

Lewistown, PA

January 18, 2018

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, January 18, 2018 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: Commissioner's Office Liaison Patty Wilson; Treasurer Deb Civitts; County Auditor Helen Kirk; Coroner Dan Lynch; Chief Deputy Coroner Alan Sunderland; Deputy Coroner Joshua Pennepacker; Human Services Department Head Allison Fisher; Children and Youth Administrator Dana Bubb; Barbara Barker; Mike Helsel, Enterprise and Garren Wolfgang and Justin Jacobs from MCTV.

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

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

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

Commissioner Dunkle introduced his new dog Millie that he recently adopted from Pets Come First. He encouraged all citizens to consider adopting a pet as there are many animals in need of a home at this time.

III. Approval of Minutes:

Motion was made by Commissioner Dunkle to accept the minutes of the Regular Meeting of January 4, 2018. Commissioner Postal seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. *General Fund, Accounts Payable:*

Cks. #117403 to 117637 and EFTs # 23666-23741 in the amount of \$725,870.53

2. *Payroll Account*

Cks. #78097 to 78117 and Direct Deposit Advices #17211 to 17441 in the amount of \$363,230.11

3. *CDBG Account*

Cks. #1372 in the amount of \$1,408.84

4. *911 Account*

Cks. #51448 to 51459 and EFTs #20414 to 20418 in the amount of \$80,800.23

5. *LEPC Account:*

Cks. #1404 to 1405 in the amount of \$404.42

Motion was made by Commissioner Postal to approve payment of bills as listed above. Chairman Kodish stepped from Chair to second the motion. The motion was unanimously approved.

V. Treasurer's Report:

TREASURER'S REPORT
01/03/2018-01/16/2017

General Account Starting Balance **\$3,998,203.40**

DEBITS

Deposits Receipts #89760-89974 521,712.51
Transfer from Capital Reserve 0.00
Transfer from 911 747.47
Interest 0.00
Voided Check 0.00

TOTAL DEBITS **\$522,459.98**

CREDITS

Bills Paid CK #'S 117403-117637, EFT'S # 23666-23741 725,870.53
Transfer to Payroll DD 17211-17441 & CKS 78097-78117 363,230.11
NSF CKS 8,889.24
Adjustment 0.00

TOTAL CREDITS **\$1,097,989.88**

Ending Balance (Interest @ 01.390% as of 01/16/2017) **\$3,422,673.50**

Liquid Fuels

Invested at JV Bank @ 01.390% as of 01/16/2017 \$243,662.66

Liquid Fuels - Act 89

Invested at JV Bank @ 01.390% as of 01/16/2017 \$204,339.04

911 Telephone Account

Invested at JV Bank @ 01.390% as of 01/16/2017 \$1,512,416.90

LEPC

Invested at JV Bank @ 01.390% as of 01/16/2017 \$23,492.48

Capital Reserve Account

Invested at JV Bank @ 01.54% as of 01/16/2017 217,458.77

CERTIFICATE OF DEPOSIT

Invested at FNB @ 1.75% 3,000,000.00

Report Subject to Audit

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

VI. Meetings and Events:

Chairman Kodish:

Department Head Meeting
Inmate Re-entry Subcommittee
AAA Board of Directors
Bridge Program Workshop
Regional Services Corporation Executive Committee
Meeting with PA Treasurer's Staff

*PA Attorney General – Opioid Crisis
Solid Waste Authority Board*

*Commissioner Dunkle: Department Head Meeting
Inmate Re-entry Subcommittee
Bridge Program Workshop
Meeting with PA Treasurer’s Staff
Central Counties Youth Detention Center*

*Commissioner Postal: Department Head Meeting
Bridge Program Workshop
Meeting with PA Treasurer’s Staff
PA Attorney General – Opioid Crisis
United Way Finance Committee
Juniata Terrace Borough Meeting
SEDA-COG Joint Rail Authority
Geisinger-Lewistown Hospital Community Health
Assessment
LEPC Meeting
SEDA-COG Natural Gas Co-Op Executive Committee –
conference call
Oliver Township Supervisors Meeting
DLI Executive Committee
Juniata Business and Industry*

VII. Public Comment:

Ms. Kirk stated that she wanted more information on Agenda Item L. including costs.

VIII. New Business:

A. Proclamation honoring Retiree Barbara Barker

PROCLAMATION

IN HONOR OF MS. BARBARA BARKER

RETIREE

WHEREAS, since the first day of January, 2018, Ms. Barbara Barker is no longer an employee of the County of Mifflin, in the Mifflin County Coroners’ Office; and,

WHEREAS, Barbara has been an invaluable employee of the Coroners’ Office first working as a Deputy Coroner and then working as Chief Deputy, a position she held for 17 years, during which time she acquired a wealth of knowledge about death investigations and built valuable relationships with agencies with which the Coroners’ Office interacts with including Law Enforcement, Physicians, Attorneys, Hospitals and Nursing Home Staffs, Funeral Directors and, most importantly, families of the deceased; and,

WHEREAS, Barbara has served the Citizens of Mifflin County with dedication as an employee of the Mifflin County Coroners’ Office for 20 years, since January 1st, 1997 working under the direction of Mifflin County Coroner, Daniel P. Lynch; and,

WHEREAS, Barbara has proven her ability over and over again to adapt to whatever situation she was called to handle, dealing with people at the worst times of their lives while always treating the deceased with dignity; and

WHEREAS, Barbara has always went above and beyond to serve families of the deceased with respect and compassion.

