

Lewistown, PA

May 3, 2018

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, May 3, 2018 at 9:00 a.m. In attendance were Commissioners Kevin Kodish, Stephen Dunkle and Robert Postal, Jr.; Solicitor Stephen Snook, BMZ Law; Chief Clerk Cathy Romig and Fiscal Affairs Assistant Angela Shuey.

Meredith Peachey of The Sentinel/County Observer was the only representative present from the news media.

Guests present: Second Deputy Treasurer Suzanne Kochenderfer; County Auditor Helen Kirk; Jennifer Hepner, Children & Youth; Register & Recorder Barbara Stringer; MIS Director Nate Smitchko; Physical Plant Director Lonnie Griffith; Director of Voter Registration and Elections Zane Swanger, Voter Registration and Elections Clerk Emily Price; Warden Josh Garver; Deputy Warden Jim Crisswell; Tim Davis, Corrections Maintenance; Lieutenant Barry Kearns; Corrections Officer Diane Auman; Beverly Green, Penelec; Steen Petersen; Cody Yetter and Steven Kochenderfer, MCTV

The meeting was called to order at 9:02 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 April 19, 2018. Commissioner Postal seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #118758 to 118960 and EFTs # 24022-24034 in the amount of \$1,315,393.82

2. Payroll Account

Cks. #78237 to 78258 and Direct Deposit Advices #18846 to 19088 in the amount of \$412,975.79

3. CDBG Account

Cks. #1389 to 1391 in the amount of \$10,800.92

4. CDBG Home Account

Cks. #413 to 416 in the amount of \$6,465.79

5. 911 Account:

Cks. #51519 to 51524 and EFTs #20452 to 20453 in the amount of \$42,952.98

6. LEPC Account:

Ck. #1419 in the amount of \$22.85

7. Liquid Fuels Account:

Ck. # 1655 in the amount of \$1,600.00

8. Liquid Fuels Act 89 Account:

EFT # 8067 in the amount of \$42.50

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
04/18/2018-05/01/2018

General Account Starting Balance	\$1,698,285.62
DEBITS	
Deposits Receipts #91322-91559	1,036,036.60
Transfer from 911	150,000.00
Transfer from Capital Reserve	0.00
Transfer from Payroll	0.00
Voided Check	0.00
TOTAL DEBITS	\$1,188,126.50
CREDITS	
Bills Paid CK # 118758-118960, EFT'S # 24022-24034	1,315,393.82
Transfer to Payroll CKS 78237-78258, 18846-19088	412,975.79
NSF CKS	0.00
Transfer to Capital Reserve	0.00
TOTAL CREDITS	\$1,728,369.61
Ending Balance (Interest @ 01.390% as of 05/01/2018)	\$1,158,042.51
Liquid Fuels	
Invested at JV Bank @ 01.390% as of 05/01/2018	\$235,045.59
Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 05/01/2018	\$201,884.52
911 Telephone Account	
Invested at JV Bank @ 01.390% as of 05/01/2018	\$1,927,191.60
LEPC	
Invested at JV Bank @ 01.390% as of 05/01/2018	\$27,011.90
Capital Reserve Account	
Invested at JV Bank @ 01.94% as of 05/01/2018	7,073,156.85
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. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

VI. Meetings and Events:

Chairman Kodish: Meeting with County Auditors
Regional Services Corporation Property Committee
SEDA-COG Board of Directors
Mifflin County Planning Commission
Meeting on Downtown Lewistown Retail
Keystone Scholars Program Unveiling
DIA Students at Mifflin County High School
CCAP Deferred Compensation Committee
County Bridge Program Planning
Regional Services Corporation Personnel Committee
Prison Board

Commissioner Dunkle: Meeting with County Auditors
Mifflin County Parks and Recreation
Keystone Scholars Program Unveiling
County Bridge Program Planning
Prison Board
Meeting with local 4-H leaders and participants

