

Lewistown, PA

February 21, 2019

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, February 21, 2019 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: Treasurer Deb Civitts; Director of the Physical Plant Lonnie Griffith; County Auditor Helen Kirk; Community Development Administrator/Assistant Director James Lettiere; Director of Human Services Allison Fisher; Children & Youth Intake Supervisor Christina Pauly; Director of Fiscal Affairs Mike Baker and Roger Herto, 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 Postal to accept the minutes of the Regular Meeting of February 7, 2019. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

**1. General Fund, Accounts Payable:**

*Cks. #122596 to 122747 and EFTs # 24924 to 24937 in the amount of \$491,003.99*

**2. Payroll Account**

*Cks. #78579 to 78584 and Direct Deposit Advices # 23844 to 24081 in the amount of \$344,811.58*

**3. 911 Account:**

*Cks. #51687 to 51702 and EFTs #20553 to 20559 in the amount of \$30,576.95*

**4. CDBG Account:**

*Cks. #1443 to 1445 in the amount of \$147,039.33*

**5. CDBG Home Account:**

*Cks. #436 to 437 in the amount of \$36,465.00*

**6. Act 137 Account:**

*Cks. #3023 to 3024 in the amount of \$3,118.00*

**7. LEPC Account:**

*Cks. #1444 to 1450 in the amount of \$1,422.89*

*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**

**02/06/2019-02/19/2019**

<b>General Account Starting Balance</b>	<b>\$456,497.66</b>
<b>DEBITS</b>	
Deposits Receipts #95450 – 95589	579,181.76
Transfer from 911	0.00
Transfer from Capital Reserve	300,000.00
Transfer from LEPC	414.52
Voided Checks	850.00
Interest	0.00
<b>TOTAL DEBITS</b>	<b>\$880,446.28</b>
<b>CREDITS</b>	
Bills Paid CK #'S 122596-122747, EFT'S # 24924-24937	491,003.99
Transfer to Payroll CKS 78578-78584, DD 23844-24081	344,811.58
NSF Checks	0.00
Transfer to LEPC	0.00
<b>TOTAL CREDITS</b>	<b>\$835,815.57</b>
<b>Ending Balance (Interest @ 01.390% as of 02/19/2019)</b>	<b>\$501,128.37</b>
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<b>Liquid Fuels</b>	
Invested at JV Bank @ 01.390% as of 2/19/2019	\$301,651.53
<b>Liquid Fuels - Act 89</b>	
Invested at JV Bank @ 01.390% as of 2/19/2019	\$264,640.06
<b>911 Telephone Account</b>	
Invested at JV Bank @ 01.390% as of 2/19/2019	\$1,847,040.97
<b>LEPC</b>	
Invested at JV Bank @ 01.390% as of 2/19/2019	\$24,121.46
<b>Local Use Fund</b>	
Invested at JV Bank @ 01.390% as of 2/19/2019	\$192,974.38
<b>Capital Reserve Account</b>	
Invested at JV Bank @ 02.62% as of 2/19/2019	\$1,823,931.49
<b>CERTIFICATE OF DEPOSIT</b>	
Invested at FNB @ 2.55%	\$3,054,389.22
<b>Report Subject to Audit</b>	

*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:*

- JVBDS Board Meeting*
- Regional Services Corporation Board Meeting*
- Regional Services Corp. Personnel Committee Meeting*
- Department Head Meeting*
- Meeting to discuss Human Services Block Grants*
- Operation Fairness Meeting*
- Meeting with J-Way Architect*

*Commissioner Dunkle:*

- JVBDS Board Meeting*
- Department Head Meeting*
- Meeting to discuss Human Services Block Grants*
- Operation Fairness Meeting*
- Meeting with J-Way Architect*
- Soil Conservation Meeting*

*Commissioner Postal:*

- JVBDS Board Meeting*
- Department Head Meeting*
- Meeting to discuss Human Services Block Grants*
- Meeting with J-Way Architect*
- Meeting with Lewistown Borough – Blight Program*
- SEDA-COG Natural Gas Executive Committee Meeting*
- Press Conference with Governor Wolf, Senator Corman and Representative Benninghoff regarding the next phase of US Route 322*
- Election Department Educational Session*
- Meeting with South Hills School regarding internships*
- CCAP – Conference Call regarding Governor’s budget*
- Conference Call with the National Association of Counties regarding the upcoming census and concerns about rural areas being undercounted*
- Youth Park Association Meeting*

**VII. Public Comment:**

*None to report.*

**VIII. New Business:**

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

- *Burnham Borough Tax Collector, Joan North - 43*

*Motion was made by Commissioner Dunkle to approve the request for exoneration of 2018 county portion per capita taxes – Burnham Borough - 43. Commissioner Postal seconded the motion. The motion was unanimously approved.*

B. *Professional Services Agreement with EADS Group, Inc., Lewistown, PA for CDBG funded activities for 2019, 2020 and 2021 in the Borough of Lewistown*

