

Lewistown, PA

August 15, 2019

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, August 15, 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 Fiscal Affairs Mike Baker; Housing Rehabilitation Specialist Doug Marks; Community Development Administrator/Assistant Director James Lettiere; Warden Josh Garver; Director of Human Services Allison Fisher; MIS Director Aaron Felker; Director of Voter Registration and Elections Zane Swanger; Crime Victim Services Coordinator Jami Glick; Director of Public Safety Phil Lucas; Katelyn Carolus, MCTV

The meeting was called to order at 9:00 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 August 1, 2019. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #124904 to 125014 and EFTs # 25415 to 25488 in the amount of \$1,351,812.60

2. Payroll Account:

Cks. #78690 to 78699 and Direct Deposit Advices # 27042 to 27282 in the amount of \$348,752.85

3. 911 Account:

Cks. # 51792 to 51799 and EFTs #20612 to 20615 in the amount of \$333,497.96

4. CDBG Account:

Cks. # 1469 to 1470 in the amount of \$650.00

5. Act 137 Account:

Ck. # 3054 in the amount of \$85.25; voided cks. # 3042, 3046, 3047, 3049, 3050 and 3051

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
07/31/2019-08/13/2019

General Account Starting Balance	\$422,023.05
DEBITS	
Deposits Receipts #98026 – 98151	497,620.81
Transfer from Payroll	3,600.83
Transfer from Capital Reserve	1,100,000.00
Transfer from LEPC	302.92
Voided Checks	0.00
Interest	2,490.12
TOTAL DEBITS	\$1,604,014.68
CREDITS	
Bills Paid CK #'S 124904-125014, EFT'S # 25415-25488	1,351,812.60
Transfer to Payroll CKS 78690-78699, DD 27042-27282	348,517.23
NSF Checks	0.00
TOTAL CREDITS	\$1,700,329.83
<u>Ending Balance (Interest @ 01.390% as of 08/13/2019)</u>	<u>\$325,707.90</u>

Liquid Fuels

Invested at JV Bank @ 01.390% as of 8/13/2019 \$364,545.58

Liquid Fuels - Act 89

Invested at JV Bank @ 01.390% as of 8/13/2019 \$286,662.94

911 Telephone Account

Invested at JV Bank @ 01.390% as of 8/13/2019 \$1,465,198.29

LEPC

Invested at JV Bank @ 01.390% as of 8/13/2019 \$35,631.97

Local Use Fund

Invested at JV Bank @ 01.390% as of 8/13/2019 \$292,050.43

Capital Reserve Account

Invested at JV Bank @ 02.46% as of 8/13/2019 \$9,355,338.32

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:

*Juniata River Valley Visitors Bureau
Youth Fair Opening Ceremony*

*CARS Board Meeting
Prison Board Meeting
Department Head Meeting
Review of Election Equipment Proposals
Meeting with Marita Kelley, DCED
Criminal Justice Advisory Board Meeting
Operation Fairness Meeting*

*Commissioner Dunkle: Criminal Justice Advisory Board Meeting
Prison Board Meeting
Repository Bid Opening
Department Head Meeting
Airport Authority Meeting
Central Counties Youth Detention Board Meeting
Operation Fairness Meeting
Various internal meetings with department heads
Review of Election Equipment Proposals*

*Commissioner Postal: CCAP Summer Conference
Mifflin County Hazard Mitigation Steering Committee
JVBDS Executive Committee Meeting
Prison Board Meeting
Mifflin County Childrens' Roundtable
Repository Bid Opening
Department Head Meeting
Review of Election Equipment Proposals
SEDA-COG Natural Gas Executive Committee
Youth Park Association Meeting
Meeting with Marita Kelley, DCED
Operation Fairness Meeting
SEDA-COG Joint Rail Authority Meeting
Criminal Justice Advisory Board Meeting*

VII. Public Comment:

None to report.

VIII. New Business:

- A. *Communications Shelter Sharing Agreement with Huntingdon County on behalf of the E-9-1-1 Department for the Butler Knob Tower Site:*

Mr. Lucas explained this is an agreement between Mifflin County and Huntingdon County to collocate at the Butler Knob tower location and allow access to one of the state radio towers. This is a 50-year agreement that in lieu of monthly rent, we will reimburse Huntingdon County for half of the cost of the shelter, the generator and the transfer switch. This will provide for a savings of roughly \$500,000.00 over the course of 50 years. This will allow for increased coverage in the Newton Hamilton and Wayne Township area of Mifflin County. It will also provide access to the state radio network, which is part of the upgrade for the local police departments. This will provide coverage from the west facing back to Mifflin County along the Juniata River. Final inspection should occur next Tuesday. Partnering with our neighboring Counties on these types of projects has saved us considerable funds over the years.

