

Lewistown, PA

October 19, 2017

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, October 19, 2017 at 9:00 a.m. In attendance were Commissioners Kevin Kodish, Stephen Dunkle and Robert Postal, Jr.; Solicitor Stephen Snook; Chief Clerk Cathy Romig and Fiscal Affairs Assistant Angela Shuey.

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

Guests present: Public Safety Director Phil Lucas; Treasurer Deb Civitts; Planning Director William Gomes; Chief Probation Officer Todd Harpster; Communications Supervisor Brian Fleegal; Veterans' Affairs Clerk Emily Price; Register and Recorder Barbara Stringer; Mayor Deborah Bargo and Cody Yetter and Zach Poff from MCTV. There were many Vietnam Veterans and their family members in attendance as well.

The meeting was called to order at 9:05 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 5, 2017. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #116200 to 116405 and EFTs # 23376-23454 in the amount of \$649,664.28

2. Payroll Account

Cks. #77936 to 77957 and Direct Deposit Advices #15599 to 15825 in the amount of \$332,030.27

3. CDBG Account

Ck. #1362 in the amount of \$16,787.04

4. 911 Account

Cks. #51406 to 51416 and EFTs #20385 to 20391 in the amount of \$21,218.28

5. LEPC Account

Cks. #1390 to 1397 in the amount of \$1,540.55

6. Liquid Fuels Account:

Ck. #1646 in the amount of \$1,349.37

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
10/4/2017-10/17/2017**

General Account Starting Balance **\$1,103,078.78**

DEBITS

Deposits Receipts #88637-88891	419,777.91
Transfer from Capital Reserve	0.00
Transfer from 911	0.00
Adjustment	0.00
Interest	0.00
Voided Check	0.00
TOTAL DEBITS	\$419,777.91

CREDITS

Bills Paid CK #'S 116200-116405, EFT'S # 23376-23454	649,664.28
Transfer to Payroll DD 15599-15825 & CKS 77936-77957	332,030.27
NSF CKS	0.00
TOTAL CREDITS	\$981,694.55

Ending Balance (Interest @ 01.320% as of 10/17/2017) **\$541,162.14**

Liquid Fuels

Invested at JV Bank @ 01.320% as of 10/17/2017 **\$395,817.40**

Liquid Fuels - Act 89

Invested at JV Bank @ 01.320% as of 10/17/2017 **\$246,147.63**

911 Telephone Account

Invested at JV Bank @ 01.320% as of 10/17/2017 **\$2,093,196.37**

LEPC

Invested at JV Bank @ 01.320% as of 10/17/2017 **\$8,527.32**

Capital Reserve Account

Invested at JV Bank @ 01.320% as of 10/17/2017 **6,760,840.19**

CERTIFICATE OF DEPOSIT

Invested at FNB @ 1.75% **3,000,000.00**

Report Subject to Audit

Motion was made by Commissioner Dunkle to accept 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 announced that the meetings and events will be read at the next public meeting due to the length of the program today.

VII. Public Comment:

None to report

VIII. New Business:

A. Vietnam Veterans Pinning Ceremony

The following Vietnam Veterans were recognized for their service: Harlan Abbott, John W. Allison, Gary P. Anderson, Robert L. Angney, Carl James Barger, William Beers, Sam Bethyon, George T. Bohn, Donald Brittain, James D. Buchanan, Paul Burkett, Daniel A. Burkholder, Robert (R.M.) Burkholder, Sr., James Campbell III, Howard Cashatt, Rebecca L. Cassidy, Fred Ciecierski, William C. Clouser, Larry L. Collins, Sr., Bernard L. Conner, Herb Copenhaver, Alan Coudriet, James Dalby, Robert O. Davis, Jr. Thomas Debick, Neal Demskie, Steven J. Dulack, Glenn Dunmire, Irvin Elder, Elmer Erb, Rodney A. Farrell, Robert Fink, Michael J. Fisher, Lewis Flanagan, John T. Foxx, David R. Fultz, Larry Gearhart, Frank C. Gilbert, Jerry T. Griffith, Merle Habbershon, Larry Harbst, Eugene Hepner, Alan Hetrick, Gary Hoar, William L. Hoenstine, Rich Hoffman, Ed Housekeeping, Robert Iddings, Phil Kearns, Robert D. Keller, Jr., John H. Kennedy, William Knudsen, Windford Lane, James E. Leister, James Marker, Lee Max, William McGolvrick, Marshall William McKalips, Jr., David Miller (dec'd), James Minick, Amund Moen, Ralph Murphy, Ken Nepper, Charles Norton, Guy R. Parks, David Pletcher, Richard Putnam, Larry Randolph, Daniel Rankin, George Rheam, Jr., Robert Richard, Steven E. Ritchey, Dave Ritzman, Gene Romig, Robin Russler, Rose Anna Russler, Kenneth Searer, Stephen Sellers, Michael J. Shaffer, Gerald Snyder, Robert L. Soccio, James Spagnoletti, Franklin Specht, James Spendiff, Robert L. Stine, Paul C. Stitch, James W. W. Stringer II, Byrd C. Stuter, Melvin Sweitzer, Dale Treaster, Terry Wade, Robert Wagner, Merle Walk, Wallace B. Walls, William Walters, James R. Warner, James S. Weaver, Jr., Millard O. Webber, Thomas R. Wheeler, James Michael Wray, Kenneth C. Wyland, Steven C. Wyland, Dick Yearick, Ron Yetter, Robert Yingling, Glenn Yoder, John E. Yorks, Sr., Thomas H. Young and Charles M. Zook

