

Lewistown, PA

February 15, 2018

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, February 15, 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: Treasurer Deb Civitts; County Auditor Helen Kirk; Children and Youth Administrator Dana Bubb; Housing Rehabilitation Specialist Doug Marks; Planning and Development Assistant Director James Lettiere; Human Services Department Head Allison Fisher; Register and Recorder Barbara Stringer; Jeff Hackenberg, Penn State Extension; Kyle Shilling; Marsha Shilling; Scott Lewis; Judy Thiel; Isaiah Thiel and Jonah Thiel

The meeting was called to order at 9:00 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 Dunkle to accept the minutes of the Regular Meeting of February 1, 2018. Commissioner Postal seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #117851 to 118043 and EFTs # 23761-23830 in the amount of \$507,563.16

2. Payroll Account

Cks. #78141 to 78159 and Direct Deposit Advices #17679 to 17907 in the amount of \$338,450.79

3. CDBG Account

Cks. #1379 - 1381 in the amount of \$3,371.17

4. CDBG Home Account

Cks. #408 - 409 in the amount of \$10,335.28

5. 911 Account

Cks. #51470 to 51478 and EFTs #20424 to 20427 in the amount of \$6,158.26

6. LEPC Account:

Cks. #1409 - 1412 in the amount of \$7,183.22

7. Act 137 Account:

Ck. # 3001 in the amount of \$984.01

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
01/31/2018-02/13/2018**

General Account Starting Balance	\$1,369,321.44
 DEBITS	
Deposits Receipts #90119-90302	448,002.84
Transfer from 911	14.29
Transfer from Payroll	0.00
Interest	4,617.08
Voided Check	1,024,539.35
TOTAL DEBITS	\$1,477,173.56
 CREDITS	
Bills Paid CK #S 117851-118043, EFT'S # 23761-23830	507,563.16
Transfer to Payroll DD 17679-17907 & CKS 78141-78159	343,927.79
NSF CKS	0.00
Transfer to Capital Reserve	1,300,000.00
Transfer to Act 137	0.00
TOTAL CREDITS	\$2,151,490.95
 <u>Ending Balance (Interest @ 01.390% as of 01/30/2018)</u>	 <u>\$695,004.05</u>
 Liquid Fuels	
Invested at JV Bank @ 01.390% as of 02/13/2018	\$243,945.02
 Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 02/13/2018	\$201,411.11
 911 Telephone Account	
Invested at JV Bank @ 01.390% as of 02/13/2018	\$2,266,990.33
 LEPC	
Invested at JV Bank @ 01.390% as of 02/13/2018	\$23,449.68
 Capital Reserve Account	
Invested at JV Bank @ 01.61% as of 02/13/2018	\$1,541,835.13
 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: Department Head Meeting

Meeting with Senator Corman
JVBDS Joinder Board
Court Security Meeting
CARS Board
Regional Services Personnel Committee
Meeting at the Academy regarding Post-Secondary
Opportunities
Library Board
Operation Fairness

Commissioner Dunkle: *Department Head Meeting*
JVBDS Joinder Board
Meeting with Senator Corman
Court Security Meeting
Meeting at the Academy regarding Post-Secondary
Opportunities
Airport Authority
Meeting with Ag Extension
Operation Fairness

Commissioner Postal: *Department Head Meeting*
Meeting with Senator Corman
Court Security Meeting
Meeting at the Academy regarding Post-Secondary
Opportunities
Granville Township Supervisors Meeting
Brown Township Supervisors Meeting

VII. Public Comment:

None.

VIII. New Business:

A. Eagle Scout Proclamation honoring Kyle Shilling

Chairman Kodish read the proclamation as follows:

**PROCLAMATION
IN HONOR OF EAGLE SCOUT KYLE SHILLING**

WHEREAS: the mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law; and

WHEREAS: the designation of Eagle Scout is the highest achievement in the Boy Scouting program, which was founded over 100 hundred years ago; and

WHEREAS: only four percent of Boy Scouts are granted the distinguished Eagle Scout rank; and

WHEREAS: Kyle Shilling, a member of Boy Scout Troop 106, has completed the requirements, and was examined by the Eagle Scout Board of Review which found him worthy of the rank of Eagle Scout on November 21, 2017; and

WHEREAS: the Boy Scouts of America encourage Eagle Scout candidates to complete worthy projects to improve their neighborhoods and their communities; and

WHEREAS: Kyles' Eagle Scout project included coordinating over 114 volunteer hours to clear, recondition and improve a major through way trail at the Hartman Center Camp, Conference and Retreat Center. Kyle has served in the positions of Assistant Senior Patrol Leader, Patrol Leader and Assistant Patrol Leader; and

WHEREAS: Kyle Shilling serves as an example to the youth of our community through his high level of personal achievement, leadership and community service and has made Mifflin County very proud.

NOW, THEREFORE, we, the Mifflin County Commissioners, do hereby recognize and congratulate Kyle Shilling for his outstanding accomplishment and extend to him our deepest appreciation for all of his dedicated work and wish him the best in all of his future endeavors.

Proclaimed this 15th day of February 2018.

Motion was made by Commissioner Dunkle to adopt the above proclamation honoring Eagle Scout Kyle Shilling. Commissioner Postal seconded the motion. The motion was unanimously approved.

Mr. Shilling thanked the Commissioners for honoring him at their meeting.

Chairman Kodish added that the Commissioners are very proud of Kyle's accomplishments.

Mr. Lewis, Kyle's Scout Master added that he has watched Kyle grow into a great example of what a scout should be, and he is very proud of him.