Commissioner Postal: Meeting with County Auditors
SEDA-COG Natural Gas Co-Op
PA Dairy Roundtable – State College
Meeting on Downtown Lewistown Retail
Human Services and Juniata County - CSBG
Mifflin County Housing Authority
Mifflin County Planning Commission
MCIDC
Chamber of Commerce Gala
Model Educational Institution - Brockway
Keystone Scholars Program Unveiling
DIA Students at Mifflin County High School
JVBDS Executive Committee
County Bridge Program Planning
Children & Youth Roundtable
Prison Board
PSU Department of Animal Sciences – Water and
Agriculture
Allensville Community Day

VII. Public Comment:

None to report

VIII. New Business:

A. Proclamation for Motorcycle Safety and Awareness Month

Commissioner Kodish mentioned with sadness the passing of Mark “Radar” Mitchell. Mr. Mitchell used to attend these meetings to accept this Proclamation every year.

**PROCLAMATION
MOTORCYCLE SAFETY AND AWARENESS MONTH**

MAY 2018

Whereas, the safety of all Pennsylvania motorists is an issue of the highest consequence and all highway users should unite in the safe sharing of roadways throughout the Commonwealth of Pennsylvania; and

Whereas, motorcycle riding is a popular form of recreation and transportation for thousands of people across the Commonwealth and our nation. The Commonwealth's 825,000 licensed motorcyclists are required to keep their vehicles inspected and obey current laws relative to operator safety equipment; and

Whereas, in efforts to reduce the number of motorcycle crashes and fatalities, the Pennsylvania Department of Transportation encourages all motorcyclists to take advantage of free training courses through Pennsylvania's Motorcycle Safety Program and pledge to be one less fatality by visiting www.LiveFreeRideAlive.com; and

Whereas, it is especially important that the citizens of our Commonwealth be aware of motorcycles on the streets and highways and recognize the importance of staying alert, practicing safe driving techniques, and promoting motorcycle safety; and

Whereas, during the month of May, the Pennsylvania Department of Transportation, the Alliance of Bikers Aimed Toward Education of Pennsylvania (ABATE), and the Pennsylvania Motorcycle Dealers Association (PMDA) will continue their advocacy of motorcycle safety.

Therefore, in recognition of motorcycle safety on our Commonwealth's roads and highways, We, the Commissioners of Mifflin County do hereby proclaim May, 2018 as MOTORCYCLE SAFETY AND AWARENESS MONTH. We encourage all motorcyclists to continue their efforts to promote safety and motorcycle awareness and all drivers to share the road and respect the unique safety needs of motorcyclists.

Proclaimed this 3rd day of May 2018

Motion was made by Commissioner Dunkle to adopt the Proclamation for Motorcycle Awareness Month. Commissioner Postal seconded the motion. The motion was unanimously approved.

Mr. Petersen, the district representative and legislative coordinator for the Patriot Riders Chapter, gave an overview of what A.B.A.T.E. is. He said that A.B.A.T.E. is an organization of motorcyclists that protect the rights of motorcyclists and promote motorcycle safety through motorist and rider education. They also do charitable work in the community including a motorcycle safety and awareness day where bicycles are given away to children ages 18 and younger. Last year 118 bicycles were given away. This year's safety and awareness day on June 23, 2018 will hopefully see 200 bicycles given away.

B. Proclamation for Corrections Employee Week May 6-12, 2018

**PROCLAMATION
Corrections Employee Week**

May 6-12, 2018

Whereas, Pennsylvania's correctional system is the oldest in the nation, evolving from the establishment of Philadelphia's Walnut Street Jail in 1773 and the Eastern Penitentiary in 1829; and

Whereas, the "Pennsylvania System," as it became known, was the leading influence in the development of penology throughout the 19th Century and the forerunner of modern corrections; and

Whereas, today, Pennsylvania faces new challenges in corrections. With 24 state correctional institutions, one motivational boot camp, a training academy, 11 community corrections centers and 32 contract facilities, 63 county prisons and jails and 15 federal facilities and offices, our correctional facilities house more than 95,000 inmates; and

Whereas, the secure and safe operation and management of those facilities rests in the hands of nearly 31,000 trained, skilled and dedicated corrections professionals. They are administrators, corrections officers, counselors, treatment specialists, educators, clerical support staff, business administrators and purchasing agents, personnel and labor relations specialists, clergy, medical professionals, food service specialists, computer technicians, planners and research analysts and skilled craftspeople upon whose skills, efficiency and professionalism the functions of the Pennsylvania correctional system depends; and

Whereas, although each of these dedicated professionals work in a different field and specialize in a specific area, all are committed to a common goal: the secure, safe and humane operation of our County Correctional Facility.