B. Request for exoneration of 2017 county portion per capita taxes

- *Oliver Township Tax Collector Sherry Miller – 32*

Motion was made by Commissioner Dunkle to approve the request for exoneration of 2017 per capita taxes. Seconded by Commissioner Postal. The motion was unanimously approved.

C. Application for County Aid – 2017 Liquid Fuels Allocation

- *Granville Township - \$6,337.46*

Motion was made by Commissioner Postal to approve the Application for County Aid. Seconded by Commissioner Dunkle. The motion was unanimously approved.

D. Display the 2018 budget on October 27, 2017

Chairman Kodish advised that this item would be skipped because the budget is still being worked on and may not be finished by October 27, 2017. This item will be reviewed at our next meeting.

E. 2018 Holiday Schedules for the Prison, Courthouse and 911 employees

MIFFLIN COUNTY EMPLOYEES

2018

HOLIDAY SCHEDULE

Prison

New Year's Day	Monday January 1 st
President's Day	Monday February 19 th
Good Friday	Friday March 30 th
Memorial Day	Monday May 28 th
Independence Day	Wednesday July 4 th
Labor Day	Monday September 3 rd
Veterans Day	Sunday November 11 th
Thanksgiving	Thursday & Friday November 22 nd & 23 rd
Christmas	Monday & Tuesday December 24 th & 25 th

MIFFLIN COUNTY EMPLOYEES

2018

HOLIDAY SCHEDULE

Courthouse

New Year's Day	Monday January 1 st
Martin Luther King Day	Monday January 15 th
President's Day	Monday February 19 th
Good Friday	Friday March 30 th
Memorial Day	Monday May 28 th
Flag Day	Thursday June 14 th
Independence Day	Wednesday July 4 th
Labor Day	Monday September 3 rd
Columbus Day	Monday October 8 th
Veterans Day	Monday November 12 th
Thanksgiving	Thursday & Friday November 22 nd & 23 rd
Christmas	Monday & Tuesday December 24 th & 25 th

MIFFLIN COUNTY EMPLOYEES

2018

HOLIDAY SCHEDULE

Telecommunicators

New Year's Day	Monday January 1 st
Martin Luther King Day	Monday January 15 th
President's Day	Monday February 19 th
Good Friday	Friday March 30 th
Memorial Day	Monday May 28 th
Flag Day	Thursday June 14 th
Independence Day	Wednesday July 4 th
Labor Day	Monday September 3 rd
Columbus Day	Monday October 8 th
Veterans Day	Sunday November 11 th
Thanksgiving	Thursday & Friday November 22 nd & 23 rd
Christmas	Monday & Tuesday December 24 th & 25 th

Motion was made by Commissioner Dunkle to approve the 2018 Holiday Schedules. Seconded by Commissioner Postal. The motion was unanimously approved.

- F. 2017 Pennsylvania Emergency Management Agency Training and Performance review – Mifflin County 911 Center met and exceeded all of the requirements*

Mr. Fleegal mentioned that this was a successful completion of the bi-annual audit for FEMA (Federal Emergency Management Agency) for training, certification and quality assurance.

