Cks. #1494 to 1495 in the amount of \$52,890.61*

4. *Act 137 Account:*

*Cks. # 3064 to 3065 in the amount of \$1,525.48*

*Motion was made by Commissioner Kodish to approve payment of bills as listed above. Chairman Sunderland seconded the motion. The motion was unanimously approved.*

**V. Treasurer's Report:**

**TREASURER'S REPORT  
01/29/2020-02/04/2020**

**General Account Starting Balance**

**\$1,264,958.01**

**DEBITS**

Deposits Receipts #100518-100608	150,128.71
Transfer from 911	0.00
Transfer from Capital Reserve	0.00
Transfer from LEPC	0.00
Voided Checks	0.00
Interest	1,092.97
<b>TOTAL DEBITS</b>	<b>\$151,221.68</b>

**CREDITS**

Bills Paid CK #'S 127177-127271, EFT'S # 26016-26019	61,814.45
Transfer to Payroll	0.00
Transfer to CDBG	0.00
<b>TOTAL CREDITS</b>	<b>\$61,814.45</b>

Ending Balance (Interest @ 01.390% as of 02/04/2020) **\$1,354,365.24**

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**Liquid Fuels**

Invested at JV Bank @ 01.390% as of 02/04/2020 \$409,987.33

**Liquid Fuels - Act 89**

Invested at JV Bank @ 01.390% as of 02/04/2020 \$325,917.43

**911 Telephone Account**

Invested at JV Bank @ 01.390% as of 02/04/2020 \$664,881.38

**LEPC**

Invested at JV Bank @ 01.390% as of 02/04/2020 \$27,345.83

**Local Use Fund**

Invested at JV Bank @ 01.390% as of 02/04/2020 \$426,632.30

**Capital Reserve Account**

Invested at JV Bank @ 01.81% as of 02/04/2020 \$6,831,256.35

Report Subject to Audit

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

**VI. Meetings and Events:**

*Chairman Sunderland: New MCS Bank Site Visit  
Annex Project Meeting*

*Commissioner Postal: Commissioner Postal was absent from the meeting*

*Commissioner Kodish: Annex Project Meeting  
New MCS Bank Site Visit  
CARS Board Meeting  
JVBDS Executive Board Meeting*

**VII. Public Comment:**

*None to report.*

**VIII. New Business:**

- A. *Jeff Hackenberg, Client Relationship Manager, Penn State Extension – introducing Clarissa Beaver, Nutrition Education Advisor*

*Mr. Hackenberg introduced Clarissa Beaver, the new Nutrition Education Advisor with Penn State Extension.*

*Ms. Beaver then spoke about the Nutrition Education program. She mentioned it provides research-based nutrition education to help people and families with limited resources to enhance their nutrition and increase their physical activity and develop life skills needed for self-sufficiency and better health. Classes include hands-on activities and cooking demonstrations. She also stated there is data available that demonstrates the effectiveness of the program’s impact on participants’ behavior in food selection, dietary intake and management of resources and food safety. She has started classes at CareerLink and has begun to reach out to other community agencies including Head Start and local food banks. She will cover Mifflin, Juniata and parts of Huntingdon Counties. She discussed that the classes are very successful and rewarding. She mentioned that class times vary depending on what is convenient for participants. She also stated that most classes are very small at this point, but she expects to see an increase as the program gets up and running.*

*Mr. Hackenberg thanked the Commissioners and the people of Mifflin County for their support.*

- B. *Request for exoneration of 2019 County portion per capita taxes:*

- *Burnham Borough Tax Collector, Joan North – 58*
- *Kistler Borough Tax Collector, Cynthia Hobbs - 4*

*Motion was made by Commissioner Kodish to approve the request for exoneration. Chairman Sunderland seconded the motion. The motion was unanimously approved.*

- C. *Resolution No. 24 of 2020 on behalf of the Lewistown Borough Council approving budget revisions to the FFY 2016 CDBG Program*

**RESOLUTION NUMBER 24 of 2020**

**RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC) ON BEHALF OF THE LEWISTOWN BOROUGH COUNCIL (LBC), APPROVING BUDGET REVISIONS TO THE FFY 2016 CDBG PROGRAM**

**WHEREAS**, *the LBC and the Mifflin County Commissioners (MCC) on behalf of the LBC funded the ADA ramps with truncated domes at the following intersections, two at East Charles and South Brown Street, two at East Fleming and South Brown Street, and four at Green Avenue and South Brown Street, in FFY 2016 in the amount of \$8,117.96 and in FFY 2017 in the amount of \$37,030.70;*

**WHEREAS**, *the LBC and the MCC on behalf of the LBC funded the Big Brother/Big Sisters of Juniata Valley-youth mentoring project in 2016 in the amount of \$4,576.00. The project is finished and excess funds in the amount of \$1,398.59 remain from FFY 2016;*

**WHEREAS**, the LBC and the MCC on behalf of the LBC are desirous of using the FFY 2016 remaining Big Brother/Big Sisters of Juniata Valley-youth mentoring project funds in the amount of \$1,398.59, towards the FFY 2016 ADA ramps with truncated domes project. The revised FFY 2016 ADA ramps with truncated domes budget will be \$9,516.55;

**WHEREAS**, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to revise the Borough of Lewistown's 2016 program funding budgets, so as to complete the following actions:

1. Decrease the FFY 2016 Big Brother/Big Sisters of Juniata Valley-youth mentoring project in the amount of \$1,398.59 and
2. Increase the already approved FFY 2016 ADA ramps with truncated domes project in the amount of \$1,398.59 which will now total \$9,516.55.

