

Lewistown, PA

July 19, 2018

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, July 19, 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.

Erin Thompson 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; Human Services Director Allison Fisher; Public Safety Director Phil Lucas; Community Development Administrator/Assistant Director James Lettiere; GIS Department Director Laura Simonetti; Max Oburn and Jess Boozel, MCTV

The meeting was called to order at 9:06 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.*

III. Approval of Minutes:

Motion was made by Commissioner Postal to accept the minutes of the Elected Officials Salary Meeting of July 2, 2018 and the minutes of the Regular Meeting of July 5, 2018. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. *General Fund, Accounts Payable:*

Cks. #119914 to 120051 and EFTs # 24216 to 24294 in the amount of \$599,636.88

2. *Payroll Account:*

Cks. #78359 to 78376 and Direct Deposit Advices #20281 to 20521 in the amount of \$354,320.95

3. *CDBG Account:*

Cks. #1406 to 1410 in the amount of \$163,072.15

4. *CDBG Home Account:*

Ck. #422 in the amount of \$15,162.00

5. *911 Account:*

Cks. #51558 to 51565 and EFTs #20475 to 20481 in the amount of \$16,774.41

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

07/04/2018-07/17/2018

General Account Starting Balance	\$205,339.36
DEBITS	
Deposits Receipts #92511 - 92722	806,619.38
Transfer from 911	4.87
Transfer from Capital Reserve	500,000.00
Voided Check	0.00
Interest	1,848.83
TOTAL DEBITS	\$1,306,624.25
CREDITS	
Bills Paid CK # 119944-120051, EFT'S # 24216-24294	599,636.88
Transfer to Payroll CKS 78358-78376, DD 20281-20521	354,320.95
NSF CKS	0.00
Transfer to Act 137	0.00
TOTAL CREDITS	\$953,957.83
Ending Balance (Interest @ 01.390% as of 07/17/2018)	\$558,005.78

Liquid Fuels

Invested at JV Bank @ 01.390% as of 07/17/2018 \$303,737.43

Liquid Fuels - Act 89

Invested at JV Bank @ 01.390% as of 07/17/2018 \$222,634.83

911 Telephone Account

Invested at JV Bank @ 01.390% as of 07/17/2018 \$2,190,206.39

LEPC

Invested at JV Bank @ 01.390% as of 07/17/2018 \$20,099.75

Local Use Tax

Invested at JV Bank @ 01.390% as of 07/17/2018 78,071.48

Capital Reserve Account

Invested at JV Bank @ 02.10% as of 07/17/2018 \$9,965,741.02

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
 Bridge Program Meeting
 Success Together Meeting
 Meeting with Perry County Commissioners – Inmate
 Housing
 Operation Fairness
 Regional Services Corporation Property Committee*

CDBG Internal Meeting

Commissioner Dunkle:

*Department Head Meeting
Success Together Meeting
Airport Authority Meeting
Retirement Board Meeting
Planning Commission/Menno Township
Central Counties Youth Detention Center
Meeting with Perry County Commissioners via telephone –
Inmate Housing
Project STEAM at Mifflin County Academy
Operation Fairness – Project complete in Menno, Union,
Brown and Decatur Townships and the following Boroughs
– Burnham, Juniata Terrace, McVeytown, Newton
Hamilton and Kistler
CDBG Internal Meeting
Re-entry Subcommittee Meeting
Broadband Hearing with Representatives Benninghoff,
Irvin and Harris
Mifflin County Soil Conservation – We are halfway through
the 15-yr plan to clean up the Chesapeake Bay. The
Federal government’s goal was to have a 60% reduction in
pollutants, particularly nitrates and phosphates, by this
point in time. Pennsylvania is lagging behind New York,
Maryland, Delaware, Virginia and West Virginia. Each of
those states is substantially ahead of PA in their effort to
remove phosphates and nitrates. PA has the largest
contributing landmass, which explains why we are behind
in reducing our pollutants. The State through DEP and the
Federal Government through the EPA have decided that in
the case of PA, the counties in the Chesapeake Bay area
will be divided into four regions and will be asked to
develop their own plans to deal with this issue.*

