

Lewistown, PA

August 1, 2019

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, August 1, 2019 at 9:00 a.m. In attendance were Commissioners Kevin Kodish, Stephen Dunkle and Robert Postal, Jr; Solicitor Stephen Snook, BMZ Law and Chief Clerk Cathy Romig.

Joe Cannon 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; Housing Rehabilitation Specialist Doug Marks; Community Development Administrator/Assistant Director James Lettiere; Warden Josh Garver; Director Children and Youth Dana Bubb; Director of the Physical Plant Lonnie Griffith; Logan Sharp and Zandra Stauffer, MCTV

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 Dunkle to accept the minutes of the Regular Meeting of July 18, 2019. Commissioner Postal seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. *General Fund, Accounts Payable:*

Cks. #124692 to 124903 and EFTs # 25400 to 25414 in the amount of \$713,565.30

2. *Payroll Account:*

Cks. #78679 to 78689 and Direct Deposit Advices # 26792 to 27041 in the amount of \$421,972.98; voided ck. #78671

3. *911 Account:*

Cks. # 51783 to 51791 and EFTs #20607 to 20611 in the amount of \$241,768.17

4. *CDBG Account:*

Cks. # 1464 to 1468 in the amount of \$8,499.92

5. *Liquid Fuels Act 89 Account:*

EFT # 8083 in the amount of \$57.60

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

V. Treasurer's Report:

TREASURER'S REPORT

07/17/2019-07/30/2019

General Account Starting Balance	\$994,483.59
DEBITS	
Deposits Receipts #98026 – 98151	562,924.88
Transfer from 911	0.00
Transfer from Capital Reserve	0.00
Transfer from LEPC	0.00
Voided Checks	652.86
Interest	0.00
TOTAL DEBITS	\$563,577.74
CREDITS	
Bills Paid CK #'S 124692-124903, EFT'S # 25400-25414	713,565.30
Transfer to Payroll CKS 78679-78689, DD 26792-27041	421,972.98
NSF Checks	500.00
TOTAL CREDITS	\$1,136,038.28
Ending Balance (Interest @ 01.390% as of 07/30/2019)	\$422,023.05

Liquid Fuels	
Invested at JV Bank @ 01.390% as of 7/30/2019	\$364,122.01
Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 7/30/2019	\$286,331.23
911 Telephone Account	
Invested at JV Bank @ 01.390% as of 7/30/2019	\$1,487,154.27
LEPC	
Invested at JV Bank @ 01.390% as of 7/30/2019	\$35,892.84
Local Use Fund	
Invested at JV Bank @ 01.390% as of 7/30/2019	\$291,712.53
Capital Reserve Account	
Invested at JV Bank @ 02.46% as of 7/30/2019	\$10,359,872.85
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:

<i>Chairman Kodish:</i>	<i>Salary Board Meeting Election Machine Demonstrations Meeting with Parks and Recreation Council Representatives Elected Officials Dinner SEDA-COG Local Development Board Meeting</i>
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*SEDA-COG Board Meeting
Mifflin-Juniata Human Services Quarterly Meeting
Regional Services Property Committee Meeting
Success Together Meeting*

Commissioner Dunkle: Commissioner Dunkle passed on this item and will give a more detailed report at the next public meeting

*Commissioner Postal: Salary Board Meeting
Meeting with Parks and Recreation Council
Representatives
Election Machine Demonstrations
Meeting with Juniata County Commissioners regarding
prison contract
Mifflin-Juniata Human Services Quarterly Meeting
Penn State Energy Grant Program Webinar
SEDA-COG Natural Gas Executive Committee Meeting
Economic Development Conference Call
Elected Officials Dinner*

VII. Public Comment:

None to report

VIII. New Business:

Recessed Regular Meeting at 9:07 a.m. for Community Development Block Grant (CDBG) FFY 2019 First Public Hearing for Mifflin County excluding the on behalf of Municipalities of Brown, Derry and Granville Townships and Lewistown Borough

Mr. Lettiere explained that this is one of two required public hearings for the 2019 Community Development Block Grant for Mifflin County. The allocation amount for 2019 is \$228,235.00. Of that amount, \$187,153.00 will be available for eligible projects with the balance left for administration. A sign-in sheet and grievance form have been provided for those in attendance. Mr. Lettiere added that a solicitation was mailed out to different engineering and non-profit entities on July 11, 2019. An application deadline of September 13, 2019 was provided for the entities to submit applications for consideration. The second public hearing is scheduled for September 26 at 3:30 p.m. at the Planning Commission Meeting. Subsequent to that, there is a CDBG advisory committee that will convene on October 4, 2019 at 8:30 a.m. that consists of two Planning Commission members, Planning Director Bill Gomes, Housing Rehabilitation Specialist Doug Marks and Mr. Lettiere. The adoption of the Resolution for the County projects will take place on October 17, 2019. The goals of the program are to provide economic opportunities for low to moderate income people, eliminate blight and meet urgent needs defined by the community such as a flood or tornado. The "On Behalf Of's" (OBO) will have separate public hearings, so this hearing excludes them. Mifflin County's website includes the schedule of those public hearings. For Brown, Derry and Granville, their first public hearing will be Monday, August 5, 2019 and Lewistown Borough's will be Monday, August 12, 2019. Applications are due to DCED by November 2, 2019. The Commissioners have the final authority prior to submitting to DCED what projects will be funded and what allocation amounts will be involved.

