

Lewistown, PA

March 7, 2019

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, March 7, 2019 at 9:00 a.m. In attendance were Commissioners Kevin Kodish and Stephen Dunkle; Solicitor Stephen Snook, BMZ Law; Chief Clerk Cathy Romig and Assistant Chief Clerk Angela Shuey. Commissioner Robert Postal, Jr. was absent

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; County Auditor Teresa Hobbs; Director of Human Services Allison Fisher; MIS Director Aaron Felker; Children & Youth Administrator Dana Bubb; Chief Probation Officer Todd Harpster; Director of Fiscal Affairs Mike Baker; Sheriff Jim Drayer; Solomon Wheeler, Branch Manager/SBDC Project Officer; Aaron Wilson; Max Oburn and Steven Gibson, MCTV

The meeting was called to order at 9:02 a.m. by Chairman Kodish.

I. Invocation: *The Invocation was given by Chairman Kodish.*

II. Pledge of Allegiance: *The Pledge of Allegiance was said by all present.*

Chairman Kodish will step from chair to second all motions today because of Commissioner Postal's absence.

III. Approval of Minutes:

Motion was made by Commissioner Dunkle to accept the minutes of the Regular Meeting of February 21, 2019. Chairman Kodish seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. *General Fund, Accounts Payable:*

Cks. #122748 to 122912 and EFTs # 24938 to 25015 in the amount of \$865,522.58

2. *Payroll Account*

Cks. #78585 to 78594 and Direct Deposit Advices # 24082 to 24315 in the amount of \$411,708.70

3. *911 Account:*

Ck. #51703 and EFTs #20560 to 20562 in the amount of \$1,310.34

4. *CDBG Account:*

Cks. #1446 to 1448 in the amount of \$28,078.10

5. *CDBG Home Account:*

Cks. #438 to 440 in the amount of \$27,292.65

6. *Act 137 Account:*

Cks. #3025 to 3028 in the amount of \$4,592.99

7. *LEPC Account:*

Cks. #1451 to 1456 in the amount of \$900.00

8. *Liquid Fuels Act 89 Account*

EFT #8077 in the amount of \$52.55

Motion was made by Commissioner Dunkle 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

02/20/2019-03/05/2019

General Account Starting Balance	\$501,128.37
DEBITS	
Deposits Receipts #95612 – 95764	404,391.84
Transfer from 911	0.00
Transfer from Capital Reserve	500,000.00
Transfer from LEPC	0.00
Voided Checks	2,530.13
Interest	882.23
TOTAL DEBITS	\$907,804.20
CREDITS	
Bills Paid CK #'S 122748-122912, EFT'S # 24938-25015	865,522.58
Transfer to Payroll CKS 78585-78594, DD 24082-24315	411,708.70
NSF Checks	0.00
Transfer to LEPC	0.00
TOTAL CREDITS	\$1,277,231.28
<u>Ending Balance (Interest @ 01.390% as of 03/05/2019)</u>	<u>\$131,701.29</u>
Liquid Fuels	
Invested at JV Bank @ 01.390% as of 3/05/2019	\$302,000.94
Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 3/05/2019	\$264,894.03
911 Telephone Account	
Invested at JV Bank @ 01.390% as of 3/05/2019	\$1,850,414.42
LEPC	
Invested at JV Bank @ 01.390% as of 3/05/2019	\$24,300.90
Local Use Fund	
Invested at JV Bank @ 01.390% as of 3/05/2019	\$193,197.91
Capital Reserve Account	
Invested at JV Bank @ 02.62% as of 3/05/2019	\$1,327,439.42
CERTIFICATE OF DEPOSIT	
Invested at FNB @ 2.55%	\$3,054,389.22

Report Subject to Audit

Motion was made by Commissioner Dunkle to approve the Treasurer's Report as received, subject to audit. Chairman Kodish seconded the motion. The motion was unanimously approved.