*Therefore, be it resolved that the Mifflin County Board of Commissioners proclaim May 6-12, 2018 as **CORRECTIONS EMPLOYEE WEEK** in Mifflin County.*

Proclaimed this 3rd day of May, 2018

Motion was made by Commissioner Postal to adopt the Proclamation for Corrections Employee Week May 6-12, 2018. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

Warden Garver noted that the 70 plus staff members at the Correctional Facility do a phenomenal job. They help keep the Community safe. On behalf of himself, the Deputy Warden and all of the staff, he thanked the Commissioners for the Proclamation.

Commissioner Dunkle thanked the Corrections staff for their hard work in keeping this County secure and providing services inside the Prison that will provide incarcerated individuals a better opportunity when they get released. He recognized that this staff has a very difficult job, and the Commissioners are very appreciative of what they do for our Community.

Chairman Kodish echoed those comments. He mentioned that, not only do the Corrections employees face the strain of everyday work, but they must also complete continued extensive training and recertification.

C. Beverly M. Green, External Affairs Manager, First Energy – Service Update

Ms. Green provided some comments regarding the Penelec smart meter installation program. In 2008, Governor Rendell and the legislators passed into law Act 129. This law has various initiatives regarding energy efficiency. Part of said law requires all public utilities with 100,000 customers or more to install smart meter technology at every metering point within their territory. The law requires all of the utilities to have 98% of all of their meters installed by the second quarter of 2019. Penelec is currently working to meet that deadline by installing smart meters at all customer locations. There have been over 300,000 installed to date with about 150,000 remaining. The territory covers about 32 counties throughout PA. One important point to note is that when the law was passed, it did not include an opt-out clause, which means that although customers may have concerns that Penelec is working to address, the law requires them to accept the meter. The Mifflin County area is scheduled to have installations begin this month (May) and will probably last into the fall. Customers will receive an informational letter in the mail that details what to expect with the meter exchange. The meter installation will follow the receipt of said letter. Customers do not need to be home for the meter installation. There will be a door hanger left at the customer's residence once the installation has been completed. Another important point to note is that Penelec will not be doing the meter installation. They have hired another company, Wellington Energy, to perform the installations. These meter installations will occur in most cases without the

customer ever losing power. There is no charge to the customer for the smart meter or its installation. There has been an energy efficiency line item on every Penelec invoice since 2008 that has contributed to paying for this project. These meters will allow Penelec to remotely obtain usage information monthly, eliminating the need for estimated bills. Once the meter is installed, meter readers will continue to read the meters for a verification period to make sure that the meter is performing properly. These meters will also allow Penelec to turn the meters on and off remotely as needed, particularly in a case where a resident moves out and needs the power shut off. Once the verification period is completed, a customer can go to Penelec online and monitor their usage. The meters will improve Penelec's ability to identify outages when they occur and more efficiently attend to the problem.

Commissioner Dunkle commented that Ms. Green has made herself available to meet with the Commissioners on numerous occasions. He greatly appreciates her accessibility and follow-up on issues that were brought to her attention.

Chairman Kodish added that Ms. Green was asked if the meter readers would be losing employment with the implementation of the smart meters, and she indicated that they would not lose their jobs, but they would be assimilated into the First Energy system.