*Mr. Lettiere commented that this agreement was prepared through a competitive process through a Request for Qualification (RFQ) in August of 2018. Three firms responded to the RFQ, including Buchart Horn, EADS Group and Nittany Engineering. An objective criteria ranking resulted in the EADS Group scoring in first place. It was recommended that EADS Group be awarded the three-year contract. The three-year contract is required by Pennsylvania Department of Communities and Economic Development (DCED). The Borough of Lewistown is not a signatory to the agreement because Mifflin County is the grant holder and the contract holder for the funds.*

*Motion was made by Commissioner Postal to approve the professional services agreement with EADS Group, Inc. for CDBG funded activities for 2019, 2020 and 2021 in the Borough of Lewistown. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

- C. *Amendment to an existing agreement entered into on September 17, 2018 between the Derry Township Supervisors, the Mifflin County Commissioners, and Buchart Horn for limited professional engineering services, for the Hamilton Terrace aka/ Lewistown Heights drainage and paving project in Derry Township*

*Mr. Lettiere explained that this project is funded with Derry Township CDBG funds. An agreement was entered into in September 2018 and is still in place. Some minor amendments were needed due to delays. Additional time is being requested to complete the project. The period has been adjusted to have engineering services completed by March 31, 2019 with completion of the project by December 31, 2019. Engineering and design are complete at this point and bidding will begin in April or May. Construction is scheduled for summer. The project boundaries are Fox Avenue to the West, East Walnut Street to the North, Lincoln Avenue to the East and Mifflin Avenue to the South. This neighborhood was eligible based on the results of an income survey.*

*Motion was made by Commissioner Postal to amend the existing agreement between the Derry Township Supervisors, the Mifflin County Commissioners and Buchart Horn for limited professional engineering services for the Hamilton Terrace project. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

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

- *Hillary Benny, Lewistown, PA*

*Ms. Pauly stated that this purchase of service agreement has come about because it was recognized that there has been a lack of training for the intake screener position. This position is the first line of communication for calls coming in to the Children and Youth office. They are directly responsible for assessing the information and putting it into several different systems. There have been some deficiencies in that area and some additional training would be very beneficial. Ms. Benny was previously in that role and would be very helpful in training new employees in that position. Additionally, it is requested that she develop a training tool for the department to use in the future in case any new caseworkers would come into this position. It is estimated that no more than 25 hours will be required for this training. The agreement details a pay rate of \$23.00 per hour.*

*Commissioner Dunkle asked Ms. Pauly to detail some of the deficiencies she referenced earlier.*

*Ms. Pauly stated that when a referral comes in, its risk level needs to be assessed. The screener would decide the level of risk, which in turn determines the response time required by a caseworker and how often the caseworker needs to visit the home. Unfortunately, there's not always an agreement on the assigned risk level. Another area of deficiency surrounds address information that has been input into the system. There is a very specific manner in which information needs to be categorized based on where the*

*mother lives, where the father lives and where the child lives. All of this information helps determine where the incident happened and/or where the case is based. This can get confusing when multiple children in multiple locations are involved.*

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

- E. Resolution No. 3 of 2019 authorizing Mifflin County to enter into a loan agreement with the Pennsylvania Infrastructure Bank and appoint Chairman Kodish to execute any documents needed to finalize said loan*

*THE BOARD OF COMMISSIONERS OF MIFFLIN COUNTY*

*COMMONWEALTH OF PENNSYLVANIA*

*RESOLUTION NO. 3 of 2019*

*A RESOLUTION OF THE BOARD OF COMMISSIONERS, MIFFLIN COUNTY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING MIFFLIN COUNTY TO ENTER INTO A LOAN AGREEMENT WITH THE PENNSYLVANIA INFRASTRUCTURE BANK AND APPOINTING KEVIN KODISH, CHAIRMAN OF THE BOARD OF COMMISSIONERS, TO EXECUTE ANY DOCUMENTS NEEDED TO FINALIZE SAID LOAN ON BEHALF OF MIFFLIN COUNTY*

*NOW, THEREFORE, be it resolved as follows:*

*Mifflin County agrees to enter into a loan agreement, referenced as Loan Agreement #521237, with the Pennsylvania Infrastructure Bank.*

*Mifflin County hereby appoints and directs Kevin Kodish, Chairman of the Board of Commissioners, to execute any documents necessary for the finalizing of said loan, such as the loan agreement itself, on behalf of Mifflin County.*

*The Chief Clerk shall also attest any documents executed by Chairman Kodish pursuant to this Resolution.*

*RESOLVED this 21<sup>st</sup> day of February, 2019*

*Chairman Kodish noted that this is in reference to a PIB loan and is the beginning of our bridge program. The PIB loan will allow us to work with municipalities to make improvements on structurally-deficient bridges and the local use fund will be used to repay this loan.*

*Commissioner Postal added that there are a few projects already being worked on in Menno, Union, Granville, Oliver and Decatur Townships. These projects involve municipal bridges, not county bridges. The municipalities will contribute 10% of the cost of the project and the PIB loan will pay for the remaining 90%. This will be a partnership between the municipalities and the County. We will be enacting an Ordinance for this PIB Loan in the near future.*

