

Lewistown, PA

October 17, 2019

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, October 17, 2019 at 9:00 a.m. In attendance were Commissioners Kevin Kodish, Stephen Dunkle and Robert Postal, Jr; Chief Clerk Cathy Romig and Assistant Chief Clerk Angela Shuey. Solicitor Stephen Snook, BMZ Law joined the meeting at 9:30 a.m.*

*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; GIS Director Laura Simonetti; Auditor Helen Kirk; Abby Burke and Clayton Hetrick, MCTV*

*The meeting was called to order at 9:00 a.m. by Chairman Kodish.*

**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 October 3, 2019. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

1. *General Fund, Accounts Payable:*

*Cks. #125709 to 125883 and EFTs # 25609 to 25692 in the amount of \$1,114,399.37*

2. *Payroll Account:*

*Cks. #78727 to 78735 and Direct Deposit Advice # 28015 to 28254 in the amount of \$347,898.98*

3. *911 Account:*

*Cks. #51829 to 51834 and EFTs #20632 to 20635 in the amount of \$27,411.80*

4. *CDBG Account:*

*Cks. # 1481 to 1482 in the amount of \$1,207.44*

5. *CDBG Home Account:*

*Ck. # 463 in the amount of \$118.38*

6. *Act 137 Account:*

*Ck. # 3057 in the amount of \$1,150.00*

7. *Act 152 Account:*

*Ck. # 2 in the amount of \$4,890.00*

*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**  
**10/02/2019-10/15/2019**

<b>General Account</b> Starting Balance	<b>\$379,980.78</b>
<b>DEBITS</b>	
Deposits Receipts #99000 -99223	319,403.68
Transfer from 911	0.00
Transfer from Capital Reserve	850,000.00
Transfer from LEPC	332.23
Voided Checks	1,060.00
Interest	0.00
<b>TOTAL DEBITS</b>	<b>\$1,170,795.91</b>
<b>CREDITS</b>	
Bills Paid CK #'S 125709-125883, EFT'S # 25609-25692	1,114,399.37
Transfer to Payroll CKS 78727-78735, DD 28015-28254	347,898.98
NSF Checks	0.00
<b>TOTAL CREDITS</b>	<b>\$1,462,298.35</b>
Ending Balance (Interest @ 01.390% as of 10/15/2019)	<b>\$88,478.34</b>

<b>Liquid Fuels</b>	
Invested at JV Bank @ 01.390% as of 10/15/2019	\$363,790.60
<b>Liquid Fuels - Act 89</b>	
Invested at JV Bank @ 01.390% as of 10/15/2019	\$287,206.32
<b>911 Telephone Account</b>	
Invested at JV Bank @ 01.390% as of 10/15/2019	\$1,230,064.17
<b>LEPC</b>	
Invested at JV Bank @ 01.390% as of 10/15/2019	\$34,067.62
<b>Local Use Fund</b>	
Invested at JV Bank @ 01.390% as of 10/15/2019	\$292,727.40
<b>Capital Reserve Account</b>	
Invested at JV Bank @ 02.08% as of 10/15/2019	\$7,205,930.48
<b>CERTIFICATE OF DEPOSIT</b>	
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. Commissioner Postal seconded the motion. The motion was unanimously approved.*

VI. *Meetings and Events:*

*Chairman Kodish:*

- Victory Park Trail Connection Meeting*
- Operation Fairness Meeting*
- 2020 Budget Discussions*
- 2019 CDBG Project Meeting*
- Courthouse Security Meeting*
- Farm Bureau Measure the Candidates*
- Prison Counseling Meeting*
- Court Hearing regarding voting precinct realignment at North Derry and East Derry*
- Meeting with Warden to discuss Control Panel at the Prison*