Commissioner Dunkle thanked Mr. Lucas for making this a reality.

Motion was made by Commissioner Dunkle to approve the Communications Shelter Sharing Agreement with Huntingdon County on behalf of the E-9-1-1 Department for the Butler Knob Tower Site. Commissioner Postal seconded the motion. The motion was unanimously approved.

B. U.S. Department of Homeland Security Federal Fiscal Year 2019 State Homeland Security Grant Agreement for the period September 1, 2019 through August 31, 2022 - \$452,068.00

Mr. Lucas discussed this is Homeland Security Grant originally for anti-terrorism. It's now used for first responders and critical infrastructure to provide training and equipment to respond to incidents. It is part of an eight county program in which each of the Counties is a signatory on the agreement. The State is the administrative entity for the pass-through funds. Over two-thirds of the funds provide for training and equipment for first responders. The other participating counties in this grant are Bedford, Blair, Centre, Fulton, Huntingdon, Juniata and Snyder. This amount has decreased slightly over the past four years. Mr. Lucas mentioned that over that same timeframe, the focus of the program has been on active shooter training. This is the only task force in the state issuing bullet-proof vests to every ambulance service and fire company that takes active shooter training.

Motion was made by Commissioner Postal to approve the U.S. Department of Homeland Security Federal Fiscal Year 2019 State Homeland Security Grant Agreement for the period September 1, 2019 through August 31, 2022 - \$452,068.00. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

C. Memorandum of Understandings for participation in the Mifflin County Emergency Communications System Upgrade for Law Enforcement Radio Communications:

- Armagh Township*
- Borough of Lewistown*
- Mifflin County Regional Police Department*
- Township of Granville*

Mr. Lucas stated this is an agreement that allows the local police departments to participate in a grant that Mifflin County obtained to provide upgraded radios. The radios will be VHF encrypted radios that will allow officers to speak directly to all state law enforcement. This is part of a larger project where we're replacing our radio system to partner with the state. The municipalities are receiving a 90% discount on list price of the radios.

Motion was made by Commissioner Dunkle to approve the memorandum of understandings for participation in the Mifflin County Emergency Communications System Upgrade for Law Enforcement Radio Communications. Commissioner Postal seconded the motion. The motion was unanimously approved.

Recessed Regular Meeting at 9:18 a.m. for Community Development Block Grant (CDBG) Public Hearing for Budget Modifications to Lewistown Borough's Federal Fiscal Years 2016 and 2017 CDBG Program

Mr. Lettiere began the public hearing by explaining it is on behalf of Lewistown Borough Council for budget modifications to their 2016 and 2017 CDBG program. There were excess funds left over from two road reconstruction projects completed in 2018. One of the projects was on South Wayne Street using 2016 funds and the other was on Spring Street utilizing 2017 funds. The excess funds in the 2016 budget totaled \$8,117.96 and the excess in 2017 totaled \$22,810.70. The proposed Resolution will move these funds into the South Brown Street ADA ramp project. Moving these funds would increase that

project by the two previously mentioned amounts. The budget consists of engineering fees of \$12,000.00 and eight ramps at cost of about \$4,000.00 each. There is a \$2,400.00 expense in delivery money for the environmental review to clear the ramps in the 100 year flood plain and other associated fees. The total budget for the project is \$45,148.66. Lewistown Borough Council approved the Resolution at their August 12, 2019 meeting contingent on Commissioners' approval today. Mr. Lettiere noted there is a sign in sheet for all in attendance to sign. He also commented that any grievances should be sent to him via email.

Reconvened regular meeting at 9:21 a.m.

D. Resolution No. 13 of 2019 on behalf of Lewistown Borough Council approving budget modification to the FFY 2016 and FFY 2017 CDBG Program

RESOLUTION NUMBER 13 of 2019

RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC) ON BEHALF OF THE LEWISTOWN BOROUGH COUNCIL (LBC), APPROVING BUDGET MODIFICATIONS TO THE FFY 2016 AND FFY2017 CDBG PROGRAM

WHEREAS, the LBC and the MCC on behalf of the LBC, funded the South Wayne Street reconstruction project in FFY 2016, and the Spring Street reconstruction project in FFY 2017. Both projects are completed and there are excess funds in FFY 2016 in the amount of \$8,117.96 and excess funds in FFY 2017 in the amount of \$22,810.70;

WHEREAS, the LBC and the MCC on behalf of the LBC is desirous of creating the South Brown Street ADA ramps with truncated domes project in FFY 2016 and funding it the amount of \$8,117.96 and increasing the already approved South Brown Street ADA ramps project in FFY 2017 in the amount of \$22,810.70;

