

Lewistown, PA

July 3, 2019

The Board of Mifflin County Commissioners met for their Regular Meeting on Wednesday, July 3, 2019 at 9:00 a.m. In attendance were Commissioners Stephen Dunkle and Robert Postal, Jr; Solicitor Stephen Snook, BMZ Law; Chief Clerk Cathy Romig and Assistant Chief Clerk Angela Shuey. Chairman Kevin Kodish was absent from the meeting.

Erin Thompson of The Sentinel/County Observer was the only representative present from the news media.

Guests present: Treasurer Deb Civitts; Director of Fiscal Affairs Mike Baker; Director of Children and Youth Dana Bubb; Grant Writer Lisa Stalnaker; Housing Rehabilitation Specialist Doug Marks; Community Development Administrator/Assistant Director James Lettiere; Physical Plant Director Lonnie Griffith; Director of Planning Bill Gomes; Warden Josh Garver; Nicole Patkalitsky; Jonas Aultz and Adam Sheetz, MCTV

The meeting was called to order at 9:00 a.m. by Vice Chairman Dunkle. Vice Chairman Dunkle will step from chair to second all motions today because of Chairman Kodish's absence from the meeting.

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 Regular Meeting of June 20, 2019. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. *General Fund, Accounts Payable:*

Cks. #124267 to 124479 and EFTs # 25306 to 25320 in the amount of \$740,293.91

2. *Payroll Account:*

Cks. #78661 to 78671 and Direct Deposit Advices # 26297 to 26546 in the amount of \$462,012.04

3. *911 Account:*

Cks. # 51768 to 51775 and EFTs #20600 to 20602 in the amount of \$18,869.51

4. *CDBG Home Account:*

Ck. #453 to 461 in the amount of \$65,073.76

5. *Act 137 Account:*

Cks. # 3040 to 3045 in the amount of \$8,499.50

6. *Liquid Fuels Account:*

Ck. # 1669 in the amount of \$562.50

7. *Liquid Fuels Act 89 Account:*

EFT # 8082 in the amount of \$63.11

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
06/19/2019-07/01/2019

General Account Starting Balance	\$2,605,788.72
DEBITS	
Deposits Receipts #97606 – 97771	1,093,430.12
Transfer from 911	400,000.00
Transfer from Capital Reserve	0.00
Transfer from LEPC	0.00
Voided Checks	3,970.89
Interest	2,270.10
TOTAL DEBITS	\$1,499,671.11
CREDITS	
Bills Paid CK #'S 124267-124479, EFT'S # 25306-25320	740,293.91
Transfer to Payroll CKS 78661-78671, DD 26297-26546	462,012.04
NSF Checks	1,563.65
TOTAL CREDITS	\$1,203,869.60
<u>Ending Balance (Interest @ 01.390% as of 07/01/2019)</u>	<u>\$2,901,590.23</u>
Liquid Fuels	
Invested at JV Bank @ 01.390% as of 7/01/2019	\$364,122.01
Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 7/01/2019	\$286,388.83
911 Telephone Account	
Invested at JV Bank @ 01.390% as of 7/01/2019	\$1,775,164.67
LEPC	
Invested at JV Bank @ 01.390% as of 7/01/2019	\$36,529.32
Local Use Fund	
Invested at JV Bank @ 01.390% as of 7/01/2019	\$291,712.53
Capital Reserve Account	
Invested at JV Bank @ 02.46% as of 7/01/2019	\$8,816,484.36
CERTIFICATE OF DEPOSIT	
Invested at FNB @ 2.55%	\$3,054,389.22

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: Chairman Kodish was absent from the meeting

Commissioner Dunkle: Repository Bid Opening

*Commissioner Postal: Meeting with Planning Department regarding blight remediation program
SEDA-COG Natural Gas Co-Op Meeting
Meeting with Granville Township regarding blight remediation program
Emergency Food and Shelter Program Board Meeting
Mifflin County Housing Authority Meeting
Mifflin County Planning Commission Meeting
Repository Bid Opening
Downtown Lewistown Inc., regarding downtown development*

VII. Public Comment:

None to report.

VIII. New Business:

A. Acknowledgement of Children and Youth Assistant Administrator Nicole Patkalitsky receiving the Pam Cousins Award

Ms. Bubb thanked the Commissioners for acknowledging Ms. Patkalitsky. She mentioned that the Pam Cousins award is presented annually at the Pennsylvania Children and Youth Administrators Conference. Nominations are taken from all 67 counties for individuals that are champions of children. Mifflin County nominated Nicole and she received the award.