D. Zane Swanger, Director of Elections and Voter Registration – Election Update

Mr. Swanger began by introducing himself and his voter registration clerk, Emily Price. He mentioned that Ms. Price processes most of the voter registration applications that come to their office. This year's general primary election is on May 15. The last day to register and make changes was on April 16. Absentee ballots were sent out last week with roughly 55 absentee votes received to date. The last day to apply for a civilian absentee ballot is May 8, with the strict return deadline of May 11, 2018. Specimen ballots for the upcoming election are available electronically on the County website under the Voter Registration/Election Central tab or in physical form at the Voter Registration/Election office. Poll worker training will take place on Thursday, May 10. Mr. Swanger mentioned that the poll workers in Mifflin County do a fantastic job making sure the elections run smoothly. He also noted that there will be a polling place change for the Lewistown West precinct. It will be moved from Goss Terrace to the Evangel Baptist Church on West Fifth Street. This move will create better accessibility and parking for the voters and the election workers alike. Mr. Swanger then discussed an election system security webinar that he and Ms. Price recently attended. It was provided by the Department of State along with Homeland Security and the FBI to inform election directors and County personnel about better practices for keeping election data secure. Mifflin County already performs the practices that were recommended. Mr. Swanger mentioned that the State is now requiring all election equipment to have a paper-verify method for their ballots. Mifflin County's machines have that capability, which puts us in compliance. Mr. Swanger will be exploring different vendors in the future to prepare for any statewide mandates that may be put in place to obtain new equipment. Recently, the Election Office purchased a new night reporting computer to strengthen the security of our local election systems. This new computer allowed the performance of a system update to the software and firmware of all of the existing election equipment. Mr. Swanger concluded by saying that he is making an effort to network with voters and individuals running for office so they are more aware of where to go and who they should talk to in regard to voting and elections. He recently attended the Tea Party's Meet the Candidates night, the Democratic Party's Meet the Candidates night and the Mifflin County Farm Bureau's Meet the Candidates night.

Ms. Kirk asked if the ballot specifically states that for the State Committee, voters need to choose one male and one female candidate. Mr. Swanger explained that the ballot does specifically state that and the voters will be responsible for following those specific instructions.

E. Request for exoneration of 2018 county portion per capita taxes:

- Armagh Township Tax Collector Linda Marks – 13

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

F. Purchase of Service Agreements for use, if needed, by Children and Youth:

- *Harborcreek Youth Services, Harborcreek, PA*
- *Diversified Treatment Alternatives, Lewisburg, PA*
- *Family Care for Children and Youth, Inc., Milton, PA*
- *Christian Home of Johnstown, Inc., Johnstown, PA*
- *Huntingdon County Child and Adult Development Corp., Huntingdon, PA*

Ms. Hepner mentioned that Harborcreek Youth Services of Harborcreek and Diversified Treatment Alternatives of Lewisburg are Residential Treatment Facilities used by Probation. Family Care for Children and Youth, Inc., Milton is a private foster care agency used for foster children. Christian Home of Johnstown, Inc., is a Residential Treatment Facility used by Children & Youth. Huntingdon County Child and Adult Development Corp. is a facility in Huntingdon that operates early head start and some child care facilities. Huntingdon County Child and Adult Development Corp is a new service provider while the others have been used previously.

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

G. Managed Print Service Agreement with Quality Digital Office Solutions:

- *Black copies .01709 per page*
- *Color copies .0949 per page*

Mr. Smitchko discussed that the County is looking to enter into an agreement with Quality Digital Office Solutions for a managed print service contract. The County currently has an agreement to cover the services needed for the copiers used in different departments. This agreement would cover the laser printer usage as well. Like the copier contract, any toner or replacement parts will be covered under the agreement. Quality Digital is projecting, based on past expenses in laser printer parts and toner, that we will see an 18% savings. They have offered this as a trial to the County for one year, at which point the County can then decide if they want to continue with the agreement.

Commissioner Postal mentioned that Mr. Smitchko had contacted other vendors while working on this project and found that this was the best program he was able to negotiate.

Motion was made by Commissioner Dunkle to approve the Managed Print Service Agreement with Quality Digital Office Solutions. Commissioner Postal seconded the motion. The motion was unanimously approved.

H. Agreement with Kofile Technologies, Essex, VT, for the preservation of Will Book's 1858-1877 and Orphans Court Dockets - \$5,300.00

Mrs. Stringer stated that this project would be paid for by the Register of Wills and the Orphan's Court automation fund. The books are in a deteriorated condition and this will be a restoration.