**NOW, THEREFORE, BE IT RESOLVED**, by the MCC on behalf of the LBC as follows:

1. That the program budget revisions affecting the Borough's 2016 program budgets are approved through the adoption of this resolution.
2. The LBC will take action on a resolution approving aforementioned actions at their February 10, 2020 public meeting.
3. That the Mifflin County Planning and Development Department is authorized to complete and submit said revision request and required documentation to the (PA- DCED) for review and approval.

D. Resolution No. 25 of 2020 on behalf of the Brown Township Supervisors approving budget revisions to the FFY 2016 CDBG Program

#### **RESOLUTION NUMBER 25 of 2020**

#### **RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC) ON BEHALF OF THE BROWN TOWNSHIP SUPERVISORS (BTS), APPROVING BUDGET REVISIONS TO THE FFY 2016 CDBG PROGRAM**

**WHEREAS**, the BTS and the Mifflin County Commissioners (MCC) on behalf of the BTS funded the single-family housing rehabilitation program in the amount of \$52,925.79 in FFY 2016;

**WHEREAS**, the BTS and the MCC on behalf of the BTS funded the Big Brother/Big Sisters of Juniata Valley-youth mentoring project in 2016 in the amount of \$2,262.00. The project is finished and excess funds in the amount of \$691.35 remain from FFY 2016;

**WHEREAS**, the BTS and the MCC on behalf of the BTS are desirous of using the FFY 2016 remaining Big Brother/Big Sisters of Juniata Valley-youth mentoring project funds in the amount of \$691.35, towards the FFY 2016 single-family housing rehabilitation program. The revised FFY 2016 single-family housing rehabilitation program budget will be \$53,617.14;

**WHEREAS**, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to revise the Borough of Lewistown's 2016 program funding budgets, so as to complete the following actions:

1. Decrease the FFY 2016 Big Brother/Big Sisters of Juniata Valley-youth mentoring project in the amount of \$691.35
2. Increase the already approved FFY 2016 single-family housing rehabilitation program budget by \$691.35 which will total \$53,617.14.

**NOW, THEREFORE, BE IT RESOLVED**, by the MCC on behalf of the LBC as follows:

1. That the program budget revisions affecting the Borough's 2016 program budgets are approved through the adoption of this resolution.
2. The BTS approved a resolution for the aforementioned actions at their February 3, 2020 public meeting.
3. That the Mifflin County Planning and Development Department is authorized to complete and submit said revision request and required documentation to the (PA-DCED) for review and approval.

E. Resolution No. 26 of 2020 on behalf of the Granville Township Supervisors approving budget revisions to the FFY 2016 CDBG Program

**RESOLUTION NUMBER 26 of 2020**

**RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC) ON BEHALF OF THE GRANVILLE TOWNSHIP SUPERVISORS (GTS), APPROVING BUDGET REVISIONS TO THE FFY 2016 CDBG PROGRAM**

**WHEREAS**, the GTS and the Mifflin County Commissioners (MCC) on behalf of the GTS funded the demolition of 15 and 17 Henrietta Street in FFY 2017 in the amount of \$54,235.00;

**WHEREAS**, the GTS and the MCC on behalf of the GTS funded the Big Brother/Big Sisters of Juniata Valley-youth mentoring project in 2016 in the amount of \$500.00. The project is finished and excess funds in the amount of \$152.81 remain from FFY 2016;

**WHEREAS**, the GTS and the MCC on behalf of the GTS are desirous of using the FFY 2016 remaining Big Brother/Big Sisters of Juniata Valley-youth mentoring project funds in the amount of \$152.81, towards the already approved demolition of 15 and 17 Henrietta Street in FFY 2016. The demolition of 15 and 17 Henrietta Street will be funded in FFY 2016 in the amount of \$152.81

**WHEREAS**, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to revise the Township's 2016 program funding budgets, so as to complete the following actions:

1. Decrease the FFY 2016 Big Brother/Big Sisters of Juniata Valley-youth mentoring project In the amount of \$152.81
2. Fund the already approved demolition of 15 and 17 Henrietta Street in FFY 2016 in the amount of \$152.81.

**NOW, THEREFORE, BE IT RESOLVED**, by the MCC on behalf of the GTS as follows:

1. That the program budget revisions affecting the Township's 2016 program budgets are approved through the adoption of this resolution.
2. The GTS approved a resolution for the aforementioned actions at their February 3, 2020 public meeting.
3. That the Mifflin County Planning and Development Department is authorized to complete and submit said revision request and required documentation to the (PA-DCED) for review and approval.