Ms. Patkalitsky thanked the Commissioners for the recognition.

Commissioner Dunkle added that she is the only person currently in the workforce to ever receive this award. Most people that have been recognized have dedicated their lives to the profession, but were no longer employed when they received it.

Commissioner Postal reiterated this is a statewide award and it's a big deal. The Commissioners are very proud of Ms. Patkalitsky.

B. Request for exoneration of 2019 county portion per capita taxes:

- Armagh Township Tax Collector Linda Marks - 6*
- Granville Township Tax Collector Billi Weaver - 76*

- *Decatur Township Tax Collector Cindy McKnight - 72*
- *Lewistown Borough Tax Collector Erin Anewalt - 67*
- *Oliver Township Tax Collector Sherry Miller – 21*
- *Bratton Township Tax Collector Connie Peachey - 18*

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

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

- *Parcel No. 21,08-0110C,002 located in Wayne Township – mobile home was destroyed - \$58.35*
- *Parcel No. 21,07-0102--,000 located in Wayne Township – value was adjusted for clean and green and will be rebilled with the March supplemental - \$2,205.36*
- *Parcel No. 21,02-0102--,000 located in Wayne Township – value was adjusted and will be rebilled with the March supplemental - \$346.94*

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

D. Purchase of Service Agreement for use, if needed, by Children and Youth:

- *MacGregor Behavioral Health Services, Gettysburg, PA*
- *Summit Early Learning, Lewistown, PA*
- *Shippenville Project Point of Light, Inc., Shippenville, PA*
- *Triad Treatment Specialists, Inc., Lancaster, PA*
- *Connellsville Counseling and Psychological Services, Connellsville, PA*
- *The Pumpkin Vine Child Visitation Center, LLC, Newport, PA*
- *Tuscarora Intermediate Unit (Communities that Care), Lewistown, PA*
- *Neuropsychological Services at Clear Vision, LLC, Williamsport, PA*
- *Halbruner, Hatch & Guise, LLP, Camp Hill, PA*
- *Jennifer Johnson, LCSW, LLC, State College, PA*
- *Huntingdon County Child and Adult Development Corp., Huntingdon, PA*
- *Extended Day Services, Pittsburgh, PA*
- *Project Compass, Milesburg, PA*
- *McCloskey Counseling Center, Milesburg, PA*
- *Raystown Developmental Services, Inc., Huntingdon, PA*
- *Wardell & Associates, Inc., Bellefonte, PA*
- *Vianey Siennick, Lewistown, PA*

Ms. Bubb discussed that all but two of these agreements are renewals. She gave an explanation of the services provided by each individual or organization. She also asked that Project Compass, Milesburg, PA be put on hold until a later time.

Motion was made by Commissioner Postal to approve the purchase of service agreements with the exception of Project Compass, Milesburg, PA. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

E. Pennsylvania Commission on Crime and Delinquency Award Letter for the Justice Assistance Grant (JAG) for the period July 1, 2019 through June 30, 2020 - \$49,955.00

Ms. Stalnaker stated that this grant was awarded for the full amount requested with no changes. It will supplement the police departments' costs for new radios as part of the

911 plan for the community. The police departments receiving the new radios are as follows: Armagh Township, Granville Township, Lewistown Borough and Mifflin County Regional.

Motion was made by Commissioner Postal to approve the Pennsylvania Commission on Crime and Delinquency Award Letter for the Justice Assistance Grant (JAG). Commissioner Dunkle seconded the motion. The motion was unanimously approved.

F. Application for County Aid – 2019 Liquid Fuels Allocation:

- Decatur Township - \$5,168.03

Motion was made by Commissioner Postal to approve the application for County Aid for Decatur Township - \$5,168.03. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

G. Proposal from G&R Excavating & Demolition, Inc., Tyrone, PA for the demolition project at 144 Klondyke Road in Granville Township - \$13,900.00

- \$9,010.00 from 2017 CDBG Funds
- \$4,890.00 from Act 152 Fund

Mr. Marks mentioned that this project was funded in 2017 through the Granville Township portion of their funding. Two bids were received for demolition of a condemned mobile home as follows: G&R Excavating & Demolition, Inc. - \$13,900.00 and Mikes Landscaping & Excavating - \$14,869.00. There is \$9,010.00 of 2017 CDBG funds available, so it was requested that the balance of the project be supplemented with Act 152 funds. Granville Township agreed to pay for the difference and request Act 152 funding. This project should happen quickly and will last about one or two days.

