

Lewistown, PA

February 1, 2018

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, February 1, 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; Children and Youth Administrator Dana Bubb; Director of Tax Services Harry Clever; Chief Assessor Merry Bratton; Director of Domestic Relations Chris Shade; Housing Rehabilitation Specialist Doug Marks; Planning Director William Gomes; Planning and Development Assistant Director James Lettiere; Crime Victim Services Coordinator Jami Glick; Nick Felice, MCIDC; Michael Fisher, SEDA-COG; Justin Jacobs and Alyssa Hanford from MCTV.

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 January 18, 2018. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #117638 to 117850 and EFTs # 23742-23760 in the amount of \$1,898,330.06

2. Payroll Account

Cks. #78118 to 78140 and Direct Deposit Advices #17442 to 17678 in the amount of \$415,332.40

3. CDBG Account

Cks. #1373 - 1378 in the amount of \$402,270.34

4. CDBG Home Account

Ck. #407 in the amount of \$5,613.38

5. 911 Account

Cks. #51460 to 51469 and EFTs #20419 to 20423 in the amount of \$31,536.61

6. LEPC Account:

Cks. #1406 to 1408 in the amount of \$1,503.55

7. Liquid Fuels Account

Ck. # 1650 in the amount of \$3,054.07

8. Liquid Fuels Act 89 Account

EFT# 8064 in the amount of \$110.43

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
01/17/2018-01/30/2017**

General Account Starting Balance	\$3,422,673.50
DEBITS	
Deposits Receipts #89977-90118	499,108.80
Transfer from Capital Reserve	0.00
Transfer from 911	2.65
Interest	33,219.53
Voided Check	175.00
TOTAL DEBITS	\$532,505.98
CREDITS	
Bills Paid CK #S 117638-117850, EFT'S # 23742-23760	1,898,330.06
Transfer to Payroll DD 17442-17678& CKS 78118-78140	415,332.40
NSF CKS	0.00
Transfer to Act 137	0.00
TOTAL CREDITS	\$2,585,858.04
Ending Balance (Interest @ 01.390% as of 01/30/2017)	\$1,369,321.44
Liquid Fuels	
Invested at JV Bank @ 01.390% as of 01/30/2017	\$243,662.66
Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 01/30/2017	\$201,174.54
911 Telephone Account	
Invested at JV Bank @ 01.390% as of 01/30/2017	\$1,958,554.45
LEPC	
Invested at JV Bank @ 01.390% as of 01/30/2017	\$21,988.93
Capital Reserve Account	
Invested at JV Bank @ 01.54% as of 01/30/2017	241,587.67
CERTIFICATE OF DEPOSIT	
Invested at FNB @ 1.75%	3,000,000.00

Report Subject to Audit

Motion was made by Commissioner Dunkle to approve 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: Salary Board

*Record Improvement Fund
Airport Authority
Juniata Valley Chamber of Commerce Board
SEDA-COG Board
DCED – Ted Martin, Regional Director
Human Services Quarterly Meeting
Bill Siegel – SEDA-COG Executive Director
Meeting with Ag Extension
Court Security Meeting*

*Commissioner Dunkle: Bill Siegel – SEDA-COG Executive Director
The EADS Group to discuss Decatur Township bridge
Record Improvement Fund
Airport Authority
Salary Board
Meeting with Ag Extension
Human Services Quarterly Meeting
DCED – Ted Martin, Regional Director
Mifflin County Planning Commission
Stakeholder Workshop
Mill Road Meeting
Court Security Meeting*

*Commissioner Postal: Salary Board
Bill Siegel – SEDA-COG Executive Director
The EADS Group to discuss Decatur Township bridge
Meeting with Ag Extension
SEDA-COG Natural Gas Co-op
Juniata Valley Chamber of Commerce Board
Youth Park Association Committee
United Way Board
Juniata Valley Chamber of Commerce After-Hours at the
new branch of Juniata Valley Bank in Mifflintown
4-H Volunteer Banquet
Record Improvement Fund
Court Security Meeting
Human Services Quarterly Meeting*

VII. Public Comment:

None.

VIII. New Business:

- A. *Michael Fisher, Chief of Housing and Weatherization Program, SEDA-Council of Governments, Presentation on HOME Grant Application*

Mr. Fisher briefly discussed this pilot program through the PA Department of Community and Economic Development (DCED) that will allow weatherization to homes that would have otherwise been deferred. Under current regulations, if a home is found to have deficiencies other than what the weatherization would address, it must be deferred until the homeowner is able to make the necessary improvements to fix the deficiencies. Often, homeowners don't have the resources to be able to fix the problems. This program will provide Federal HOME money to rehabilitate homes participating in

the weatherization program. It will allow private contractors to make improvements on deficiencies so that weatherization can then be done. The application will be submitted by the Snyder County Commissioners to the PA DCED by the end of February with the hope of having a contract by May 2018. In Mifflin County, this program will likely impact approximately three homes.

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

- Kistler Borough Tax Collector Cynthia Hobbs - 10*
- Burnham Borough Tax Collector Joan North - 63*

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

C. Rescind action taken on November 2, 2017 to exonerate Granville Township Tax Collector Billi Weaver from collecting 2017 per capita tax bills as presented (106) – corrected total 102

Motion was made by Commissioner Postal to rescind action taken on November 2, 2017. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

D. Purchase of Service Agreement with Michael S. Gingerich, Esquire, as Court appointed counsel for custodial parents in child welfare cases for the period January 1, 2018 through December 31, 2018 at the monthly rate of \$2,125.00

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

E. Change signatures on Rural Business Enterprise Account and Mifflin County Planning Commission Accounts at Kish Bank

Mr. Gomes added that because of the change in Commissioners that occurred in 2017, the signature cards would need to be updated to reflect the change.

