

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, December 7, 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.

Joe Cannon of The Sentinel/County Observer was the only representative present from the news media.

Guests present: Director of Emergency Services Phil Lucas; Planning Director Bill Gomes; Director of Tax Services Harry Clever; Housing Rehabilitation Specialist Doug Marks; County Auditor Helen Kirk; Garren Wolfgang and Zach Poff from MCTV.

The meeting was called to order at 9:05 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 16, 2017. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

**IV. Approval of Bills:**

1. General Fund, Accounts Payable:

Cks. #116763 to 117158 and EFTs # 23549-23638 in the amount of \$1,051,269.24

2. Payroll Account

Cks. #78006 to 78050 and Direct Deposit Advices #16285 to 16745 in the amount of \$755,991.02

3. CDBG Account

Cks. #1364 - 1366 in the amount of \$2,644.90

4. CDBG Home Account

Ck. #404 – 405 in the amount of \$27,625.00

5. 911 Account

Cks. #51430 to 51434 and EFTs #20398 to 20404 in the amount of \$696,837.84

6. LEPC Account

Cks. #1401 in the amount of \$429.78

7. Liquid Fuels Account:

Ck. #1648 in the amount of \$6,337.46

8. Liquid Fuels Act 89 Account:

Ck. #8061 in the amount of \$50.96

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**  
**11/15/2017-12/05/2017**

**General Account Starting Balance** **\$6,077,926.82**

**DEBITS**

Deposits Receipts #89238-89452 445,727.92

Transfer from Capital Reserve 0.00

Transfer from 911 0.00

Interest 6,834.81

Voided Check 4,305.67

**TOTAL DEBITS** **\$456,868.40**

**CREDITS**

Bills Paid CK #'S 116763-117158 EFT'S # 23549-23638 1,051,269.24

Transfer to Payroll DD 16285-16745 & CKS 78006-78050 755,991.02

NSF CKS 100.70

Adjustment Wrong deposit slip 209.46

**TOTAL CREDITS** **\$1,807,570.42**

**Ending Balance (Interest @ 01.390% as of 12/05/2017)** **\$4,727,224.80**

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**Liquid Fuels**

Invested at JV Bank @ 01.390% as of 12/05/2017 \$458,204.45

**Liquid Fuels - Act 89**

Invested at JV Bank @ 01.390% as of 12/05/2017 \$287,115.73

**911 Telephone Account**

Invested at JV Bank @ 01.390% as of 12/05/2017 \$1,541,566.44

**LEPC**

Invested at JV Bank @ 01.390% as of 12/05/2017 \$23,507.38

**Capital Reserve Account**

Invested at JV Bank @ 01.390% as of 12/05/2017 32,744.52

**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: SEDA-COG Board  
CARS Board  
CCAP Deferred Compensation Board  
Retirement Board  
Board of Elections  
Regional Services Personnel Committee

*CSBG Board  
Regional Services Board  
Library Board*

*Commissioner Dunkle: Retirement Board  
Board of Elections  
Prison Board*

*Commissioner Postal: Citizen's Advisory Board of JVBDS  
Mill Road Meeting  
Prison Board  
Meeting regarding Annex Building  
Retirement Board  
Board of Elections  
Tour of First Quality with MCIDC  
Fall CCAP Conference with the following seven priority items to be taken to the State Legislature in 2018: Human services funding and system reform, preventing substance abuse and drug overdose, maintaining shale gas impact fee, increasing forensic bed access for county inmates with mental illness, supporting Veteran's services, funding for voting systems and lastly, mandate reform*

**VII. Public Comment:**

*Ms. Kirk asked what happened to Missy Pallotto, the Head of Domestic Relations. Solicitor Snook and Chairman Kodish indicated that that question would need to be addressed with the Judge. It was confirmed that she is no longer with the Department.*

**VIII. New Business:**

*Chairman Kodish added the following items to the agenda: Approve Resolution No. 34 to enter into an agreement with Keystone Collections Group, Approve Resolution No. 35 to establish reasonable costs of collection for delinquent taxes and to execute an agreement with Keystone Collections Group to serve as the delinquent collector of County per capita taxes*