WHEREAS, the MCC on behalf of the LBC conducted a public hearing in accordance with the County's Citizen Participation Plan regarding said budget modifications to the LBC's FFY 2016 and 2017;

WHEREAS, the LBC adopted a resolution at their August 12, 2019 public meeting, approving aforementioned budget revisions and authorized the Mifflin County Planning and Development Department to submit said budget revision documentation to the PA-DCED for review and approval;

WHEREAS, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to modify the Borough of Lewistown's 2016 and 2017 program funding budgets, so as to complete the following actions:

1. Create the South Brown Street ADA ramps with truncated domes project in FFY 2016 and fund it in the amount of \$8,117.96.
2. Increase the already approved FFY 2017 South Brown Street ADA ramps with truncated domes project in the amount of \$22,810.70.

NOW, THEREFORE, BE IT RESOLVED, by the MCC on behalf of the LBC as follows:

1. That the program modifications affecting the Borough's 2016 and 2017 program budgets are approved through the adoption of this Resolution.
2. 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.

Motion was made by Commissioner Dunkle to approve Resolution No. 13 of 2019 on behalf of Lewistown Borough Council approving budget modification to the FFY 2016 and FFY 2017 CDBG Program. Commissioner Postal seconded the motion. The motion was unanimously approved.

- E. *Contract Time Extension request from Jay Fulkroad & Sons, Inc. for the Juniata Terrace Street Reconstruction of Viaduct Way, Hudson Avenue and Wagner Avenue – additional 15 days*

Mr. Marks stated this contract was signed on May 16, 2019. There have been some weather delays that have pushed this project back. The contractor is requesting an additional 15 days be added to the contract. The construction began yesterday and will be completed by the end of today or early tomorrow.

Motion was made by Commissioner Postal to approve the contract time extension request from Jay Fulkroad & Sons, Inc. for the Juniata Terrace Street Reconstruction of Viaduct Way, Hudson Avenue and Wagner Avenue and authorize the Chairman to sign the document. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- F. *Award Notification for the Non-Competitive VOCA Grant for the period July 1, 2019 through September 30, 2020 - \$47,539.00*

Ms. Glick is asking that the Commissioners sign the award notification letter that was received. The grant was initially approved in March and this is the official notification and signature page. The amount is slightly higher than the amount received last year.

Motion was made by Commissioner Postal to approve the Award Notification for the Non-Competitive VOCA Grant for the period July 1, 2019 through September 30, 2020 - \$47,539.00. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- G. *Mifflin County State Offender Supervision Fund Agreement for the period July 1, 2019 through June 30, 2020*

Commissioner Postal added this is a one-year renewal from July 2019 to June 2020. It is an extension of an agreement we already have in place.

Motion was made by Commissioner Postal to approve the Mifflin County State Offender Supervision Fund Agreement for the period July 1, 2019 through June 30, 2020. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- H. *Two year Agreement with Comcast for phone, fax and internet services at District Judge Smith - \$221.70 per month*

Chairman Kodish explained that this is a new two-year agreement that replaces a two-year agreement with Comcast that was expiring.

Motion was made by Commissioner Postal to approve the two-year agreement with Comcast for phone, fax and internet services at District Judge Smith - \$221.70 per month. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

- I. *Mifflin County State Food Purchase Program Agreements for the Fiscal Year 2019 - 2020*

- *Salvation Army - \$6,167.40*
- *Hand of Grace/Grace Covenant Church - \$22,244.00*
- *Abuse Network - \$6,000.00*
- *Bible Baptist/New Life Church Food Pantry - \$7,049.00*
- *Bible Baptist/New Life Church Soup Kitchen - \$1,000.00*

- *Calvary Bible Church - \$20,604.00*
Totaling \$63,064.40

Ms. Fisher stated this is the annual allocation from the Department of Agriculture for the State food dollars that support the local pantry distributions, the food program at the Abuse Network and one soup kitchen. She mentioned this amount is a slight decrease over last year. She explained that any increase or decrease is distributed uniformly across the organizations.

Motion was made by Commissioner Dunkle approve the Mifflin County State Food Purchase Program Agreements for the Fiscal Year 2019 - 2020. Commissioner Postal seconded the motion. The motion was unanimously approved.

J. Applications for County Aid – 2019 Liquid Fuels Allocation:

- *Granville Township - \$6,377.02*
- *Wayne Township - \$5,040.90*

Motion was made by Commissioner Postal to approve the applications for County Aid – 2019 Liquid Fuels Allocation. 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 9:27 a.m.

Secretary

ATTEST:

Chief Clerk