

Lewistown, PA

July 5, 2018

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, July 5, 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 Assistant Chief Clerk Angela Shuey.

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

Guests present: County Treasurer Deb Civitts; County Auditor Helen Kirk; Physical Plant Director Lonnie Griffith; Children and Youth Administrator Dana Bubb; Human Services Director Allison Fisher; Housing Rehabilitation Specialist Doug Marks; Planning Director Bill Gomes; Fern Silfies and Elizabeth Daubert, MCTV

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 Postal to accept the minutes of the Regular Meeting of June 21, 2018. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. *General Fund, Accounts Payable:*

Cks. #119743 to 119913 and EFTs # 24202 to 24215 in the amount of \$872,803.18

2. *Payroll Account:*

Cks. #78336 to 78358 and Direct Deposit Advices #20047 to 20280 in the amount of \$484,901.43

3. *CDBG Account:*

Cks. #1402 to 1405 in the amount of \$17,042.59

4. *CDBG Home Account:*

Ck. #421 in the amount of \$235.49

5. *Act 137 Account:*

Cks. #3013 in the amount of \$150.00

6. *911 Account:*

Cks. #51547 to 51557 and EFTs #20472 to 20474 in the amount of \$23,224.68

7. *LEPC Account:*

Cks. #1429 in the amount of \$91.38

8. *Liquid Fuels Act 89 Account:*

EFT # 8069 in the amount of \$61.37

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

V. Treasurer's Report:

**TREASURER'S REPORT
06/19/2018-0703/2018**

General Account Starting Balance	\$963,090.36
DEBITS	
Deposits Receipts #92136 - 92510	598,104.78
Transfer from 911	0.00
Transfer from Capital Reserve	0.00
Voided Check	0.00
Interest	1,848.83
TOTAL DEBITS	\$599,953.61
CREDITS	
Bills Paid CK # 119743-119913, EFT'S # 24202-24214	872,764.90
Transfer to Payroll CKS 78336-78358, DD 20047-20280	484,901.43
NSF CKS	0.00
Transfer to Act 137	0.00
TOTAL CREDITS	\$1357,666.33
<u>Ending Balance (Interest @ 01.390% as of 07/03/2018)</u>	<u>\$205,377.64</u>
Liquid Fuels	
Invested at JV Bank @ 01.390% as of 07/03/2018	\$303,737.43
Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 07/03/2018	\$222,634.83
911 Telephone Account	
Invested at JV Bank @ 01.390% as of 07/03/2018	\$2,201,284.91
LEPC	
Invested at JV Bank @ 01.390% as of 07/03/2018	\$20,099.75
Local Use Tax	
Invested at JV Bank @ 01.390% as of 07/03/2018	78,071.48
Capital Reserve Account	
Invested at JV Bank @ 01.94% as of 07/03/2018	\$9,982,447.56
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:*
- Board of Elections*
 - Salary Board*
 - AAA Board*
 - Regional Services Corporation Property Committee*
 - SEDA-COG Board*
 - Bridge Program Meeting*
 - Mifflin County Planning Commission*
- Commissioner Dunkle:*
- Mifflin County Extension – 4-H*
 - Board of Elections*
 - Bridge Program Meeting*
 - Mifflin County Planning Commission*
- Commissioner Postal:*
- SEDA-COG Natural Gas Co-op Board*
 - JVBDS Citizen’s Advisory Committee*
 - Emergency Food and Shelter*
 - Menno-Union Township Engineer – Bridge Program*
 - Mifflin County Housing Authority who received notification from HUD that the Section Eight Management Assessment Program is 100% for 2017; this indicates a high performer*
 - Bridge Program Meeting*
 - Mifflin County Planning Commission*
 - Redevelopment Authority*
 - Keystone Scholars Program Update via email – 5.4% of eligible births in Mifflin County have signed up for the program. The average in other Sixth Class counties is 3.6%*

VII. Public Comment:

None to report.

VIII. New Business:

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

- *Armagh Township Tax Collector Linda Marks – 22*

Motion was made by Commissioner Dunkle to approve the request for exoneration of 2018 county portion per capita taxes. Commissioner Postal seconded the motion. The motion was unanimously approved.

B. Award bid for the Bender Park Fishing Pier Project

- *G.R. Charles Excavating - \$27,785.00*

Mr. Marks indicated that this project includes a handicapped accessible fishing pier incorporated into an existing pathway at Bender Park in Brown Township. The project was properly advertised and two bids were received. G.R. Charles Excavating of Port Treverton was the low bidder. Brown Township approved this item at their July 2, 2018 meeting. This will come out of Brown Township's FFY 2015 and 2016 CDGB funds.

Motion was made by Commissioner Dunkle to award the bid for the Bender Park Fishing Pier to G.R. Charles Excavating - \$27,785.00. Commissioner Postal seconded the motion. The motion was unanimously approved.