*Commissioner Dunkle:*

- Prison Counseling Meeting*
- Court Hearing regarding voting precinct realignment at North Derry and East Derry*
- Re-entry Committee Meeting*
- Operation Fairness Meeting*
- Department Head Meeting*
- Juvenile Detention Center Meeting*
- Meeting with Warden to discuss the Control Panel at the Prison*
- Courthouse Security Meeting*
- 2019 CDBG Project Meeting*
- 2020 Budget Discussions*

*Commissioner Postal:*

- Town Hall meeting with Rep. Kerry Benninghoff*
- CCAP Webinar regarding legalization of recreational marijuana*
- SEDA-COG Natural Gas Executive Committee Meeting*
- Farm Bureau Measure the Candidates*
- Meeting with Warden to discuss Control Panel at the Prison*
- 2019 CDBG Project Meeting*

**VII. Public Comment:**

*None to report.*

**VIII. New Business:**

*Recessed Regular Meeting at 9:11 a.m. for a public hearing for Mifflin County on behalf of Lewistown Borough Council for budget modifications to the Borough's Federal Fiscal Year 2018 Community Development Block Grant (CDBG) Program*

*Mr. Lettiere began the public hearing by stating this is a budget modification by the Mifflin County Commissioners on behalf of Lewistown Borough Council. Borough Council passed a resolution on Monday, October 14, 2019 authorizing this action, however the ultimate decision comes today before the Commissioners. A Resolution will follow the hearing. There is a sign in sheet for those in attendance and there's a grievance complaint form relative to any concerns regarding the Borough's CDBG funds. The Borough funded the Single Family Housing Rehabilitation Program with 2018 money in the amount of \$110,675.00. The proposal is to modify that budget to create two new projects, one on South Wayne Street and one on South Grand Street involving road reconstruction and installation*

of ADA ramps. The total of the two projects will cost \$156,015.00. Lewistown Borough Council has committed \$45,340.00 of their Liquid Fuels to the project, \$100,000.00 of their 2018 CDBG funds and \$10,675.00 from 2018 CDBG funds for delivery costs. This will subsequently be submitted to DCED for final approval.

Reconvened regular meeting at 9:14 a.m.

- A. Resolution 17 of 2019 of the Mifflin County Commissioners on behalf of the Lewistown Borough Council approved budget modifications to the FFY 2018 CDBG Program

**RESOLUTION NUMBER 17 - 2019**

**RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC) ON BEHALF OF THE LEWISTOWN BOROUGH COUNCIL (LBC), APPROVING BUDGET MODIFICATIONS TO THE FFY 2018 CDBG PROGRAM**

**WHEREAS**, the LBC and the MCC on behalf of the LBC, funded the single-family, housing rehabilitation program in FFY 2018, in the amount of \$110,675.00;

**WHEREAS**, the LBC and the MCC on behalf of the LBC are desirous of deleting the FFY 2018 single-family housing rehabilitation project and propose the creation of the South Wayne, and the 500 and 600 blocks of South Grand Street road reconstruction and ADA ramps projects in the amount of \$110,675.00;

**WHEREAS**, the LBC adopted a resolution on October 14, 2019 approving said budget modifications and authorized the Mifflin County Planning and Development Department to complete and submit said modification request and required documentation to the (PA- DCED) for review and approval;

**WHEREAS**, the MCC on behalf of the LBC conducted a public hearing on Thursday, October 17, 2019, in accordance with the County's Citizen Participation Plan;

**WHEREAS**, the LBC will commit \$45,340 from their liquid fuels account towards the costs of the aforementioned project, while \$110,675.00 will be from the Borough's FFY 2018 budget and the total project budget for the project is \$156,015.00;

**WHEREAS**, all proposed road locations are located within Block Groups and Census Tracts having at least 51% low-moderate incomes, as defined by the United States Census Bureau (American Community Survey 2011-2015);

**WHEREAS**, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to modify the Borough of Lewistown's FFY 2018 program funding budget, so as to complete the following actions:

1. Delete the FFY 2018 single-family housing rehabilitation project in the amount of \$110,675.00
2. Create the FFY 2018 South Wayne, and the 500 and 600 blocks of South Grand Street road reconstruction and ADA ramps project in the amount of \$110,675.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the MCC as follows:

1. That the program modifications affecting the Borough's 2018 program budget is approved by the MCC on behalf of the LBC through the adoption of this Resolution.
2. That the Mifflin County Planning and Development Department is authorized to complete and submit said modification request and required documentation to the (PA- DCED) for review and approval.