- G. Road Use Agreement with Pennsylvania Department of Conservation of Natural Resources allowing Mifflin County and our contractor to use the road to access and make designated improvements on the 911 tower site in the New Lancaster Valley Area*

Mr. Lucas stated that this is an agreement with DCNR that will permit our contractor to have access to the road. DCNR won't charge any fees since we will be using some of their materials and making improvements to the road.

Motion was made by Commissioner Postal to approve the Road Use Agreement with PA DCNR. Seconded by Commissioner Dunkle. The motion was unanimously approved.

- H. *Recommendation to award bid for concrete shelter to be used to house emergency services radio equipment at the 911 tower being constructed in the New Lancaster Valley area – ComPros, Altoona, PA - \$27,400.00*

Mr. Lucas discussed that they solicited request for proposals for new or used concrete shelters used to house radio equipment. There were three companies that inquired about it. One submitted a proposal for \$27,400.00, which is roughly half of the cost of a new structure. They met all of the requirements in the proposal. He recommended accepting their proposal.

Motion was made by Commissioner Dunkle to accept the Recommendation. Seconded by Commissioner Postal. The motion was unanimously approved.

- I. *Agreement with Advanco International, Inc., Fairfax, VA, for the Child Accounting and Profile System (CAPS) for the period of October 1, 2017 through June 30, 2018 for a fee of \$19,681.20*

Chairman Kodish stated that this is a state required software system that all Children & Youth programs must use. This is a renewal of the current agreement.

Motion was made by Commissioner Postal to approve the Agreement with Advanco International, Inc. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- J. *Grant Application for Juvenile Treatment Court (JTC) for the period November 1, 2017 through April 30, 2018 totaling \$150,000.00*

Mr. Harpster mentioned that this was a short-term grant that will be used for Juvenile Treatment Court since the Federal grant ran out on September 30, 2017. In the spring, it is hoped that the Federal government will offer a 3 year grant again. This short term grant will cover the program up until that time. The actual amount of the grant is \$149,828.00. This will cover partial salaries for two employees and programming for the continuation of Juvenile Treatment Court.

Motion was made by Commissioner Postal to approve the Grant Application. Seconded by Commissioner Dunkle. The motion was unanimously approved.

- K. *Agreement to provide planning services to Lewistown Borough for the year 2018 in the amount of \$750.00*

Mr. Gomes stated that this is an ongoing agreement with Lewistown Borough for the last 6 years to provide planning services including subdivision reviews, zoning issues and other planning related issues.

Motion was made by Commissioner Dunkle to approve the Agreement. Seconded by Commissioner Postal. The motion was unanimously approved.

- L. *Agreement to provide planning services to Derry Township for the year 2018 in the amount of \$1,500.00*

Mr. Gomes said that this is basically like the Agreement with Lewistown Borough only it entails more activity including special projects in Derry Township. This agreement with Derry Township has been ongoing for 15 years.

Motion was made by Commissioner Postal to approve the Agreement. Seconded by Commissioner Dunkle. The motion was unanimously approved.

- M. *Memorandum of Understanding with SEDA-COG Metropolitan Planning Organization (MPO) for the Electric Avenue/Mill Road Interchange Study*

Mr. Gomes discussed that we currently don't have a Memorandum of Understanding with SEDA-COG to help manage this Grant they have acquired through PennDOT. This

Memorandum will formalize the agreement in place with SEDA-COG. It details exactly what our responsibilities are and what their responsibilities are. They will manage more of the financial aspect and we will handle the reporting requirements.

Motion was made by Commissioner Dunkle to approve the Memorandum of Understanding. Seconded by Commissioner Postal. The motion was unanimously approved.

N. Personnel:

- *Promotion of Patricia Wilson from part-time Secretary to full-time Commissioner's Office Liaison effective October 23, 2017*
- *Promotion of Casey O'Dell from Caseworker II to Caseworker III in the Children and Youth Office effective October 23, 2017*
- *Resignation of Adam Houtz from Children and Youth Caseworker effective October 16, 2017*
- *Hiring of Michelle Terry for Receptionist in the Domestic Relations Office Effective November 6, 2017*

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

Chairman Kodish took a moment to thank Emily Price for doing a great job organizing the Veterans' program in the absence of Christine DeArment, our Veterans' Affairs Director.

IX. Adjournment:

With no other business on the agenda, Chairman Kodish adjourned the meeting at 10:03 a.m.

Secretary

ATTEST:

Chief Clerk