F. Resolution No. 27 of 2020 approving budget revisions to the FFY 2016 CDBG Program

**RESOLUTION NUMBER 27 of 2020**

**RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC) APPROVING BUDGET REVISIONS TO THE FFY 2016 CDBG PROGRAM**

**WHEREAS** the (MCC) funded the single-family housing rehabilitation program in FFY 2016 in the amount of \$46,136.00 and the Big Brother/Big Sisters of Juniata Valley-youth mentoring project in 2016, in the amount of \$12,220.00.

**WHEREAS**, the Big Brother/Big Sisters of Juniata Valley-youth mentoring project is finished and excess funds in the amount of \$3,734.56 in FFY 2016 remain and the MCC are desirous of allocating the excess funds of \$3,734.56 to the FFY 2016 single-family housing rehabilitation program which will now total \$49,870.56;

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

1. Decrease the FFY 2016 Big Brother/Big Sisters of Juniata Valley-youth mentoring project in the amount of \$3,734.56 and
2. Increase the already approved FFY 2016 single-family housing rehabilitation program by \$3,734.56 which will now total \$49,870.56;

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

1. That the program budget revisions affecting the Mifflin County 2016 program 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 request and required documentation to the (PA-DCED) for review and approval.

*Mr. Lettiere discussed these are budget revisions to the FFY 2016 CDBG Program. The Big Brothers/Big Sisters program was funded through a fair-share allocation, which is proportional to the population of each entitlement municipality in 2016. In June, notification was received that they were having program and financial problems and they decided to terminate the program in Mifflin and Juniata Counties. There are now excess monies that need to be reallocated to other eligible projects so the funds can be expended in a timely manner and these Resolutions take care of that.*

*Motion was made by Commissioner Kodish to approve Resolution No's. 24 through 27 of 2020 approving budget revisions to the FFY 2016 CDBG Program. Chairman Sunderland seconded the motion. The motion was unanimously approved.*

**G. Intergovernmental Agreement between the County of Mifflin, Mifflin County Sheriff and Mifflin County Domestic Relations for the Sheriff's Office to provide Security at Domestic Relations**

*Ms. Cherry is requesting to have someone from the Sheriff's Office attend the Domestic Relations conferences three days a week. Conferences are held on Tuesdays, Wednesdays and half-days on Thursdays which equates to roughly 12 hours per week. The hours vary and the wages will vary depending on which member of the Sheriff's Office will be attending.*

*Motion was made by Commissioner Kodish to approve the Intergovernmental Agreement between the County of Mifflin, Mifflin County Sheriff and Mifflin County Domestic Relations for the Sheriff's Office to provide Security at Domestic Relations. Chairman Sunderland seconded the motion. The motion was unanimously approved.*

**H. Cooperation Agreement between Mifflin County and the Mifflin County Academy of Science and Technology for the Redevelopment Assistance Capital Program (RACP)**

*Mr. Baker discussed that the County applied for a \$2.5 Million grant through the Redevelopment Assistance Capital Program. The County is the applicant for the grant.*

*\$1 Million is earmarked for renovations at the Annex, part of which is aimed at improving security by enabling Domestic Relations to move back into the Courthouse. The remaining \$1.5 Million of the grant is for the Mifflin County Academy. Because the County is the applicant and has to receive the money on behalf of the Academy as the sub-recipient, the County has to have an agreement in place that dictates the terms of the arrangement for the County to act as the pass-through for the \$1.5 Million.*

*Solicitor Snook reiterated that it is exactly how Mr. Baker described it. The County is the applicant for the entire grant and we have to work with the Academy for their share of it. This just says how we'll work together. He doesn't anticipate any problems with this agreement.*

*Motion was made by Commissioner Kodish to approve the Cooperation Agreement between Mifflin County and the Mifflin County Academy of Science and Technology for the Redevelopment Assistance Capital Program (RACP). Chairman Sunderland seconded the motion. The motion was unanimously approved.*

**I. COSTARS Enrollment Electricity Procurement Services**

*Mr. Baker explained that currently the County has a broker that negotiates an electricity price for us. This is an alternative means for using a broker. It's a group out of Penn State that works with COSTARS. The end result will be opting into the program only if they can secure a better kilowatt per hour rate for all of the County electric accounts. If they can't obtain a better rate, the County will stay with the current broker.*

*Motion was made by Commissioner Kodish to approve the COSTARS Enrollment Electricity Procurement Services. Chairman Sunderland seconded the motion. The motion was unanimously approved.*

**J. Personnel:**

- *Hiring of part-time Deputy Sheriff, Linsey Landis effective February 7, 2020*
- *Appointment of Tyler Stein as an intern in the Crime Victim Services Office effective March 17, 2020*

*Motion was made by Commissioner Kodish to accept the above personnel items. Chairman Sunderland seconded the motion. The motion was unanimously approved.*

**IX. Adjournment:**

*With no other business on the agenda, Chairman Sunderland adjourned the meeting at 9:18 a.m.*

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Secretary

ATTEST:

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Chief Clerk