

Lewistown, PA

July 30, 2020

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, July 30, 2020 at 9:00 a.m. In attendance were Commissioners Mark Sunderland, Robert Postal and Kevin Kodish; Solicitor Stephen Snook, BMZ Law; Chief Clerk Cathy Romig and Assistant Chief Clerk Angela Shuey

Erin Thompson of The Sentinel/County Observer was the only representative present from the news media.

Guests present: Treasurer Deb Civitts; Domestic Relations Director Jennifer Cherry; Director of Fiscal Affairs Mike Baker; GIS Director Laura Simonetti; Housing Rehabilitation Specialist Doug Marks; Planning Director Mark Colussy; County Auditor Helen Kirk; Jim Zubler; Nick Felice; Craig Bubb; Attorney Tim Searer; Jeff Doss and Roger Hertog, MCTV

The meeting was called to order at 9:00 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.*

III. Approval of Minutes:

Motion was made by Commissioner Postal to accept the minutes of the Regular Meeting of July 16, 2020. Commissioner Kodish seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #129048 to 129203 and EFTs # 26672 to 26692 in the amount of \$760,069.30

2. Payroll Account:

Cks. # 78933 to 78943 and Direct Deposit Advices # 33053 to 33293 in the amount of \$420,681.53

3. 911 Account:

Cks. # 52003 to 52010 and EFT #20716 to 20719 in the amount of \$2,971.56

4. CDBG Account:

Cks. # 1511 to 1513 in the amount of \$17,960.22

5. LEPC Account:

Ck. # 1498 in the amount of \$93.19

6. Liquid Fuels Act 89 Account:

EFT # 8095 in the amount of \$59.52

7. Local Use Account:

Ck. # 5001 in the amount of \$195,421.40

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

V. Treasurer's Report:

**TREASURER'S REPORT
07/15/2020-07/28/2020**

General Account Starting Balance **\$991,743.59**

DEBITS

Deposits Receipts #102735-102865	4,556,212.17
Transfer from 911	0.00
Transfer from Capital Reserve	0.00
Transfer from LEPC	0.00
Voided Checks	19.64
Interest	0.00

TOTAL DEBITS **\$4,556,231.81**

CREDITS

Bills Paid CK #'S 129049-129203, EFT'S # 26672-26692	760,069.30
Transfer to Payroll CKS 78933-78943, DD 33053-33293	420,681.53
Transfer to M C Cares	4,166,670.00
NSF CHECKS	0.00

TOTAL CREDITS **\$5,347,420.83**

Ending Balance (Interest @ 0.380% as of 07/28/2020) **\$200,554.57**

Liquid Fuels

Invested at JV Bank @ 0.380% as of 07/28/2020 **\$445,629.28**

Liquid Fuels - Act 89

Invested at JV Bank @ 0.380% as of 07/28/2020 **\$344,182.46**

911 Telephone Account

Invested at JV Bank @ 0.380% as of 07/28/2020 **\$233,702.92**

LEPC

Invested at JV Bank @ 0.380% as of 07/28/2020 **\$39,733.77**

Local Use Fund

Invested at JV Bank @ 0.380% as of 07/28/2020 **\$339,703.91**

M C CARES

Invested at JV Bank @ 0.500% as of 7/28/2020 **\$4,166,670.00**

Capital Reserve Account

Invested at JV Bank @ 0.950% as of 07/28/2020 **\$13,716,554.37**

Report Subject to Audit

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

VI. Meetings and Events:

*Chairman Sunderland: CARES Act Funding Meeting
Restore Mifflin County Meeting
Meeting with Mifflin County Auditors*

*Commissioner Postal: SEDA-COOG Natural Gas Board Meeting
CCAP Economic Development Committee Meeting
CCAP Membership Meeting
Central Counties Juvenile Detention Center Meeting
CCAP Board Meeting
Mifflin County Planning Commission Meeting
Meeting with Mifflin County Auditors
Various CARES Act Meetings*

*Commissioner Kodish: Meeting with Mifflin County Auditors
Juniata River Valley Visitors Bureau Board Meeting
COVID-19 meetings
Restore Mifflin County – CARES Fund Program
AAA Four-Year Plan Review*

VII. Public Comment:

None to report.