*Chairman Kodish mentioned that this is a great partnership between the County and the municipality because the municipality would have normally been responsible for the full cost of the project. This PIB Loan will then be paid for by the \$5 fee/Local Use fund.*

*Commissioner Dunkle added that one other feature of the program will see various municipalities working with each other on projects. The municipalities will be able to share equipment and manpower, which will ultimately save in project costs.*

*Motion was made by Commissioner Postal to approve Resolution No. 3 of 2019 authorizing Mifflin County to enter into a loan agreement with the Pennsylvania*

*Infrastructure Bank and appoint Chairman Kodish to execute any documents needed to finalize said loan. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

*F. Accept yearly certification report for the Human Services Development Fund for the fiscal year 2017/2018 – Revision No. 2*

*Ms. Fisher noted that this is the annual certification. This is a revision to the 2017-2018 fiscal year.*

*Motion was made by Commissioner Postal to accept the yearly certification report of the Human Services Development Fund for the fiscal year 2017/2018 – Revision No. 2. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

*G. Appointments to the Mifflin County Human Services Development Board:*

- Karin Knode, TIU #1/Careerlink Agency*
- Kathy Whalen, Juniata Valley Behavioral and Developmental Services*

*Ms. Fisher said that the Human Services Development Board By-Laws state that certain agencies and sectors need to be represented on their Board. Careerlink is an agency that is represented. Adele Craig was the representative from Careerlink, and because she is retiring, she has nominated Karin Knode as her successor. JVBDS has a new director, Kathy Whalen, who will serve as their representative on the Board.*

*The Commissioners expressed their gratitude and appreciation to Adele Craig. She's retiring and has provided the area with many years of outstanding service and will be greatly missed.*

*Motion was made by Commissioner Dunkle to approve the appointments to the Mifflin County Human Services Development Board. Commissioner Postal seconded the motion. The motion was unanimously approved.*

*Commissioner Dunkle then wanted to make some comments regarding the process the Mifflin County Library used to close its branches. He reiterated that the process that was used was less than transparent. He reviewed that notices were posted on the doors of each of the library branches stating that the branch would be closed until further notice. He stated that this is not the way a quasi-governmental entity should work. This was not fair to their partners, McVeytown Borough, Menno Township and Armagh Township. Molly Kinney and the Library Board failed to notify the local municipal officials of the closures. These municipalities partnered with the Library for a total of 138 years by providing in-kind services. He feels the respect shown to these municipalities was inappropriate.*

*Commissioner Dunkle stated that the Mifflin County Library did not hold the meetings to close the branches in the communities where they were located. There were various locations in McVeytown that could have been used to hold a meeting, but the meeting was held in Belleville instead. This was the first meeting ever held in Belleville. The Library Board made the decision to close the Allensville and Milroy branches in Lewistown. That meeting was held on April 3, just 12 days before their regularly scheduled Library Board meeting. He wondered why they couldn't have waited to have it at the regular evening meeting of the Library Board. All Library Board meetings are held in the evening with the exception of the meeting to discuss the meeting to close Allensville and Milroy. Said meeting was held early in the afternoon. He believes this meeting was held in the early afternoon so that children and working parents could not attend the closure meeting. Commissioner Dunkle said he knows for a fact that the Mifflin County Library arranged to close post office boxes for the branch libraries before the vote to close them was ever taken. He questioned why the Library would have closed the post office boxes*

*for the branches before they were closed. He also mentioned that several municipalities made donations to the library in addition to the in-kind services he mentioned earlier. He doesn't believe they are contributing any longer.*

*Finally, he discussed that the previous Board of Commissioners cut library funding from \$180,000 to \$150,000 a year. The current Board has funded the library at \$170,000 per year. With all of the additional in-kind services including maintenance, repair, air conditioning, heating and utilities, the amount totals roughly \$250,000. During budget discussions for the 2019 budget, the Library requested an increase of approximately \$5,000 to \$7,000. The Library's reasoning for that request was because they are not in compliance with State guidelines requiring a certain portion of their budget must be committed to the purchase of new books. Of the 67 counties in Pennsylvania, Commissioner Dunkle doesn't know of any others that meet said criteria. Commissioner Dunkle advised his fellow Commissioners that he would agree to increase the Library appropriation to \$180,000 or more if the Library acknowledged their lack of transparency when they made the closures and apologize for the way it was done. Chairman Kodish indicated he would talk to Molly Kinney about it. He spoke with her and she would not issue an apology. Commissioner Dunkle indicated that the Library would soon be sending letters to its patrons seeking financial contributions for the Library. He questioned why anyone would want to contribute to the Library when they had the opportunity to receive additional funding from the County and refused. He again stated that the Library needs to apologize so we can all move on.*

**IX. Adjournment:**

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

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Secretary

ATTEST:

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Chief Clerk