Commissioner Postal:

*Department Head Meeting
Success Together Meeting
Retirement Board Meeting
PennDOT – Bridge Program
Downtown Lewistown Inc and Internal Staff meeting
regarding the Re-development Authority
Bon-Ton Task Force
CCAP – Community and Economic Development
Committee conference call
JVBDS Executive Committee
SEDA-COG Joint Rail Authority
Primary Health
Broadband Hearing with Representatives Benninghoff,
Irvin and Harris
Meeting with Perry County Commissioners – Inmate
housing
SEDA – COG Natural Gas Executive Committee*

*Brown Township Supervisors meeting – Bridges and waterline to Mifflin County Airport
CDBG Internal Meeting
Downtown Lewistown Inc. Executive Committee
Mifflin County Academy – post secondary education opportunities*

VII. Public Comment:

Treasurer Civitts asked if Mifflin County was a part of the Chesapeake Bay area and if so, does the underground water in the County play a part.

Commissioner Dunkle stated that we are a part of the Chesapeake Bay area because the Juniata River drains into the Susquehanna, which ultimately ends up in the Bay. He mentioned that what's polluting the Chesapeake Bay has more to do with fertilizer and manure runoff from the agriculture community in addition to sewer system discharge.

Helen Kirk then asked if Skills had signed the contract for the drop-in center.

Ms. Fisher stated that they had signed the contract with JVBDS to provide services delivered through the drop-in center. Ms. Kirk claimed that an employee with SKILLS stated last week that they had not yet signed the contract. Ms. Fisher asked Ms. Kirk for the employee's name and said she would follow up on that information.

VIII. New Business:

- A. Offer for Parcel No. 17, 21-0313--,000 located in Granville Township that is currently in repository for unsold properties - \$225.00*
- B. Offer for Parcel No. 17,21-0314--,000 located in Granville Township that is currently in repository for unsold properties - \$225.00*

Motion was made by Commissioner Dunkle to approve items A. and B., offers for Parcel No's. 17,21-0313--,000 and 17,21-0314--,000 - \$225.00 each. Commissioner Postal seconded the motion. The motion was unanimously approved.

- C. Request for exoneration of 2018 county real estate tax bill and relieve the Tax Collector from collecting this bill:
 - Parcel No. 03,02-0424 located in Lewistown Borough – value of parcel has been reduced by court order - \$2,558.68**

Motion was made by Commissioner Postal to approve the request for exoneration of the 2018 county real estate tax bill for Parcel No. 03,02-0424 located in Lewistown Borough - \$2,558.68. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- D. Sub-recipient agreement between the West Wayne Township Sewer Authority and the County Commissioners for County 2016 CDBG funds.*

Mr. Lettiere explained that this project is being funded with 2016 CDBG funds. This is a contractual obligation between the West Wayne Township Sewer Authority and Mifflin County. The boundary of the project will be in the Cedar Crest area of McVeytown bounded by US Hwy 22 to the south, Lucy Furnace Road to the east and Oak Lane to the

west. This project will include engineering, design and replacement of 340 ft. of sewer line, six public lateral replacements and a new generator at the pump station. This replacement will cost \$105,600. Of that, \$10,000 will be spent on engineering and \$95,600 on project costs. This will not be an expansion of the existing system. The contract states that the project will be completed in 2020 but Mr. Lettiere believes it will be completed by this winter. This area qualified for the CDBG funding through an income survey.

Motion was made by Commissioner Dunkle to approve the sub-recipient agreement between the West Wayne Township Sewer Authority and the County Commissioners for County 2016 CDBG funds. Commissioner Postal seconded the motion. The motion was unanimously approved.

E. Professional Services Agreement with GeoDecisions, Camp Hill, PA for GIS system upgrade for the sum of \$1,800.00

Ms. Simonetti stated that this is an effort to upgrade the desktop/server licenses to keep pace with the latest technology. This will be coordinated with the 911 center since their system is reliant on the GIS data. GeoDecisions has a home office in Camp Hill and a regional office in State College. This upgrade will take place within the next two months. These upgrades are not done very often because they can become very costly.