C. Budget revision for Contract #C000063995 FFY 2015, Mifflin County Commissioners on behalf of the Brown Township Supervisors for the Bender Park ADA Fishing Pier

Mr. Marks mentioned that the Bender Park ADA Fishing Pier project was short on funding by \$3,808.57, so Brown Township has requested we move excess funding from the Woodland Water Line and the Woodland Lateral Projects into the Fishing Pier project. The two Woodland projects had excess funds remaining, so there will not be a shortage in reference to those projects. This revision would fully fund the Bender Park Fishing Pier project.

Motion was made by Commissioner Postal to approve the budget revision for Contract #C000063995 FFY 2015. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

The Public Meeting was recessed at 9:15 a.m. for a public hearing.

The Public Meeting was reconvened at 9:20 a.m.

D. Resolution No. 6 of 2018 on behalf of the Lewistown Borough, approving budget modifications to the federal fiscal years 2015 and 2017 Community Development Block Grant (CDBG)

RESOLUTION NUMBER 6 of 2018

RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC) ON BEHALF OF THE LEWISTOWN BOROUGH (LBC), APPROVING BUDGET MODIFICATIONS TO THE FFY 2015 AND FFY2017 CDBG PROGRAM

WHEREAS, the LBC and the MCC on behalf of the LBC funded the Ridge Road reconstruction project in FFY 2014 and FFY 2015, in the amounts of \$8,100.00 and \$48,300.00 respectively; the project has been completed and there are excess funds remaining in the amount of \$19,188.93 in FFY 2015;

WHEREAS, the LBC is desirous of creating and funding the ADA ramps project at various intersections within the Borough to be determined, in the amount of \$19,188.93 in FFY 2015;

WHEREAS, the MCC on behalf of the LBC has applied to the Pennsylvania Department of Community and Economic Development (PA-DCED) for the creation of the Grand Parkway North, road reconstruction project, in the amount of \$14,220.00 for FFY 2017 and PA-DCED has determined this project is not eligible for funding;

WHEREAS, the LBC is desirous of creating and funding the ADA ramps project at various intersections within the Borough to be determined in the amount of \$14,220.00 in FFY 2017;

WHEREAS, the MCC on behalf of the LBC held a public hearing on **Thursday, July 5, 2018** and provided an opportunity for the public to comment on said budget modifications;

WHEREAS, the MCC on behalf of the LBC adopted Resolution 2018- at their **July 5, 2018** regular meeting approving aforementioned budget revisions and authorized the Mifflin County Planning and Development Department to submit said budget modification documentation to the PA-DCED for review and approval, contingent on the adoption of a Resolution approving such action by the LBC scheduled at their **July 9, 2018** meeting;

WHEREAS, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to revise the Lewistown's Borough's 2015 and 2017 program funding budget, so as to complete the following actions:

1. Decreasing the Ridge Road reconstruction project in FFY 2015 by \$19,188.93;
2. Creating and funding the ADA ramps project in FFY 2015 in the amount of \$19,188.93;
3. Deleting the Grand Parkway North, road reconstruction project, in the amount of \$14,220.00 in FFY 2017;
4. Creating and funding the ADA ramps project in FFY 2017 in the amount of \$14,220.00.

NOW, THEREFORE, BE IT RESOLVED, by the MCC on behalf of the LBC as follows:

1. That the program modifications affecting the Borough's 2015 and 2017 program budgets are approved through the adoption of this Resolution.
2. That the Mifflin County Planning and Development Department is authorized to complete and submit said modification requests and required documentation to the (PA- DCED) for review and approval.

I hereby certify that the above is a true and correct copy of a resolution adopted at a public meeting of the MCC held on **Thursday, July 5, 2018**.

Motion was made by Commissioner Postal to approve budget modifications to federal fiscal years 2015 and 2017 CDBG funds contingent upon Lewistown Borough's approval. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

E. Medical Assistance Transportation Program (MATP) Grant Agreement and Allocation for the Fiscal Year 2018/2019 - \$454,700.00

Chairman Kodish explained that this is money received by the County and it gets forwarded to Call-A-Ride Services (CARS) for medical assistance transports.

Motion was made by Commissioner Dunkle to approve the Medical Assistance Transportation Program (MATP) Grant Agreement and Allocation for fiscal year 2018/2019. Commissioner Postal seconded the motion. The motion was unanimously approved.

F. One-Year Lease Agreement with the Mifflin County Historical Society for office space at the Historical

Commissioner Postal explained that the Historical Society has been located in the Historic Courthouse since it was last renovated roughly 12 years ago. The lease had never been updated since the original occupancy, so it has now been updated with no major changes.