Commissioner Postal added that this property was purchased by Granville Township from the Repository. They will raze the structure and retain ownership of the property. This is the second project the County is participating in with a municipality using Act 152 funds. He invited all municipalities to submit applications to the County for condemned or abandoned properties.

Motion was made by Commissioner Postal to approve the proposal from G&R Excavating & Demolition for the demolition project at 144 Klondyke Road in Granville Township - \$13,900.00. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

H. Change order for the West Wayne Sewer Project reducing the quantities used on the project and extends the contract completion date

Mr. Marks stated this project was a sewer line replacement and pump station upgrade in the Cedar Crest area. Normally, when projects are bid, they are priced based on quantities of materials needed. This is a price adjustment because there were less than anticipated quantities used. There was also a longer timeline needed. The project is now complete and all parties are satisfied. \$135,000.00 of CDBG funds were allotted to the project. West Wayne Township will pay the difference, which is now \$2,055.74. Mr. Marks requested approval for the change order.

Motion was made by Commissioner Postal to approve the change order for the West Wayne Sewer Project reducing the quantities used on the project and extends the contract completion date. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- I. *Resolution No. 10 of 2019 for Budget Revisions to the Federal Fiscal Year 2016 CDBG Program on behalf of Brown Township Supervisors*

RESOLUTION NUMBER 10. of 2019

RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC) ON BEHALF OF THE BROWN TOWNSHIP SUPERVISORS (BTS) APPROVING BUDGET REVISIONS TO THE FFY 2016 CDBG PROGRAM YEAR

WHEREAS, the MCC on behalf of the BTS funded the Bender Park Fishing Pier project in 2015 in the amount of \$30,048.41 and in 2016 in the amount of \$12,782.15 totaling \$42,830.56;

WHEREAS, the project is completed and the total project costs (consisting of engineering, delivery and construction costs) is \$43,202.62 which is over the total budgeted funds in the amount of \$42,830.56 leaving a budget deficit in the amount of \$372.06;

WHEREAS, the MCC on behalf of the BTS are desirous of increasing the 2016 Bender Park Fishing Pier Project budget, in the amount of \$372.06, thereby decreasing the 2016 Single-Family Housing Rehabilitation Project in the amount of \$372.06 currently funded in the amount of \$53,297.85, thereby leaving a balance of \$52,925.79;

WHEREAS, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to revise the MCC's on behalf of the BTS's 2016 program budgets, so as to complete the following actions:

1. *Increase Bender Park Fishing Pier project in 2016 in the amount of \$372.06.*
2. *Decrease the already approved 2016 Single-Family Housing Rehabilitation project in the amount of \$372.06 thereby leaving a balance in the amount of \$52,925.79.*

NOW, THEREFORE, BE IT RESOLVED, by the MCC on behalf of the BTS:

1. *That the program revisions affecting the BTS's FFY 2016 budget is approved through the adoption of this Resolution.*
2. *That after approval by the MCC on behalf of the BTS, the Mifflin County Planning and Development Department is authorized to complete and submit said revision requests and required documentation to the (PA- DCED) for review and approval.*

Mr. Lettiere reviewed the resolution and mentioned it is in reference to the handicapped accessible Bender Park Fishing Pier project that is now complete. This is a budget revision for a \$372.06 overage on the project.

Motion was made by Commissioner Postal to approve Resolution No. 10 of 2019 for Budget Revisions to the Federal Fiscal Year 2016 CDBG Program on behalf of Brown Township Supervisors. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

Commissioner Dunkle commended the leadership in Brown Township for the good work they're doing. There have been a lot of positive things happening in Brown Township that benefit everyone.

- J. *Request for \$10,300.00 of Act 13 Funds for the Victory Park-Rec Park-Kish Park Feasibility Study*

Before Mr. Gomes began, Commissioner Dunkle explained that Act 13 money is funding that counties receive annually. It is derived from Marcellus Shale revenue. Part of the funding is used for recreation and part is used for structurally deficient bridges.

Mr. Gomes stated that this is a follow up to a Resolution that was approved several weeks ago to utilize YSM for a trail feasibility study between Victory Park, Rec Park and Kish Park with a component that ties in with the Stone Arch Bridge. The study will cost

\$14,770.00 with various contributions coming from Derry Township, Lewistown Borough, Mifflin County Parks & Recreation Council, a RecTap Grant and Victory Park Association. There was a \$10,300.00 difference, so he requested that the balance be paid from Act 13 funds.