Motion was made by Commissioner Dunkle to approve the Professional Services Agreement with GeoDecisions - \$1,800.00. Commissioner Postal seconded the motion. The motion was unanimously approved.

F. Authorization for Juniata Valley Behavioral and Development Services (JVBDS) to advertise for the County Mental Health/Intellectual Disabilities/Early Intervention Administrator position

Chairman Kodish mentioned that we've had an interim administrator for over a year now in a relatively problematic situation. Some adjustments need to be made.

Commissioner Postal added that an adjustment was made because there weren't many qualified individuals applying for the position. There was a residency requirement that required the Administrator to reside in either Juniata, Mifflin or Huntingdon County. Because of the scarcity of responses, the residency in one of said Counties is now listed as "preferred." It will be required that the Administrator reside in Pennsylvania. After approval of this item today, it will be sent to the JVBDS Board for ratification. Juniata County has approved this at their recent meeting and it is unknown if Huntingdon has approved it at this time.

Motion was made by Commissioner Postal to authorize JVBDS to advertise for the County Mental Health/Intellectual Disabilities/Early Intervention Administrator position. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

Commissioner Dunkle added that Ms. Fisher, the Director of Human Services, has served in this position during this period of time and has done an exemplary job under difficult circumstances. He commended her for all she has done and would love to see her retained for the position.

Chairman Kodish agreed with Commissioner Dunkle's comments. He said that Ms. Fisher has done a wonderful job over the last year under trying circumstances.

Commissioner Postal added that it takes a leader and someone that doesn't procrastinate.

G. Preparation and administrative agreement and Exhibit-B, between the Mifflin County Commissioners and the Wayne Township Supervisors, for a CDBG Competitive Grant

Mr. Lettiere mentioned that this involves the same geographic area as that in Item D. Because this area meets specified income criteria, they are eligible to apply for funding for another project that will provide additional improvements to the area. In order to provide additional improvements to the water and sewer lines, fire hydrants, storm water management and road improvements, the preparation of a competitive grant was discussed with the Wayne Township Supervisors. With this agreement, there would be a \$5,000 un-refundable fee required to write the grant which would involve requesting a maximum of \$500,000.00. Wayne Township passed a Resolution on July 2, 2018 to authorize the agreement. If approved, Mifflin County will handle the grant administration, hire the engineer and perform the bid process. The project would be performed in 2019-2020. The maximum amount of a competitive grant went from \$750,000.00 to \$1,000,000.00; however, we will only be asking for \$500,000.00.

Commissioner Postal asked how much money Pennsylvania has available for their competitive grants. Mr. Lettiere responded by saying that he didn't know an exact figure but every time he attends the annual conference, applying for competitive grants is highly encouraged. It seems there is ample money available for projects.

Motion was made by Commissioner Postal to approve the preparation and administrative agreement and Exhibit B between the Mifflin County Commissioners and the Wayne Township Supervisors for a CDBG Competitive Grant. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

H. Intergovernmental Agreement between Mifflin County and the Pennsylvania State Police Allowing Mifflin County to access the Pennsylvania Statewide Radio Network

Mr. Lucas stated that this agreement allows us to share resources in both directions. The state police would have access to our radio towers and Mifflin County would have access to their radio and control systems. This agreement would also allow Mifflin County to become eligible to apply for grant funding for upgrades to our radio system. These upgrades would be especially helpful in the law enforcement arena specifically regarding the opioid crisis in order to respond to these drug-type emergencies. This agreement comes at no cost except for any associated upgrades made to work with the State system. There is no firm commitment that we have to stay within the agreement for any period of time.

Chairman Kodish asked how many towers the State Police would be accessing. Mr. Lucas added that they would be using some of our frequencies on an ad hoc basis. We currently have much better coverage within the County than their VHF system. We're going to retain our system and use it to upgrade the infrastructure behind it for the radio control system. We currently allow DCNR, the State Police and the PA Fish and Game Commission to use our dispatch because some of those agencies aren't staffed 24 hours a day.