VIII. New Business:

A. Municipal Authority of the Borough of Lewistown

Attorney Tim Searer, Solicitor for the Municipal Authority of the Borough of Lewistown (MABL) began by offering some background on the litigation and conflict between MABL and Lewistown Borough. The Municipal Authority is looking to resolve the litigation by proposing the formation of a regional or County-wide authority that they feel will be in the best interest of everyone involved. As of now, 68% of ratepayers reside in seven other municipalities outside of Lewistown Borough. That set of customers use 81% of the water produced by the Municipal Authority. This new authority would allow representation for all municipalities through appointed board members. No financial contribution would be required. The Authority has always done bond issues backed by selling its water. The proposed County-wide authority would require the new authority to acquire the assets of MABL, pay off their existing indebtedness and pay Lewistown Borough as the creating authority. He feels they cannot do any kind of lease back, which involves transferring the assets back to Lewistown Borough and then paying them a rental value for that. Under the proposed County-wide Authority, the Municipal Authority would continue to maintain its day to day operations and would facilitate cooperation amongst all of the served municipalities. This would also allow for assistance to smaller water authorities within the County. Attorney Searer indicated that the PA Municipality Authorities Association and the local municipalities are in favor of a County-wide Authority.

Commissioner Kodish added he feels there needs to be a resolution to this issue and does not want to see the Municipal Authority sold to a private company.

Commissioner Postal said he is not prepared to make a motion to form the authority without taking a deeper look at the total operation. He appreciates that there are smaller authorities that could benefit from this.

Motion was made by Commissioner Kodish for the County to participate in a feasibility study to examine the situation and look at the possibility of creating a County Water Authority System where the County would assign several members of our staff to participate in that study. Commissioner Postal seconded the motion. The motion was unanimously approved.

- B. Amending the action taken on May 21, 2020 to exonerate Armagh Township Tax Collector Linda Marks from collecting 2020 per capita bills as presented (14) – corrected total 13*

Motion was made by Commissioner Postal to approve amending the action taken on May 21, 2020 to exonerate Armagh Township Tax Collector Linda Marks from collecting 2020 per capita bills as presented (14) – corrected total 13. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- C. Request for exoneration of 2018 supplemental county real estate tax bill and relieve the Tax Collector from collecting this bill:*

- Parcel No. 13,03-0117A-,000 located in Bratton Township – building was constructed in 2019 - \$56.54*

Motion was made by Commissioner Postal to approve the requests for exoneration of 2018 supplemental county real estate tax bill and relieve the Tax Collector from collecting this bill. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- D. Domestic Relations Title IV-D Cooperative Agreement for the period October 1, 2020 through September 30, 2025*

Ms. Cherry indicated that she's seeking approval for this agreement because the current agreement expires at the end of September 2020. The purpose of the agreement is to maintain and improve the effectiveness of the Title IV-D child support enforcement program. This is always a five-year agreement.

Motion was made by Commissioner Kodish to approve the Domestic Relations Title IV-D Cooperative Agreement for the period October 1, 2020 through September 30, 2025. Commissioner Postal seconded the motion. The motion was unanimously approved.

- E. Mifflin County Domestic Relations Constable Agreements for the period October 1, 2020 through September 30, 2025:*

- Paul Bollinger*
- Jeffrey Sprankle*

Ms. Cherry explained that the constable contracts are also expiring at the end of September 2020. These contracts all come due at the end of September.

Motion was made by Commissioner Postal to approve the Mifflin County Domestic Relations Constable Agreements for the period October 1, 2020 through September 30, 2025. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- F. *Intergovernmental Agreement between Mifflin County Domestic Relations and Mifflin County Sheriff to provide security for the period October 1, 2020 through September 30, 2025*

Motion was made by Commissioner Postal to approve the Intergovernmental Agreement between Mifflin County Domestic Relations and Mifflin County Sheriff to provide security for the period October 1, 2020 through September 30, 2025. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- G. *Intergovernmental Agreement between Mifflin County Domestic Relations and Mifflin County Sheriff for warrant service for the period October 1, 2020 through September 30, 2025*

Motion was made by Commissioner Kodish to approve the Intergovernmental Agreement between Mifflin County Domestic Relations and Mifflin County Sheriff for warrant service for the period October 1, 2020 through September 30, 2025. Commissioner Postal seconded the motion. The motion was unanimously approved.