Motion was made by Commissioner Postal to approve One-Year Lease Agreement with the Mifflin County Historical Society. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

G. Resolution No. 7 of 2018 authorizing an application for the Pennsylvania Department of Transportation Automated Red Light Enforcement Program

**RESOLUTION NO. 2018-7
OF THE MIFFLIN COUNTY BOARD OF COMMISSIONERS
AUTHORIZING AN APPLICATION FOR THE
PENNSYLVANIA DEPARTMENT OF TRANSPORTATION
AUTOMATED RED LIGHT ENFORCEMENT PROGRAM**

WHEREAS, Mifflin County wants to support efforts that improve public safety; and

WHEREAS, the Mifflin County Comprehensive Plan (2014) and the Electric Avenue-Mill Road Intersection Study (2018) recommended improvements in the area of the Electric Avenue westbound off ramp from US 322 and Mill Road; and

WHEREAS, PennDOT's Automated Red Light Enforcement (ARLE) grant funding program was established to fund worthwhile, relatively low cost projects that improve the safety and mobility of the traveling public; and

WHEREAS, the proposed improvements at the Electric Avenue-Mill Road intersection are eligible under the ARLE grant program; and

WHEREAS, all the major stakeholders affected by this proposal including the Borough of Lewistown, Geisinger Lewistown Hospital and Derry Township are supportive of the application;

NOW, THEREFORE, BE IT RESOLVED, the Mifflin County Board of Commissioners hereby authorizes an application to the Pennsylvania Department of Transportation for Automated Red Light Enforcement grant funds to implement recommendations in the Electric Avenue- Mill Road Intersection Improvement Study in Derry Township and authorizes the following:

- 1. The Chairman of the Board of County Commissioners be and is authorized to direct to submit an application, including all understandings and assurances contained therein, to the fullest extent of funds allowed on behalf of the County of Mifflin from the Pennsylvania Department of Transportation for Automated Red Light Enforcement funds and to act as the authorized representative of the County of Mifflin and to provide such additional information as may be requested; and*
- 2. The Chairman of the Board of Commissioners is hereby authorized and directed to execute on behalf of the County of Mifflin such certifications and/or agreements as may be required to accept and implement the proposed project, program and activities.*

I hereby certify that the above is a true and correct copy of a resolution adopted by the Board of Commissioners of Mifflin County, Pennsylvania at a legally convened meeting held on the fifth day of July 2018.

Mr. Gomes discussed that initial action regarding this program was taken at the May 7, 2018 Public Meeting. This item is in reference to the Mill Road/Electric Avenue intersection proposed improvements. These improvements will impact the 322 W exit ramp as the stop sign will be moved back about 45 feet and will include a flashing red beacon. The improvements will also restrict left-hand turns to and from Mill Road with the construction of a concrete structure. The application for the ARLE grant has been prepared and will be submitted following the approval of this resolution. The amount requested will be \$230,000 from the State of PA and the following will serve as match: \$10,000 from Mifflin County, \$5,000 from Derry Township and \$2,500 worth of in-kind services. We could potentially know as early as this fall whether or not we will receive the grant.

Motion was made by Commissioner Dunkle to approve Resolution No. 7 authorizing the application for the ARLE Grant. Commissioner Postal seconded the motion. The motion was unanimously approved.

H. Report on the annual state licensing inspection for Mifflin County and Youth Services

Ms. Bubb discussed that the Department of Human Services conducted their annual licensing inspection on the Children & Youth Department on June 22, 2018. The entire caseload was submitted and they then select various files to review. During the inspection, the following were reviewed: 23 personnel files, six of 63 placement records, two of 11 adoption records, 10 of 628 screen-out records, 10 of 359 child protective service records, 10 of 562 general protective services intake records and five of 45 in-home records. Other items reviewed included response times, case notes, transfer of cases, family engagement and safety and risk assessments. Various personnel were

interviewed as well. As a result of the inspection, the department was found to have zero citations. Ms. Bubb mentioned that she is very proud of everyone that participated.

Chairman Kodish added that with the many different guidelines reviewed, it's pretty unusual to have a result of zero citations.

Ms. Bubb stated that there were a few recommendations made last year that have since been implemented. The Department of Human Services was happy with how those recommendations had been addressed.

The Board of Commissioners congratulated the department on their success.

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

- Children's Resource Center, Harrisburg, PA*
- Law Offices of Stuart A. Cilo, Lewistown, PA*
- MacGregor Behavioral Health Services, Gettysburg, PA*
- Juniata Valley YMCA, Burnham, PA*

Ms. Bubb gave a brief description of each provider and stated that these are all contract renewals.

Ms. Bubb also announced that the Children and Youth Department will be hosting their annual back to school pool party for the community on July 31 from 5 p.m. to 7 p.m. at Rec Park pool. At this event, back packs filled with school supplies are given to school-aged children. Last year, 402 backpacks were distributed. The Outreach Committee collects donated funds and items throughout the year for this giveaway.

Motion was made by Commissioner Dunkle to approve the purchase of service agreements. Commissioner Postal seconded the motion. The motion was unanimously approved.

J. Personnel:

- Resignation of Caleb Chaparro from part-time Corrections Officer effective June 20, 2018*
- Promotion of Kyle Orndorf from part-time to full-time 911 Telecommunicator effective July 8, 2018*
- Resignation of Kara Strawser from Children and Youth Caseworker effective July 5, 2018*
- Promotion of Courtney Bernardini from Caseworker I to Caseworker II in the Children and Youth Office effective July 9, 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 9:32 a.m.

Secretary

ATTEST:

Chief Clerk