*Mr. Clever added that Mifflin County had a longstanding agreement with MIFFCO Tax Services to collect delinquent per capita taxes. MIFFCO has decided to disband; therefore the County needs to find a new collection agency to assume those duties. After considering performing the collections in-house or using a third-party provider, it was decided that an outside collection agency would be the most cost effective method for collecting delinquent per capita taxes. A company that Mifflin County Tax Services (Mifflin County School District and County Municipalities) also uses for their tax collection called Keystone Collections Group has been identified as a potential vendor for the County. Mr. Clever is suggesting that a separate agreement be executed with Keystone Collections Group specifically for the County. He also stated that their fees are paid by the delinquent taxpayer, not the County. Some of the fees listed are less than what MIFFCO Tax Services charged.*

**RESOLUTION # 34 of 2017**

**A RESOLUTION OF THE COUNTY OF MIFFLIN, PENNSYLVANIA, AUTHORIZING THE PROPER COUNTY OFFICIALS TO ENTER INTO AN AGREEMENT WITH KRATZENBERG & ASSOCIATES, INC. D/B/A KEYSTONE COLLECTIONS GROUP, TO SERVE AS THE EXCLUSIVE DELINQUENT COLLECTOR**

## OF COUNTY PER CAPITA TAXES

**BE IT RESOLVED** by the Board of Commissioners of Mifflin County, Pennsylvania, and it is hereby resolved by authority of the same as follows:

1. That the proper County Officials are hereby authorized to enter into an agreement with Kratzenberg & Associates, Inc. d/b/a Keystone Collections Group, to serve as the exclusive delinquent collector of per capita taxes for the County of Mifflin subject to the terms outlined in the agreement.
2. All Ordinances/Resolutions or parts thereof, which may conflict or are inconsistent herewith are hereby repealed.

### RESOLUTION NO. 35 of 2017

#### COUNTY OF MIFFLIN

A RESOLUTION OF THE COUNTY OF MIFFLIN, PENNSYLVANIA ESTABLISHING  
REASONABLE COSTS OF COLLECTION FOR DELINQUENT TAXES AND IMPOSING THE  
COST OF SUCH COLLECTION UPON THE DELINQUENT TAXPAYER.

**WHEREAS**, the Pennsylvania County Code at 16 P.S. § 1770 authorizes the county commissioners of counties of the fourth, fifth, sixth, seventh and eighth classes to levy an annual per capita tax on persons for county purposes; and

**WHEREAS**, Mifflin County, being a county of the sixth class, levies an annual per capita tax in the amount of five (\$5.00) dollars; and

**WHEREAS**, the County of Mifflin anticipates considerable expense in collecting its delinquent per capita taxes and further deems it to be in the best interest of the County to have the costs of these collections paid by the delinquent taxpayer.

NOW, THEREFORE, be it resolved and it is hereby resolved that the Board of Commissioners of Mifflin County hereby establishes the following:

- (1) From and after the enactment of this Resolution, to each delinquent per capita tax obligation owed to the County, there shall be added such costs, attorney's fees, charges and expenses incurred in the delinquent collection process. Such additional charges shall be collected in addition to all interest and penalties as are allowed by law.
- (2) Such fees and charges shall be reasonable and the same are hereby established in a cost rate schedule as attached herein and made a part hereof as Schedule "A". Said schedule of costs is hereby deemed to be reasonable, fair and necessary in order to allow the County to collect such sum due. This schedule may be amended from time to time by resolution of the County of Mifflin.
- (3) Any entity empowered to collect sums on behalf of the County is directed to add such costs of collection as are incurred to the extent allowed as set forth in Schedule "A". Such entity shall be entitled to retain an amount equal to such sums from delinquent collections. Such sums collected pursuant to this Resolution shall be in addition to any tax penalty, interest or other costs already part of the delinquent account or assessment.
- (4) Any Ordinance or Resolution in conflict with this Resolution shall be deemed to have been repealed to the extent of that conflict. If any portion of this Resolution is deemed to be void, unenforceable or unconstitutional, then it is the intent of the Council that it would have enacted the balance of this Resolution irrespective of said invalid portion.

*Commissioner Postal made a motion to Adopt Resolution 34 Authorizing Mifflin County to Enter Into an Agreement with Keystone Collections Group, Adopt Resolution 35 Establishing Reasonable Costs of Collection for Delinquent Taxes and execute an Agreement with Keystone Collections Group. Seconded by Commissioner Dunkle. The motion was unanimously approved.*

*Chairman Kodish made an announcement that all Mifflin County residents should pay their taxes prior to December 31 to avoid any delinquent charges.*

*A. Request for exoneration of 2017 county portion per capita taxes*

- Menno Township Tax Collector Jeannette Bordell – 24*
- Granville Township Tax Collector Billi Weaver – 2*
- Union Township Tax Collector Jay Yoder – 1*
- Derry Township Tax Collector Bret Treaster – 49*