Motion was made by Commissioner Dunkle to approve Resolution 17 of 2019. Commissioner Postal seconded the motion. The motion was unanimously approved.

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

- *Union Township Tax Collector Herb Zook – 2*
- *Newton Hamilton Tax Collector Melody Kane - 3*

*Motion was made by Commissioner Postal to approve the requests for exoneration of 2019 county portion per capita taxes. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

C. *Offer for Parcel No. 16,30-0800A--,000 located in Derry Township that is currently in repository for unsold properties - \$152.00*

*Motion was made by Commissioner Postal to approve the offer for Parcel No. 16,30-0800A--,000 located in Derry Township that is currently in repository for unsold properties - \$152.00. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

D. *Application for County Aid – 2019 Liquid Fuels Allocation:*

- *Armagh Township - \$5,598.53*

*Motion was made by Commissioner Dunkle to approve the application for county aid. Commissioner Postal seconded the motion. The motion was unanimously approved.*

E. *Bids for the Correctional Facility Door Control Upgrade:*

- *Industrial Control and Computer Consultants, Inc., Waynesboro, PA - \$498,400.00*

*Chairman Kodish noted this is the original control panel from when the jail was built back in 2000. It's disappointing that the price was so high and that no other bids were received.*

*Motion was made by Commissioner Postal to reject the bid from Industrial Control and Computer Consultants and look for other alternatives. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

F. *Renewal quote with ESRI, Redlands, CA for GIS software maintenance fees:*

- *Five County Regional Agreement (Columbia, Clinton, Mifflin, Montour, Sullivan) – Three years - \$150,000.00 per year*
- *Yearly quote for Mifflin County only – January 1, 2020 through December 31, 2020 - \$22,800.00 – as alternative option in the event the five county regional agreement is not consummated*

*Ms. Simonetti discussed this is the first time we have the option to collaborate with four other counties to pay for GIS software maintenance. This is an opportunity to enter into a three-year agreement at \$150,000 per year. The first year is completely paid for through PEMA funding. This will provide access to more software than we currently pay for. Within the agreement, there's an opt-out clause that will allow us to fall back on our regular annual software maintenance agreement if we can't come up with the funding to cover this regional agreement. We are grouped with these other four counties because of our population and similar dispatch vendors. The future of dispatch will rely heavily on GIS data and with that, the next generation 911 is encouraging counties to work together regionally. As long as outside funding is sought for this agreement, it will not require payment out of county funding for the annual software. The \$22,800 agreement is what is typically paid annually for a specific licensing and software.*

*Commissioner Postal pointed out with the three-year agreement, years two and three are level funding, so there will be no increase. He also noted that the opt-out clause says that if the managing customer (Columbia County) is unable to secure funding, this can be cancelled.*

*Motion was made by Commissioner Dunkle to approve the renewal quote with ESRI, Redlands, CA for GIS software maintenance fees. Commissioner Postal seconded the motion. The motion was unanimously approved.*

*G. Reimbursement agreement with Pennsylvania Department of Transportation for the Yeagertown Bridge Project*

*Chairman Kodish discussed this is a County owned bridge that is closed due to deterioration. The process of preparing to demolish this bridge began back in 2016. UGI has a gas line attached to the bridge, so they've been working to get the line removed so that the bridge is ready for demolition. This agreement is a reimbursement agreement with PennDOT, so that the demolition of the bridge will not cost the County anything. The demolition is scheduled for 2021.*

*Commissioner Dunkle added this is a County-owned bridge that the state will be paying for.*