- H. *Intergovernmental Agreement between Mifflin County Domestic Relations and Mifflin County District Attorney to provide legal services for the period October 1, 2020 through September 30, 2025*

Motion was made by Commissioner Postal to approve the Intergovernmental Agreement between Mifflin County Domestic Relations and Mifflin County District Attorney to provide legal services for the period October 1, 2020 through September 30, 2025. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- I. *Offer for Parcels located in Lewistown Borough that are currently in repository for unsold properties:*

- *Parcel No. 02,01-0304--,000 - \$1.00*
- *Parcel No. 04,02-0122--,000 - \$1.00*
- *Parcel No. 04,02-0124--,000 - \$1.00*
- *Parcel No. 01,14-0308--,000 - \$1.00*

Motion was made by Commissioner Kodish to reject the Offer for Parcels located in Lewistown Borough that are currently in repository for unsold properties. Commissioner Postal seconded the motion. The motion was unanimously approved.

Commissioner Postal explained that the Commissioners would offer meetings with bidders on these repository properties to discuss the intent on redeveloping these properties. In the past repository properties were sold for minimal amounts. Sometimes they were developed and sometimes they weren't. Our interest, together with the blight remediation program is to see these properties redeveloped and brought up to code.

- J. *Offer for Parcel No's. 03,04-0137--,000, 03,04-0138--,000 and 03,04-0140--,000 located in Lewistown Borough that are currently in repository for unsold properties - \$1,000.00*

Motion was made by Commissioner Postal to reject the Offer for Parcel No's. 03,04-0137--,000, 03,04-0138--,000 and 03,04-0140--,000 located in Lewistown Borough that are currently in repository for unsold properties - \$1,000.00. Commissioner Kodish seconded the motion. The motion was unanimously approved.

Commissioner Postal said the same reasoning applies to this item as it did to Item I.

Solicitor Snook added that anyone wishing to bid on repository properties should come to the County with a written plan. The low bids are not the issue. The real issue at hand is whether an individual is willing to commit in writing to improving the property. The Commissioners are supportive of blight remediation particularly in Lewistown Borough.

Commissioner Kodish stated that they want to see these types of properties improved and developed.

K. Mark Colussy – Formation of an Ad-hoc Review Committee

Mr. Colussy began by giving a brief review of the CARES Act Funding County Relief Block Grant program. The Relief Block Grant program application was submitted to DCED on June 16. Since then, our contract has been received and the funds have been deposited into a County account. This program has opportunity to help many different entities, organizations and individuals in the County that have been negatively impacted by the pandemic. We're looking to help municipalities, broadband providers, non-profit agencies and small businesses. A group has been formed including MCIDC, the Chamber of Commerce, Downtown Lewistown, Inc. and the Mifflin County Planning Department with oversight by the County Commissioners to look at how best to help these various agencies and individuals. It is hoped that by the end of August, individuals and agencies can apply to the County for funding. We are first waiting on further guidance from DCED before releasing any funds. Applicants will be divided into two groups, one pertaining to Municipalities or Broadband applicants and the other pertaining to Non-Profits or Small Businesses. The first group can contact the Mifflin County Planning Department with questions and the second can contact MCIDC. More information can be found on a soon-to-be released webpage. Reviewing the submitted applications will require the assistance of the agencies previously mentioned. Mr. Colussy is requesting approval to form an ad-hoc-review committee of the following members: John Curto, MCIDC; Daniel Warfel, MCIDC; James Spendiff, Mifflin County Planning Commission, Neal Shawver, Mifflin County Planning Commission; Terry Foster, Chamber of Commerce Board of Directors and Mike Buffington, Chamber of Commerce Board of Directors. This Committee would review the submitted applications and forward any recommendations to the Board of Commissioners for ultimate approval. Hopefully, applications will be able to be submitted by mid-August pending further clarification from DCED.

Commissioner Kodish then read a statement on behalf of the Commissioners regarding the CARES Act County Relief Block Grant program.