Motion was made by Commissioner Dunkle to approve the signature changes. Commissioner Postal seconded the motion. The motion was unanimously approved.

F. SAVIN (Statewide Automated Victim Information and Notification System) maintenance and service agreement with the Pennsylvania District Attorney's Institute – January 1, 2018 through December 31, 2018 – no cost this year

Ms. Glick noted that this program has been in effect since 2007. It's a one-year contract with no fee.

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

G. Inmate Housing Agreement with Schuylkill County to house their prisoners for the period January 1, 2018 through December 31, 2018

Motion was made by Commissioner Postal to approve the Inmate Housing Agreement with Schuylkill County. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

H. Professional Service Agreement with Evaluator Services and Technology to purchase and upgrade the Assessment CAMA software system at a cost of \$186,373.00. Payment to be determined by defined milestone progression during implementation over a two-year time period.

Ms. Bratton discussed that this upgrade has been needed for some time. Currently, the oldest version of a CAMA (Computer Aided Mass Appraisal) system is being used, and it has been experiencing some problems. Several different vendors were explored for this upgrade and after thorough research, it was determined that Evaluator Services and Technology, Inc. offered the best CAMA system. This upgrade is necessary to ensure and preserve the integrity of the assessment data. Not only will it streamline the workflow, but it will also allow for tax billing income.

Motion was made by Commissioner Postal to approve the Professional Services Agreement with Evaluator Services and Technology. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- I. Cooperation Agreement with MCIDC and Primary Health Network, Inc.*
- J. Indemnity Agreement with MCIDC and Primary Health Network, Inc.*
- K. Host Municipality Indemnity Agreement with MCIDC and Primary Health Network, Inc.*

Mr. Felice discussed that these requests pertain to the project currently underway in Burnham. The MCIDC was able to secure \$4.5 Million of Redevelopment Assistance Capital Program (RACP) funding for this project. These agreements are part of the structure to put this funding into place so that reimbursements can be submitted on behalf of Primary Health Network. As part of said structure, the County has to approve a Cooperation Agreement, an Indemnity Agreement and a Host Municipality Indemnity Agreement to protect the County and the taxpayers against any expenses that are reimbursed and are found to be improper at some point in the future. This is the administrative side of the project.

A joint motion was made by Commissioner Postal to collectively approve the Cooperation Agreement, Indemnity Agreement and Host Municipality Indemnity Agreement with MCIDC and Primary Health Network, Inc. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- L. Loan Application with MCIDC through the County's Revolving Loan Funds*

Mr. Gomes stated that this program originated in 2006 when \$99,000 was received from the USDA Rural Development program. It provides low interest loans to businesses. Since its inception, Mifflin County has processed three to four loans. The maximum loan amount is \$50,000 and, ideally, will create or save one job for every \$10,000 loaned. Typically, a local bank is used to process the loan. In this case, Juniata Valley Bank will be utilized for a \$50,000 loan. They have reviewed the loan paperwork and have found that it meets their lending criteria. There will be a \$250 service fee for processing the loan that MCIDC has agreed to pay. Juniata Valley Bank will also require a free checking account be set up so that the funding currently held in an account at Kish Bank can be made available at Juniata Valley Bank. There will also be a participation agreement that will need to be executed at a future meeting.

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

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

- George Junior Republic, Grove City, PA*

Ms. Bubb stated that this is a renewal agreement. George Junior Republic is a residential treatment center that serves age 12-18 at-risk youth. They offer intensive supervision, services for individuals with special needs, a shelter, a 120-day residential program, diagnostic care and a drug and alcohol program.

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

- N. Purchase of Service Agreement with Brian Baker, Private Detective, as Criminal Investigator for the Public Defender's Office at a rate of \$695.00 per month for the period February 1, 2018 through December 31, 2018*

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

- O. Contract with Wayne Leshar Construction, Inc., New Bloomfield, PA, for interior alterations to the Domestic Relations Office for the cost \$51,623.00*
- P. Contract with Antares Site Work, LLC, Alexandria, PA, for security improvements to the Domestic Relations Office for the cost \$16,122.00*
- Q. Contract with Crider-Mitchell Construction, Lewistown, PA, for electrical and mechanical improvements to the Domestic Relations Office for the cost of \$15,314.00*

Mr. Shade commented that Agenda Items O. through Q. are security improvements and office renovations to the Domestic Relations division that have been in process for roughly two years. These improvements will make things safer not only for staff but clients as well.

Motion was made by Commissioner Dunkle to approve the Contracts listed in Agenda Items O through Q. Commissioner Postal seconded the motion. The motion was unanimously approved.

R. Personnel:

- Hiring of Dakota Baumgardner for Part-time Corrections Officer effective January 29, 2018*
- Hiring of Lydia Flickinger for Caseworker in the Children and Youth Office effective February 1, 2018*
- Hiring of Robert Sidney for Part-time Corrections Officer effective February 5, 2018*
- Hiring of Mariah Fagan for Part-time Corrections Officer effective February 12, 2018*
- Promotion of Joshua Barger and Kyle Kenepf from Part-time to Full-time Corrections Officers effective February 4, 2018*
- Hiring of Caryn Geedy for Part-time Sheriff Deputy effective February 1, 2018*

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

IX. Adjournment:

With no other business on the agenda, Chairman Kodish adjourned the meeting at 9:36 a.m.

Secretary

ATTEST:

Chief Clerk