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

*B. Request for exoneration of 2017 county real estate tax bills and relieve the tax collectors from collecting these bills:*

- Parcel No. 14,13-120 located in Brown Township – Parcel approved for Military exempt status - \$855.20*
- Parcel No. 09,03-319,001 located in Kistler Borough – the double wide was removed from property - \$326.40*

*Motion was made by Commissioner Dunkle to approve the Requests for Exoneration. Seconded by Commissioner Postal. The motion was unanimously approved.*

*C. Purchase of Service Agreement with Michelle Baker for cleaning services at Magisterial District 58-3-03 in Reedsville, PA for the period January 1, 2018 through December 31, 2018 - \$200.00 per month.*

*Motion was made by Commissioner Postal to approve the Purchase of Service Agreement. Seconded by Commissioner Postal. The motion was unanimously approved.*

*D. Award bid for the demolition of a deteriorated structure in Lumber City – CDBG Funds:*

- Mike's Landscaping - \$18,800.00*

*Mr. Marks sent out 10-12 requests for proposal in October 2017 for this project including demolition and asbestos removal. This property is in significant disrepair and has been abandoned by the previous owner. The township, who has a conservatorship over the property, will utilize their CDBG money to demolish the structure. Barring any unforeseen issues, this will go to contract next week and work will begin in late December or early January. Mr. Marks added that CDBG money is not used very often for this type of project. After the structure is demolished, the property owner will be responsible for any public money spent on the project through a municipal lien. If the property owner is delinquent on their taxes and the property gets sold at a tax sale, the municipal lien will be sought at that time.*

*Motion was made by Commissioner Dunkle to Award bid for the demolition of a deteriorated structure in Lumber City utilizing CDBG Funds to Mike's Landscaping for \$18,800.00. Seconded by Commissioner Postal. The motion was unanimously approved.*

E. *Lewistown Borough CDBG – Ridge Road & Marble Street Change Order – additional \$2,231.91*

*Mr. Marks discussed that the additional amount was due to the actual material usage for the project being higher than what was bid. This project is being funded with Lewistown Borough's 2014 and 2015 CDBG funding. The change order brings the total project contract with Jay Fulkroad and Sons to \$46,286.07. This change will go through Lewistown Borough Council on Monday, December 11, 2017.*

*Motion was made by Commissioner Postal to approve the Ridge Road & Marble Street Change Order – additional \$2,231.91. Seconded by Commissioner Dunkle. The motion was unanimously approved.*

F. *Reappointments to the Local Emergency Planning Commission for two-year terms*

- *Paul Maidens*
- *James Carter, Jr.*
- *Robert Barlett*
- *Greg Leister*
- *Sam Baumgardner*
- *Willie Baumgardner*
- *Nick Alexander*
- *Cindy Sunderland*
- *Pat Shoop*
- *Dave Clemens*

*Mr. Lucas mentioned that the Local Emergency Planning Commission was instituted by a recommendation from the State to deal with hazardous materials and training for the community and businesses. Several years ago, the County expanded the Committee to include responsibilities for all hazards and emergency planning. This list represents about half of the committee members. They represent all facets of the community including schools, businesses, emergency services and community services. This allows for input from various sources to help plan for community emergencies.*

*Motion was made by Commissioner Postal to approve the Reappointments to the Local Emergency Planning Commission. Seconded by Commissioner Dunkle. The motion was unanimously approved.*

G. *Grant Agreement with Pennsylvania Emergency Management Grant (PEMA) for \$15,750.00 to be used towards the North Central ESInet Expansion project*

*Mr. Lucas explained that this is a Grant to Mifflin County to support joint efforts with the North Central ESInet project. The State is providing funds for maintenance of the 911 system that we're sharing with other partner Counties. It is not from our operation costs. By partnering our services, we've already seen cost savings*

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

H. *911 Phone System change order adding a Local Survivability Server costing \$111,610.00*

*Mr. Lucas discussed that as he was going through the final 911 phone system, Verizon contacted him and let him know that due to limitations in system design on their side, they were not able to support some of the necessary changes in the shared 911 system in the North Central project. They recommended that we have a local survivability server so that in the event that we would lose contact with the larger group, because the phone*

*company can't re-route our calls to the larger group, we would be able to maintain local 911 services with this server. According to industry standards, these servers have a five to seven year lifespan. Most of the lifespan is covered under warranty.*