B. Medical Assistance Transportation Program Participation Grant Agreement and Assurance of Compliance

Ms. Fisher added that this is a change to the annual contract that was requested by the Medical Assistance Transportation Program (MATP) Office. They have asked that we appoint an authorized official that works directly for the county instead of the vendor currently working with this program. The authorized official will now be Allison Fisher.

Motion was made by Commissioner Postal to approve the Medical Assistance Transportation Program Participation Grant. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

C. Jeff Hackenberg, Client Relationship Manager, Penn State Extension Update

Mr. Hackenberg began by saying that 2017 saw a lot of changes to the Penn State Extension throughout the state. Organizationally, the District Director position was divided into two positions, the Business Operations Manager and the Client Relationship Manager. The Business Operations Manager focuses on internal office matters, administrative functions, personnel and budgeting. The Client Relationship Manager focuses on outreach, maintaining relationships with government, business and community organizations. The goal is to maximize the public's access to the Extension's resources. Recently, the County Extension Boards were transitioned to County Extension Councils. This gives the Council a more advisory role in the programs that the Extension offers. With their diverse backgrounds, the Council members can advise the Extension on the community's needs and challenges. The Extension currently has seven educators and program assistants based out of the Mifflin County office. They cover 4-H, poultry, nutrition, food, families and health, agricultural engineering and small business development. Extension also provides guidance and training for the master gardener's program. Educators from surrounding counties also visit Mifflin County to provide educational programming for food safety, dairy, crops, livestock and many more subjects. These services range from large group seminars to individual farm visits. Many resources are also available on-line. Extension is looking to hire a full-time Horticulture program assistant based in Juniata County. Extension recently met to discuss priorities for the future in Mifflin County including increasing collaboration with

other agencies such as the Conservation District. Mr. Hackenberg reiterated that the Extension wouldn't be what it is today without the many volunteers throughout Mifflin County that participate in its programs.

D. Inmate Housing Agreement with Perry County to house their prisoners for the period January 1, 2018 through December 31, 2019.

Chairman Kodish mentioned that Perry County's correctional facility currently houses male inmates only. For many years, Mifflin County housed Perry County's female inmates, but those inmates were moved to Cumberland County when we weren't, and had no plans to become, PREA compliant. Now that we have achieved PREA compliance, they have indicated a willingness to send their female prisoners here, space permitting.

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

E. Sub-recipient Agreement with Big Brothers Big Sisters of Juniata Valley a.k.a. the Centre County Youth Service Bureau and the Mifflin County Commissioners and on behalf of the Brown and Granville Township Supervisors and the Lewistown Borough Council

Mr. Lettiere discussed that this is the contractual obligation between Mifflin County Commissioners, Centre County Youth Service Bureau and Brown Township, Granville Township and Lewistown Borough Council for the Youth Mentoring program. This program is in place for at-risk youth experiencing social and educational difficulties. This is a fair-share project in which all of the municipalities receiving CDBG funds pay a proportionate share based on the population of the County. This includes Brown, Derry, Granville Townships, Lewistown Borough and Mifflin County. For the 2016 fiscal year, Derry Township decided not to contribute funding; therefore, they are not listed as a participant in the Agreement. Billing is done quarterly for salaries and administration costs. The share of CDBG funds for this project will be \$19,556 consisting of the following contributions: Mifflin County \$12,220, Brown Township \$2,262, Granville Township \$500 and Lewistown Borough \$4,574. The total budget for this project will be \$136,891 with other funding coming from several different agencies including Mifflin-Juniata United Way, the PA Commission on Crime and Delinquency, Human Services Development Funds, Youth Services Bureau of Development, in-kind contributions and other miscellaneous funding.

Motion was made by Commissioner Postal to approve the Sub-recipient Agreement. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

F. Demolition Contract between Mifflin County, Brown Township and Mike's Landscaping and Excavating to demolish all structures and clearing of vegetation, weeds and debris on an abandoned and blighted property in Brown Township.

Mr. Marks discussed that Mike's Landscaping and Excavating was the lowest proposal that came in for this project. This proposal was previously approved by the Board of Commissioners. The project has now reached the contracting stage. The contract was prepared by Attorney Jeff Snook, Brown Township's Solicitor and was reviewed and approved by Attorney Steve Snook, Mifflin County's Solicitor. This is a three-party contract on behalf of Mifflin County, Brown Township and Mike's Landscaping due to the mixing of Brown Township CDBG funds from 2014 and 2015. Brown Township administers their 2014 CDBG funds and Mifflin County administers their 2015 and forward funds. This project has an anticipated completion of late February into March with final seeding taking place in April or May depending on weather conditions.

This property is currently in the name of the property owner with Brown Township holding temporary conservatorship until the demolition is completed. At that time, the ownership will revert back to the property owner. There is a municipal lien on the

property that the property owner would be required to satisfy if the property was ever sold. It is anticipated that this property will be sold at a tax sale because the taxes on the property are delinquent at this time.

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

G. Personnel:

- *Hiring of Kathy Ritter for Second Deputy in the Register and Recorder's Office effective February 20, 2018*
- *Resignation from David Smith from In-Home Supervisor in the Children and Youth Office effective February 23, 2018*
- *Transfer of Erin Miller from GPS Supervisor to In-Home Supervisor in the Children and Youth Office*
- *Promotion of Megan McMahon from Caseworker II to Caseworker III in the Children and Youth Office effective February 20, 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 9:30 a.m.

Secretary

ATTEST:

Chief Clerk