VI. Meetings and Events:

*Chairman Kodish: Meeting with Solomon Wheeler, SBDC Branch Manager
Salary Board Meeting
Record Improvement Fund Meeting
SEDA-COG Local Development Corporation Board Meeting
SEDA-COG Board Meeting
Meeting with J-Way Architect Jim Wehner
Regional Services Corporation Finance Committee Meeting
Prison Board Meeting*

Commissioner Dunkle: Commissioner Dunkle passed on this item to allow more time for the guest speaker

Commissioner Postal: Commissioner Postal was absent

VII. Public Comment:

None to report.

VIII. New Business:

A. Solomon Wheeler, Branch Manager/SBDC Project Officer – Presentation

Mr. Wheeler gave a presentation on resources available to small business owners and entrepreneurs. He detailed various Small Business Development Centers, Women's Business Centers, SCORE – Counselors to America's Small Business and online SBA Learning Centers. He also provided information on accessing capital, preparing for a loan, financing your small business and government contracting.

B. Request for exoneration of 2019 county real estate tax bill and relieve the Tax Collector from collecting this bill:

- Parcel No. 17,09-0100B-,000 located in Granville Township – parcel had no value assigned and will be re-billed with the March 2019 supplemental billing*

Motion was made by Commissioner Dunkle to approve the request for exoneration of 2018 county real estate tax bill – Parcel No. 17,09-0100B-,000 located in Granville Township – parcel had no value assigned and will be re-billed with the March 2019 supplemental billing. Chairman Kodish seconded the motion. The motion was unanimously approved.

- C. *Five-year Elevator Service Agreement with ThyssenKrupp Elevator Corporation, York, PA, to maintain the County's eight elevators – April 1, 2019 through March 31, 2020 for the cost of \$16,320.00 for the first year with 3% price escalation each year of the contract*

Mr. Griffith explained that this used to be five individual contracts for each of the County-owned buildings. Those contracts have been combined into one, and the terms have been renegotiated. Some changes were made to the language in the contract. The result is a new contract that will be held centrally at the Courthouse and will be billed accordingly to each building. This will result in an overall savings of \$2,000 per year.

Motion was made by Commissioner Dunkle to approve the five-year Elevator Service Agreement with ThyssenKrupp Elevator Corporation. Chairman Kodish seconded the motion. The motion was unanimously approved.

- D. *2018 Central Counties Youth Center Agreement - \$254,762.00*

- E. *2019 Central Counties Youth Center Agreement - \$271,707.00*

Chairman Kodish mentioned that Items D. and E. would be combined. These are Mifflin County's contributions to the Central Counties Youth Detention Center. The 2018 amount was \$254,762.00 and the 2019 amount is \$271,707.00. The 2018 amount was already paid, but it had never been formally approved, so formal action is being taken today to approve the amounts for 2018 and 2019.

Motion was made by Commissioner Dunkle to approve items D., the 2018 Central Counties Youth Center Agreement - \$254,762.00 and E., the 2019 Central Counties Youth Center Agreement - \$271,707.00. Chairman Kodish seconded the motion. The motion was unanimously approved.

- F. *Letter Agreement Interim Addendum to the Program Management Agreement for the Emergency Food Assistance Program (TEFAP)*

Ms. Fisher explained that notification was received from the Department of Agriculture saying that due to an audit from the Federal Government, there have been some changes made to their paperwork. There has been some additional language included to provide additional assurances for the State to give to the Federal Government. This new language details that we have to make sure none of the vendors we utilize are on the disbarment list. We had already been checking the vendors, so this new language doesn't change our process much. The only small change is that this agreement will now need to be signed annually instead of every five years as it had been in the past.

Motion was made by Commissioner Dunkle to approve the Letter Agreement Interim Addendum to the Program Management Agreement for the Emergency Food Assistance Program (TEFAP). Chairman Kodish seconded the motion. The motion was unanimously approved.

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

- *Drug and Alcohol Rehabilitation Services, Inc., Columbia, Pa*
- *Shippenville Project Point of Light, Inc., Shippenville, PA*

Ms. Bubb noted that these are both renewal agreements. She then explained each provider and the type of services they provide

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

H. Amendment No. 4 to Participation Agreement for the SEDA-COG Natural Gas Cooperative making Montour County and Union County parties to the agreement

Chairman Kodish discussed that Centre, Clinton and Mifflin Counties started the SEDA-COG Natural Gas Cooperative. From there, several additional Counties were added. Montour and Union Counties are now joining the Cooperative, so this action has to be taken to include them.