*Motion was made by Commissioner Postal to approve the reimbursement agreement with Pennsylvania Department of Transportation for the Yeagertown Bridge Project. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

*H. Authorize Angela Shuey, Assistant Chief Clerk, as the new administrator on the Pennsylvania Department of Transportation Engineering and Construction Management System (ECMS)*

*Motion was made by Commissioner Dunkle to authorize Angela Shuey, Assistant Chief Clerk, as the new administrator on the Pennsylvania Department of Transportation Engineering and Construction Management (ECMS). Commissioner Postal seconded the motion. The motion was unanimously approved.*

*I. Resolution No. 18 of 2019 of the Mifflin County Commissioners and on behalf of Brown, Derry and Granville Township Supervisors and Lewistown Borough Council to approve the Federal Fiscal Year 2019 CDBG Application*

*Mr. Lettiere mentioned this is the annual submittal for the entitlement communities for Community Development Block Grant funds. The total amount of funding for all of the entities is \$678,234. Two public hearings were conducted for each of the governmental entities. This is not a public hearing but a final adoption of the cumulative Resolution. The second public hearing for the County was held at the Mifflin County Planning Commission in which the applicants presented their applications to the Commission for consideration. There was a CDBG advisory meeting on October 4 where the requests were ranked based on objective criteria. The resulting approved projects are listed in the following Resolution. Mr. Lettiere noted that Juniata Terrace Boulevard will contribute \$42,487 to the storm-water management project. He also explained that this is the first time since 2012 that a project in Brown Township has been eligible based on a qualifying income survey. DCED has changed the submission deadline for the application from November 2, 2019 to November 22, 2019, allowing additional time. He recommends the funding levels for said projects listed in the Resolution.*

**RESOLUTION NO. 18 of 2019  
MIFFLIN COUNTY COMMISSIONERS AND ON BEHALF OF  
BROWN, DERRY AND GRANVILLE TOWNSHIP SUPERVISORS AND LEWISTOWN  
BOROUGH COUNCIL**

**APPROVING THE FFY 2019 CDBG APPLICATION FOR MIFFLIN COUNTY, PA**

**WHEREAS**, Mifflin County, Pennsylvania and on behalf of the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council are eligible to apply for **\$678,234.00** in federal funds from the Pennsylvania Department of Community and Economic Development (PA- DCED) under the FFY 2019 CDBG Entitlement program, and

**WHEREAS**, the Mifflin County Planning and Development Department has previously accepted and evaluated FFY 2019 CDBG Entitlement proposals, has held two public hearings for these proposals, and has posted notices informing the public of these hearings in accordance with the County’s Citizen Participation Plan, and

**WHEREAS**, the first public hearings were held on the following dates: Mifflin County Planning Commissioners (August 1, 2019), Lewistown Borough Council (August 12, 2019), Brown Township Supervisors (August 5, 2019), Derry Township Supervisors (August 5, 2019), and Granville Township Supervisors (August 5, 2019), and

**WHEREAS**, the second public hearings were held on September 26, 2019 for Mifflin County with the Mifflin County Planning Commission and on October 7, 2019 for the Brown, Derry and Granville Township Supervisors and on October 14, 2019 for the Lewistown Borough Council, and potential projects discussed at the first public hearing for each municipality were read aloud, and

**WHEREAS**, the Mifflin County Commissioners and on behalf of Lewistown Borough, Brown, Derry, and Granville Townships have reviewed the proposed activities and given due consideration to all written and oral comments presented at the public hearings, and has authorized the applications to be submitted to the PA- DCED by the deadline of **November 22, 2019**, and

**WHEREAS**, the program applications for said grants are consistent with the County’s, Lewistown Borough’s Brown, Derry, and Granville Townships’ overall three year Community Development Plans.