Chairman Kodish asked if there would be any potential downside. Mr. Lucas mentioned that was the biggest concern if we would migrate completely to their system without using our own, we would have much less coverage. We're planning a hybrid system that would use their controls and our infrastructure without transferring complete control. We'll still be responsible for all of our own radio equipment. If we would have turned our equipment over to them, they would have had to perform maintenance on the equipment. In that case, we wouldn't have a say in the future if things weren't working out. This gives us the option to work in a hybrid system, make sure it works for our community and then we can plan a transition in the future years for the fire and EMS system if it would work out. We want to maintain a local identity and control over our equipment without over-committing ourselves. This agreement will continue as long as there are funds available from the State.

Motion was made by Commissioner Postal to approve the intergovernmental agreement between Mifflin County and the PA State Police allowing Mifflin County to access the PA

Statewide Radio Network. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

I. Award letter for the Mifflin County Reentry Strategic Plan Grant - \$14,378.00

Ms. Fisher mentioned that this grant is through the Pennsylvania Commission on Crime and Delinquency (PCCD) for planning around re-entry of inmates into the community.

Commissioner Postal mentioned that there was a re-entry sub-committee meeting this past Tuesday to discuss milestones and the advertising for a consultant in technical assistance with the hope of having someone in place by September.

Motion was made by Commissioner Dunkle to approve the award letter for the Mifflin County Reentry Strategic Plan Grant - \$14,378.00. Commissioner Postal seconded the motion. The motion was unanimously approved.

J. Grant Agreements for the Homeless Assistance Program (HAP) for the period July 1, 2018 through June 30, 2019:

• Mifflin Juniata Human Services	Case Management	\$5,800.00
• Mifflin Juniata Human Services	Rental/Utility	\$4,942.00
• Shelter Services, Inc.	Emergency Shelter	\$9,000.00
• The Abuse Network, Inc.	Emergency Shelter	\$5,000.00
• Mifflin Juniata Human Services	Administration	<u>\$2,749.00</u>
		\$27,491.00

Ms. Fisher discussed that these are the annual HAP awards. The allocation amounts and agencies haven't changed in many years. This money comes from the Department of Human Services.

Motion was made by Commissioner Postal to approve the grant agreements for the Homeless Assistance Program. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

K. Human Services Department Fund (HSDF) Agency Contracts for the period July 1, 2018 through June 30, 2019

• Mifflin Juniata Regional Services	Training Clearinghouse	\$7,058.00
• Lumina Center	Mentoring Program	\$5,500.00
• The Abuse Network, Inc.	Case Management	\$3,458.00
• Clear Concepts Counseling	Counseling	\$4,725.00
• Mifflin Juniata Human Services	County Administration	\$5,000.00
• Mifflin Juniata Human Services	Service Coordination	<u>\$24,259.00</u>
		\$50,000.00

Ms. Fisher stated this is our yearly amount. It's the same process used each year where RFPs are sent out to various non-profits in the community. An advisory board reviews and selects the different agencies. There is a new service this year, which is the Training Clearinghouse being provided by Mifflin Juniata Regional Services. This is a collaborative effort that will focus on leadership training and capacity building in the community. Several successful trainings have been completed with many different individuals in attendance that wouldn't have been able to attend trainings otherwise. There is a group now meeting monthly to look at ways to provide the mentioned leadership training and capacity building training to non-profits and other organizations in our community.

Motion was made by Commissioner Dunkle to approve the Human Services Department Fund (HSDF) Agency Contracts for the period July 1, 2018 through June 30, 2019. Commissioner Postal seconded the motion. The motion was unanimously approved.

L. Personnel:

- *Amend the retirement date of Donald Howell, GIS Analyst, to September 28, 2018*
- *Hiring of part-time corrections officer Philip Kyle effective July 23, 2018*
- *Hiring of part-time corrections officer Brandon Platzer effective July 30, 2018*
- *Resignation of Daniel Kearns from part-time corrections officer effective July 21, 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 9:43 a.m.

Secretary

ATTEST:

Chief Clerk