Mr. Lettiere added the total cumulative number for the county including the OBOs is \$678,234.00 for 2019. This is a slight increase over last year.

Reconvened regular meeting at 9:12 a.m.

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

- *McVeytown Borough Tax Collector Brooke Knable – 5*
- *Union Township Tax Collector Herb Zook – 4*

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

B. *Amending the action taken on July 3, 2019 to exonerate Decatur Township Tax Collector Cindy McKnight from collecting 2019 per capita tax bills as presented (72) – corrected total 70*

Motion was made by Commissioner Postal to amend the action taken on July 3, 2019 to exonerate Decatur Township Tax Collector Cindy McKnight from collecting 2019 per capita tax bills as presented (72) – corrected total 70. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

C. *Preventative Maintenance Agreement with Joseph T. Berrena, Huntingdon, PA for the cooling tower, boilers and Prison Kitchen equipment for the period September 1, 2019 through August 31, 2020 - \$3,105.00*

Warden Garver mentioned this is change from the previous vendor, CSE Mills. Our in-house maintenance employees are performing more maintenance than in the past, therefore, requiring less from an outside vendor. Berrena provided the best price for the remaining service required.

Berrena will come on a regular schedule for servicing of various equipment.

Motion was made by Commissioner Postal to approve the preventative maintenance agreement with Joseph T. Berrena, Huntingdon, PA for the cooling tower, boilers and prison kitchen equipment for the period September 1, 2019 through August 31, 2019. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

D. *Fee adjustment from GHD, Huntingdon, PA for the CDBG/West Wayne Sewer Authority Project – additional \$500.00*

Mr. Marks discussed this is a completed project. The project extended longer than anticipated which added additional inspection and oversight costs. The original contract was \$9,500.00 with a budget of \$10,000.00. Any additional expense over this amount will be billed to West Wayne Sewer Authority. Mr. Marks feels this is an allowable expense that should be approved.

Motion was made by Commissioner Postal to approve the fee adjustment from GHD, Huntingdon for the CDBG/West Wayne Sewer Authority Project – additional \$500.00. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

E. *Professional Engineering Services Agreement between the EADS Group, Inc. and Mifflin County, on behalf of Granville Township for a CDBG project on Henrietta Street - \$8,650.00*

Mr. Lettiere explained this is for the demolition of 15 & 17 Henrietta Street. This agreement has been circulated to the Solicitor and Mike Baker, and their comments have been incorporated into the version being presented today. It is an agreement in the amount of \$8,650.00 to develop technical specifications, attend pre-bid conferences and

assist with tabulation of bids. This is in addition to costs already incurred from the budget for this project. An invoice was previously submitted for prior inspections of the structure in the amount of \$5,288.00. Overall, engineering costs will be \$13,938.48. It is anticipated the project will go out for bid in August or September with demolition occurring in the fall.

Motion was made by Commissioner Dunkle to approve the professional engineering services agreement between the EADS Group, Inc. and Mifflin County on behalf of Granville Township for a CDBG project on Henrietta Street - \$8,650.00. Commissioner Postal seconded the motion. The motion was unanimously approved.

- F. *Professional Engineering Services Agreement between the EADS Group, Inc. for a CDBG project South Brown Street in Lewistown Borough for Americans with Disabilities Act (ADA) Curb Ramp - \$12,000.00*

Mr. Lettiere discussed this project is for the installation of ADA curb ramps and truncated domes on South Brown Street. This agreement has been passed through the Solicitor and Mike Baker. This agreement totals \$12,000.00 and involves engineering, design work and bidding for these ramps. This is currently going through a budget modification which will be presented on August 15, 2019.

Motion was made by Commissioner Postal to approve the professional engineering services agreement between the EADS Group, Inc. for a CDBG project on South Brown Street in Lewistown Borough for Americans with Disabilities Act (ADA) Curb Ramp - \$12,000.00. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- G. *Agreement with Juniata County to house their inmates for the period January 1, 2020 through December 31, 2023*

Motion was made by Commissioner Postal to approve the agreement with Juniata County to house their inmates for the period January 1, 2020 through December 31, 2023.. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

Chairman Kodish added that the Commissioners are pleased to extend this agreement with Juniata County. It's been a mutually beneficial relationship.

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

- *Stuart Cilo, Esquire, Lewistown, PA*
- *Diakon Child, Family and Community Ministries, Topton, PA (CYS)*
- *Summit Early Learning, Lewistown, PA*
- *Child Development and Family Council of Centre County, State College, PA*
- *Diakon Child, Family and Community Ministries, Topton, PA (Probation)*
- *Brian Bo Baker, Esquire, Mifflintown, PA*
- *Centre County Children's Advocacy Center, Mount Nittany Health, Bellefonte, PA*

Ms. Bubb gave a brief description of the providers listed and explained the services they offer. These are all renewal agreements.

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

- I. *Personnel:*

- *Resignation of Justice Wise from Part-time Corrections Officer effective August 3, 2019*
- *Resignation of Theodore Detwiler from Part-time Planning Clerk effective July 19, 2019*
- *Resignation of Joshua Pennepacker from Deputy Coroner effective July 26, 2019*
- *Rescind hiring of Law Clerk Charlene Akraasi*

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

IX. Adjournment:

With no other business on the agenda, Chairman Kodish adjourned the meeting at 9:24 a.m.

Secretary

ATTEST:

Chief Clerk