Motion was made by Commissioner Dunkle to approve Amendment No. 4 to Participation Agreement for the SEDA-COG Natural Gas Cooperative making Montour County and Union County parties to the agreement. Chairman Kodish seconded the motion. The motion was unanimously approved.

I. Memorandum of Understanding between the County of Mifflin and the Borough of Lewistown regarding the extension to the walking trail

Solicitor Snook mentioned that this in reference to the Walking Trail. In this agreement, the Borough will agree to assume the long-term maintenance and easement obligations under a proposed extension of the walking trail. The extension is Grant dependent at this point, but this agreement has to be in place to move forward. The Borough has approved the agreement and by approving it today, we will signify that we will move forward and apply for the Grant.

Motion was made by Commissioner Dunkle to approve the Memorandum of Understanding between the County of Mifflin and the Borough of Lewistown regarding the extension to the walking trail. Chairman Kodish seconded the motion. The motion was unanimously approved.

J. Cooperation Agreement between Mifflin County and the Borough of Lewistown for demolition of blighted property

Chairman Kodish explained that this is in reference to the building on Valley Street that is condemned. This Agreement spells out the terms of that demolition.

Solicitor Snook added that the Borough has been talking about this for some time. This is the 672-674 Valley Street property that the Borough plans to raze. The County will pay 50% of the demolition costs up to \$10,000.00. The money will come out of funding that is collected when deeds are recorded. It is set aside for this type of project.

Commissioner Dunkle mentioned that this funding is available to any municipality within Mifflin County. It is not just geared to the Borough of Lewistown. It will be a partnership between the municipality and the County.

Motion was made by Commissioner Dunkle to approve the Cooperation Agreement between Mifflin County and the Borough of Lewistown for demolition of blighted property. Chairman Kodish seconded the motion. The motion was unanimously approved.

K. Offer for Parcel No. 16,23-0310--,000 located in Derry Township that is currently in repository for unsold properties - \$5,169.00

Motion was made by Commissioner Dunkle to approve the Offer for Parcel No. 16,23-0310--,000 located in Derry Township that is currently in repository for unsold properties - \$5,169.00. Chairman Kodish seconded the motion. The motion was unanimously approved.

L. Acceptance of proposal for five-year Lease Agreement with Edwards Business Systems for county copier equipment and maintenance services

Mr. Felker discussed that for the past five years, the County has had an agreement with Quality Digital for our copier equipment and maintenance services. That contract ends at the end of this month, so the MIS department has entertained several proposals from different vendors. It was determined that Edwards Business Systems would be the best fit for the County. We will be getting all new equipment and better service rates through Edwards. This new contract will save the County between \$2,500 and \$2,800 per month in printing costs. This acceptance allows us to move forward.

Commissioner Dunkle commended Mr. Felker for his work on this and for the fact that it will be saving the County money.

Motion was made by Commissioner Dunkle to approve the proposal for a five-year lease agreement with Edwards Business Systems for County copier equipment and maintenance services. Chairman Kodish seconded the motion. The motion was unanimously approved.

M. Personnel:

- Resignation of Bruce Sumner from part-time Corrections Officer effective February 15, 2019*
- Resignation of Dakota Baumgardner from part-time Corrections Officer effective February 23, 2019*
- Promotion of Gabrielle Minck from part-time to full-time LPN at the Correctional Facility effective March 1, 2019*
- Hiring of Tonya Minor as Domestic Relations Receptionist effective March 4, 2019*
- Promotion of Mikayla Brumbaugh from Caseworker I to Caseworker II effective March 7, 2019*
- Promotion of Brenda Dobson from Caseworker II to Caseworker III effective March 7, 2019*
- Resignation of Kristin Lindsey from Caseworker III effective March 29, 2019*

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

IX. Adjournment:

With no other business on the agenda, Chairman Kodish adjourned the meeting at 9:37a.m.

Secretary

ATTEST:

Chief Clerk