Motion was made by Commissioner Postal to approve the request for \$10,300.00 of Act 13 funds for the Victory Park-Rec Park-Kish Park Feasibility Study. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

Mr. Gomes thought that the study would begin in the fall and would take about three to four months to get the results.

Commissioner Dunkle added that this firm was used by the Planning Commission before for the Allensville Walking Trail. He mentioned they are a high quality firm.

- K. Resolution No. 11 of 2019 for Budget Revisions to the Federal Fiscal Year 2018 CDBG Program on behalf of Derry Township Supervisors*

RESOLUTION NUMBER 11. 2019

RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC) ON BEHALF OF THE DERRY TOWNSHIP SUPERVISORS (DTS) APPROVING BUDGET REVISIONS TO THE FY 2018 CDBG PROGRAM

WHEREAS, the MCC on behalf of the DTS funded the Hamilton Terrace AKA Lewistown Heights stormwater/road reconstruction project in 2015, in the amount of \$19,472.17, in 2016 in the amount of \$90,510.00 and in 2017 in the amount of \$85,809.00;

WHEREAS, the low bid for the project was provided from Mid-State Paving LLC on May 13, 2019 in the amount of \$190,037.50 and the Township's Engineer Buchart Horn provided a letter of recommendation dated May 17, 2019 to the Township Supervisors and County Commissioners to award the project to Mid-State Paving LLC, contingent on approval of the Mifflin County CDBG Office;

WHEREAS, the MCC on behalf of the DTS are desirous of completely funding this project by reducing the 2018 single-family housing rehabilitation project, currently funded in the amount of \$91,823.00 in the amount of \$16,946.33 leaving a balance of \$74,876.67;

WHEREAS, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to revise the MCC's on behalf of the DTS's 2018 program budget, so as to complete the following actions:

- 1. Reduce the FY 2018 single-family housing rehabilitation project, currently funded in the amount of \$91,823.00 by \$16,946.33 leaving a balance of \$74,876.67;*
- 2. Fund the Hamilton Terrace AKA Lewistown Heights stormwater/road reconstruction project in FY 2018 in the amount of \$16,946.33.*

NOW, THEREFORE, BE IT RESOLVED, by the Mifflin County Commissioners:

- 1. That the program revisions affecting the MCC's on behalf of the DTS's FY 2018 budget are approved through the adoption of this Resolution.*
- 2. That the Derry Township Supervisors approved Resolution 2019-12 on Monday, July 1, 2019 approving aforementioned actions.*
- 3. 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.*

Mr. Lettiere stated this was for the Hamilton Terrace/Lewistown Heights stormwater replacement and road reconstruction project. He reviewed the resolution and explained the budget revisions necessary for the project. He also mentioned that the Municipal

Authority of the Borough of Lewistown was able to complete water line updates in the area prior to the road reconstruction project.

Motion was made by Commissioner Postal to approve Resolution 11 of 2019 on behalf of the Derry Township Supervisors approving budget revisions to the fiscal year 2018 CDBG program. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

L. Memorandum of Understanding between Tuscarora Intermediate Unit 11 and the Mifflin County Correctional Facility to provide adult basic education and workforce development services to inmates for the period July 1, 2019 through June 30, 2020

Warden Garver discussed that this program works with the TIU and provides job preparation, GED training, and other educational opportunities for inmates. This is an extension of the program currently in place. Twenty-eight inmates have participated in the program this year. Three have graduated with their GED and six are prepared to take the GED.

Commissioner Postal added this is a good program for re-entry.

Commissioner Dunkle discussed that the pathway to success is education.

Motion was made by Commissioner Postal to approve the Memorandum of Understanding between TIU and the MCCF. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

M. Personnel:

- Adjust the start date of Part-time Planning Clerk Tiffany Brought to July 8, 2019*
- Rescind the hiring of Part-time Corrections Officer Carli Boreman*
- Appointment of Sarah Foose for Human Services intern effective August 19, 2019*
- Hiring of Law Clerk Charlene Akraasi effective August 5, 2019*

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

Commissioner Dunkle took the opportunity to recognize Chief Clerk Cathy Romig for all of the hard work she does for Mifflin County. He added she's an unsung hero of County Government.

IX. Adjournment:

With no other business on the agenda, Commissioner Dunkle adjourned the meeting at 9:38 a.m.

Secretary

ATTEST:

Chief Clerk