Commissioner Postal added that the Treasurer will continue to report the balance of these funds. It is his understanding the funds need to be expended by December 31, 2020.

Motion was made by Commissioner Postal to approve the Formation of an Ad-hoc Review Committee. Commissioner Kodish seconded the motion. The motion was unanimously approved.

L. Professional Services Agreement with SEDA-Council of Governments (SEDA-COG) related to the COVID-19 County Relief Block Grant Program

Mr. Colussy explained this agreement will enable SEDA-COG to assist Mifflin County in the administration, reporting and auditing requirements of the County Relief Block Grant Program. The cost of the administration will not come out of the County's General Fund, but will be paid for out of the administrative portion of the County Relief Block Grant Funds.

Motion was made by Commissioner Postal to approve the Professional Services Agreement with SEDA-Council of Governments (SEDA-COG) related to the COVID-19 County Relief Block Grant Program. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- M. *Grant Agreement for the Competitive VOCA Grant Program between Mifflin County Crime Victim and Wellspring Counseling for the period June 1, 2020 through September 30, 2020 - \$6,720.00*

Motion was made by Commissioner Postal to approve the Grant Agreement for the Competitive VOCA Grant Program between Mifflin County Crime Victim and Wellspring Counseling for the period June 1, 2020 through September 30, 2020 - \$6,720.00. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- N. *Three-year Electrical Inspector Agreement with AAA Electrical Inspections Service for the County Housing Rehabilitation Program Funded by HOME, CDBG, or Act 137 Programs*

Mr. Marks discussed that two Requests for Qualifications (RFQs) were completed over the past several months for a new electrical inspector. No responses were received. Numerous individual firms were contacted regarding the Electrical Inspector, with no response. AAA Electrical Inspections Service has showed interest. Their duties would include electrical inspections, write-ups, final inspections and service inspections as needed for the housing rehabilitation program. The program averages one to five houses per year depending on funding. Mr. Marks briefly reviewed the fee schedule for the new inspector.

Motion was made by Commissioner Kodish to approve the three-year Electrical Inspector Agreement with AAA Electrical Inspections Service for the County Housing Rehabilitation Program Funded by HOME, CDBG or Act 137. Commissioner Postal seconded the motion. The motion was unanimously approved.

- O. *Commitment of \$15,000.00 from the Act 152 Account for a project in Lewistown Borough*

Mr. Zubler explained that there is a unique opportunity to apply for funding through the Department of Community and Economic Development (DCED) for a severely deteriorated building in Lewistown Borough. The amount of the grant is \$300,000 with a 10% match requirement. The building is at the corner of East Third Street and Valley Street. This grant is new and just became available on June 1, 2020. Lewistown Borough has committed to contributing at least \$15,000.00 toward the project and Mr. Zubler is requesting the additional \$15,000.00 from the Act 152 Account to complete the 10% match of \$30,000.00. This application will be submitted tomorrow, July 31, 2020. There is typically a three-month turnaround time to know when the grant has been awarded.

Motion was made by Commissioner Postal to approve a Commitment of \$15,000.00 from the Act 152 Account for a project in Lewistown Borough. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- P. *Engagement letter with Zelenkofske Axelrod LLC, Harrisburg, PA for the 2019 County Audit*

Motion was made by Commissioner Postal to approve the Engagement letter with Zelenkofske Axelrod LLC, Harrisburg, PA for the 2019 County Audit. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- Q. *Personnel:*

- *Hiring of Paula Hoffman for Part-time Planning Clerk effective August 3, 2020*
- *Appointment of Tyler Stein as an unpaid Sheriff intern effective July 27, 2020*

- *Promotion of Barbara Reyes from Children and Youth Caseworker I to Children and Youth Caseworker II effective August 3, 2020*
- *Rescind hiring of Carli Boreman for Part-time Corrections Officer*
- *Hiring of Bryanna Metz and Franklin Stevens V for Part-time Corrections Officers effective August 3, 2020*
- *Hiring of Melissa Wilson for Part-time LPN effective August 17, 2020*

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

IX. Adjournment:

With no other business on the agenda, Chairman Sunderland adjourned the meeting at 9:45 a.m.

Secretary

ATTEST:

Chief Clerk