I. Agreement with Infocon, Ebensburg, PA, to import the Kofile images from the Will Books and Orphans Court Dockets - \$300.00

Mrs. Stringer discussed that after the restoration and scanning of the books mentioned in Item H., this would be the compliment to import the Kofile images into the Infocon inquiry system. This would be a reference for the public to be able to look up the images from the books. This item will also be paid for by the Register of Wills and the Orphan's Court automation fund. The public can access this information online through Infocon

for a fee. They can come into the Register & Recorder's office and access the information for free.

A joint motion was made by Commissioner Dunkle to approve Items H. and I., the Agreement with Kofile Technologies for the preservation of Will Book's 1858-1877 and Orphans Court Dockets and the Agreement with Infocon, Ebensburg to import the Kofile images from the Will Books and Orphans Court Dockets. Commissioner Postal seconded the motion. The motion was unanimously approved.

- J. Resolution No. 5 of 2018 authorizing the filing of an application for a Mifflin County Infrastructure Bank loan request of \$1,589,000 to be used for Mifflin County Bridge Replacement and Rehabilitation Program*

*A Resolution of
Mifflin County Board of Commissioners
authorizing the filing of an application
for a Pennsylvania Infrastructure Bank
loan request of \$1,589,000.
Funds will be used for the
Mifflin County Bridge Replacement and Rehabilitation Program*

WHEREAS, Mifflin County has developed a Bridge Replacement and Rehabilitation Program to rehabilitate or replace structurally deficient bridges within Mifflin County; and

WHEREAS, the County has identified bridges, including eleven with a span of 20 feet or greater, to be included in the Bridge Replacement and Rehabilitation Program based on the results of a bridge inspection reports; and

WHEREAS, the County, on August 31, 2017 adopted Ordinance 3 of 2017 for the implementation of a \$5.00 fee for local use (Local Use Fund) as provided by 75 Pa.C.S. §1935; and

WHEREAS, the Local Use Fund is dedicated to fund transportation projects in Mifflin County; and

WHEREAS, the Pennsylvania Department of Transportation has developed a Local Bridge Bundling Program for counties that have adopted the Ordinance creating a Local Use Fund; and

WHEREAS, the Bridge Bundling Program will provide \$2 million dollars through the Road Maintenance and Preservation (MaP) program for the replacement/repair of structurally deficient bridges; and

WHEREAS, the Pennsylvania Department of Transportation MaP program requires a dollar for dollar match; and

WHEREAS, the Pennsylvania Department of Transportation offers a Pennsylvania Infrastructure Bank loan program that provides low interest financing to fund transportation projects.

NOW THEREFORE, BE IT RESOLVED that Mifflin County Board of Commissioners do hereby authorize the filing of an application through the Pennsylvania Department of Transportation for a Pennsylvania Infrastructure Bank loan in the amount of \$1,589,000 to be used as partial match for the MaP funds.

BE IT FURTHER RESOLVED that Mifflin County Board of Commissioners do hereby designate Mr. Kevin Kodish, Chairman, to execute all documents and agreements between the Pennsylvania Department of Transportation and the Mifflin County Commissioners.

Commissioner Postal added that the County has not yet received any of the \$5 fee. The first installment is due to the County in June with the second installment due in December. Those funds will be put into a special account and used to provide some of the match for this program. We have not yet identified all of the bridges to be included in this program, so we won't discuss particular bridges at this time.

*Motion was made by Commissioner Postal to approve Resolution No. 5 of 2018.
Commissioner Dunkle seconded the motion. The motion was unanimously approved*

K. Personnel:

- *Hiring of Ryan Wagner and Cody Romanaskie for part-time Corrections Officers effective May 7, 2018*
- *Promotion of Joseph T. Wilt from Corrections Officer to Sergeant at the Correctional Facility effective April 29, 2018*

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

IX. Adjournment:

With no other business on the agenda, Chairman Kodish adjourned the meeting at 9:59 a.m.

Secretary

ATTEST:

Chief Clerk