THEREFORE, We, the Mifflin County Commissioners, hereby do issue this proclamation in honor of Barbara Barker, retiree.

Proclaimed this day January 18, 2018.

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

Commissioner Dunkle mentioned that Ms. Barker is the epitome of what a County employee should be. She has been very committed to serving the public under difficult circumstances.

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

- *Union Township Tax Collector Jay Yoder – 1*
- *Decatur Township Tax Collector Cindy McKnight - 4*

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

Chairman Kodish responded to a recent submission in the Lewistown Sentinel's Open Line regarding the new Local Tax Collector, Keystone Collections Group. He reiterated that the Mifflin County Tax Collection Committee made the decision to go to Keystone. The Mifflin County Commissioners are not part of the Committee that made that decision. The Committee is composed of the Mifflin County School District and the local municipalities.

C. Rescind action taken on December 21, 2017 to exonerate Brown Township Tax Collector Cheryl Hartzler from collecting 2017 per capita tax bills as presented (24) – corrected total 21.

Motion was made by Commissioner Dunkle to rescind action taken on December 21, 2017. Seconded by Commissioner Postal. The motion was unanimously approved.

D. Request from Miffco Tax Service, Inc., Lewistown, PA for exoneration of the county portion of per capita taxes for the years 1983 through 2016 totaling \$145.59

Motion was made by Commissioner Postal to approve the request for exoneration from Miffco Tax Service, Inc. Seconded by Commissioner Dunkle. The motion was unanimously approved.

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

- *Parcel No. 20,11-0123B-,000 located in Union Township – the bill was issued in error – County portion \$102.40*
- *Parcel No. 20,05-0102B-,000 located in Union Township – the bill was issue in error – County portion \$132.00*

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

- F. *Purchase of Service Agreement with Jeffrey L. Snook, Esquire of the Law Offices of Knepp & Snook as Prison Board Solicitor for the period January 1, 2018 through December 31, 2018 at a rate of \$100.00 per hour.*

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

- G. *Purchase of Service Agreement with Jeffrey Davis, Esquire as Court appointed counsel for non-custodial parents in child welfare cases involving the County's Children and Youth Agency for the period January 1, 2018 through December 31, 2018 for a monthly rate of \$958.33.*

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

- H. *Purchase of Service Agreement with Sherri Botteicher to perform clerical duties at the Children and Youth Agency for the period January 1, 2018 through December 31, 2018 at a rate of \$13.80 per hour.*

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

- I. *Purchase of Service Agreement for use, if needed, by Children and Youth:*

- *Perseus House, Inc., Erie, PA*

Ms. Bubb stated that the Perseus House serves individuals age 12-18. It is a residential treatment facility for delinquent and dependent youth.

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

- J. *Justice-Involved Individual Solutions (JAG/JIS) grant renewal for the period January 1, 2018 through December 31, 2018 - \$85,576.00:*

Ms. Fisher noted that this is a renewal of the JIS project. It provides supportive housing through the master leasing program to six individuals. It also provides mental health and substance abuse case management services to at least 40 justice-involved individuals. It provides substance abuse treatment to 80 justice-involved persons beginning inside Mifflin County Correctional Facility and continuing upon release. It has been a very successful program.

Motion was made by Commissioner Postal to approve the JAG/JIS grant renewal. Seconded by Commissioner Dunkle. The motion was unanimously approved.

- K. *Service Agreement with Smiths Detection for the X-Ray equipment for a cost of \$1,300.00.*

Chairman Kodish noted that this is for the security equipment at the Courthouse entrance.

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

L. *Agreement with Enterprise Fleet Management Inc., for lease and maintenance of county vehicles.*

Mr. Helsel mentioned that he has been working with the County for about two years to determine how the County manages their fleet of vehicles. Enterprise will now be managing the County's replacement cycle and fix the maintenance costs. They will purchase the vehicles through local vendors and from there bear the burden of maintenance costs. It will cost the County roughly one-third of what they are spending today. This agreement will allow the County to cycle through their vehicles in a safer and more economical way.

Chairman Kodish mentioned that Snyder County went with Enterprise within the last year.

Mr. Helsel stated that Lancaster County, Lackawanna County and Lebanon County are currently business partners with Lycoming County soon to vote on becoming a business partner.

Coroner Lynch wondered how the departments will be billed for their vehicles.

Mr. Helsel advised that each department would be billed monthly. This bill will include the lease and all maintenance.

Commissioner Dunkle believes this will be a very good project because it will make our fleet newer and safer for our employees to drive.

Mr. Helsel explained that the entire fleet will not be replaced at one time. The vehicles will be replaced over time based on what makes the best sense financially for the County.

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

M. *Personnel:*

- *Hiring of Mikayla Brumbaugh for Caseworker in the Children and Youth Office effective January 16, 2018*
- *Transfer of Megan Buchy from Caseworker to Intake Screener in the Children and Youth Office effective January 22, 2018*
- *Hiring of Kara Strawser for Caseworker in the Children and Youth Office effective January 22, 2018*
- *Hiring of Bradley Hill for Food Service Manager at the Correctional Facility effective January 29, 2018*
- *Hiring of Daniel Ames for part-time Sheriff Deputy effective February 1, 2018*

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

IX. Adjournment:

With no other business on the agenda, Chairman Kodish adjourned the meeting at 9:30 a.m.

Secretary

ATTEST:

Chief Clerk