*Motion was made by Commissioner Dunkle to Approve the 911 Phone System change order. Commissioner Postal seconded the motion. The motion was unanimously approved.*

- I. Resolution No. 33 of 2017 authorizing the execution of a Business Partner Agreement with the Pennsylvania Department of Transportation for the demolition of the Yeagertown Bridge*

*Mr. Gomes mentioned that this bridge has been closed for some time due to the safety concerns it poses. There is currently a UGI gas line attached to the bridge, and we have been working to get the gas line removed. We were recently informed that UGI has planned to remove the line early next year. The bridge will be demolished using State funding after the gas line is removed. This agreement will allow us to be able to move forward with this project and authorize the Chairman to sign documents going forward.*

*Motion was made by Commissioner Postal to Approve Resolution No. 33 authorizing the execution of a Business Partner Agreement with the PA Department of Transportation. Seconded by Commissioner Dunkle. The motion was unanimously approved.*

- J. Professional Services Contract with J-Way Architectural for design services for the Annex Building Modifications – Phase 1A*

*Chairman Kodish said that this is an architect that has been around for several years and the County has dealt with him in the past. This architect was involved when the prison was built and when the Annex was reconfigured to house prisoners. Now that the Annex is serving as a female-only prison, there are modifications that need to be made including two new cells. This is an agreement for architectural services for those modifications.*

*Motion was made by Commissioner Postal to Execute the Professional Services Contract with J-Way Architectural. Seconded by Commissioner Dunkle. The motion was unanimously approved.*

- K. 2018 Meeting Schedules for Prison Board, Salary Board, Retirement Board and Board of Commissioners.*

*Chairman Kodish mentioned that the Public Meetings will continue to be held on the first and third Thursdays of every month. There will also be Public Meetings held on the fifth Thursday when applicable. This will ensure that there are never more than two weeks between Public Meetings. There will no longer be workshop meetings.*

*Motion was made by Commissioner Postal to approve the 2018 meeting schedules. Seconded by Commissioner Dunkle. The motion was unanimously approved.*

- L. Personnel:*

- Resignation from Christopher Shade from Sheriff effective December 3, 2017*
- Hiring of Christopher Shade for the Director of Domestic Relations effective December 4, 2017*
- Promotion of Kristen Matula from Caseworker II to Caseworker III in the Children and Youth Office effective December 11, 2017*
- Hiring of Sandy Prince for Caseworker I in the Children and Youth Office effective December 11, 2017*
- Promotion of Rylan Bargo from Caseworker III position to Placement Supervisor in the Children and Youth Office effective January 2, 2018*

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

*M. Adoption of the 2018 Budget*

*Chairman Kodish discussed that this is a \$29.74 million budget. This sets the tax billing rate at 15.77 mills which is a reduction of .23 mills from the 2017 rate of 16 mills. This is just over a \$200,000 reduction.*

*Motion was made by Commissioner Postal to Adopt the 2018 Budget. Seconded by Commissioner Dunkle. The motion was unanimously approved.*

*Commissioner Dunkle added that the budget for 2018 does include some tax relief which is a modest decrease. He believes the decrease could have been greater because the White murder case is behind us and the PREA compliance expenses have been paid. The County has \$3 Million invested in a CD and even with consideration of unexpected expenditures, which always occur, and setting aside money for a rainy day fund, he believes there could have been a larger tax reduction for the property owners of Mifflin County. Our state of financial affairs is very good in comparison with other Counties including Blair, who has projected a 25% increase in property taxes shortly after going through a property reassessment. Commissioner Dunkle said he would vote for the budget, believing that we could have given the property owners additional relief.*

*Commissioner Postal mentioned that he believes it's prudent to keep money in reserve considering it is not known what the State is going to do on July 1, 2018. We understand that they are going to have the same budget issues and about 50% of our budget actually comes from the State. With that budget unknown, \$3 Million in a reserve is not excessive.*

*Chairman Kodish echoed Commissioner Postal's comments. He also added that things occur that aren't planned for, giving a specific example of equipment at the Prison that is currently in need of replacement. The actual expense of the replacement is significantly higher than what had been budgeted. He feels it's prudent to have money available to take care of this type of expense. It's also best to not operate like a yo-yo where you give taxes back one year, then implement a tax increase the next. We're trying to level the playing field.*

**IX. Adjournment:**

*With no other business on the agenda, Chairman Kodish adjourned the meeting at 9:40 a.m.*

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Secretary

ATTEST:

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Chief Clerk