**NOW, THEREFORE, BE IT RESOLVED** by the Mifflin County Commissioners and on behalf of the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council as follows:

- a. The FFY 2019 CDBG application is hereby approved for the proposed activities listed below:

<b>MIFFLIN COUNTY</b>	<b>PROJECT ACTIVITY</b>	<b>FUNDING AMOUNT</b>	
1.	<i>Borough of Juniata Terrace</i>	<i>Stormwater management improvements for Terrace Boulevard (project and delivery)</i>	\$187,153.00
2.	<i>Administration</i>	<i>Planning and administration activities</i>	\$41,082.00
	<b>Total Mifflin County CDBG Funding:</b>		\$228,235.00

**LEWISTOWN  
BOROUGH**

**PROJECT ACTIVITY**

**FUNDING  
AMOUNT**

1.	Road reconstruction and ADA ramps	Road reconstruction of Wilson Avenue and 3 ADA curb ramps including design and construction and road reconstruction of Susquehanna Avenue and 6 ADA curb ramps including design and construction (project and delivery)	\$113,847.00
2.	Administration	Planning and administration activities salaries and benefits	\$20,090.00
	<b>Total Lewistown Borough CDBG Funding:</b>		\$133,937.00

**BROWN TOWNSHIP**

**PROJECT ACTIVITY**

**FUNDING  
AMOUNT**

1.	Honey Brook area flood mitigation project	Improvements to existing stormwater piping and inlets, spot repairs of the existing berm and other necessary measures to prevent flooding (project and delivery)	\$74,457.00
2.	Administration	Planning and administration activities salaries and benefits	\$16,344.00
	<b>Total Brown Township CDBG Funding:</b>		\$90,801.00

**DERRY TOWNSHIP**

**PROJECT ACTIVITY**

**FUNDING  
AMOUNT**

1.	Demolition of blighted structure	Demolition of 547 Woodland Avenue (project and delivery)	\$25,396.00
2.	Demolition of blighted structure	Demolition of 518 Pitt Street (project and delivery)	\$25,395.00
3.	Parks and recreation-ADA restrooms	ADA removal of architectural barriers for restrooms at Kishacoquillas Park (project and delivery)	\$50,791.00
4.	Administration	Planning and administration activities salaries and benefits	\$22,298.00
	<b>Total Derry Township CDBG Funding:</b>		\$123,880.00

**GRANVILLE  
TOWNSHIP**

**PROJECT ACTIVITY**

**FUNDING  
AMOUNT**

1.	Road reconstruction of Granville Run Road	Road reconstruction of Granville Run Road (project and delivery)	\$83,133.00
2.	Administration	Planning and administration activities salaries and benefits	\$18,248.00
	<b>Total Granville Township CDBG Funding:</b>		\$101,381.00

- b. That the Chairman of this Board of Commissioners is hereby authorized and directed to execute on behalf of Mifflin County and, Brown, Derry, and Granville Townships and the Borough of Lewistown such certifications and/or agreements as may be required to accept and implement the proposed program and activities.
- c. That the various plans and policies previously adopted by the County and on behalf of, Brown Township, Derry Township, and Granville Townships and the Borough of Lewistown for federally assisted community development programs (including plans for equal opportunity for minority and women owned business enterprises, Section 3 firms, fair housing, residential anti-displacement and relocation assistance plan, citizen participation plan, and procurement policy) are applicable to the FFY 2019 CDBG Program.

Motion was made by Commissioner Postal to approve Resolution No. 18 of 2019. Commissioner Dunkle seconded the motion. The motion was unanimously approved.

J. Personnel:

- Resignation of Part-time Sheriff Deputy Brian Haubrick effective October 2, 2019
- Appointment of Sheriff Intern Randy Rauch effective October 7, 2019
- Resignation of Probation Officer Delmer Peachey effective October 18, 2019
- Hiring of Mackenzie Renninger and Justice Wise for part-time Corrections Officers effective October 28, 2019
- Resignation of part-time Corrections Officer Daphne Snook effective October 30, 2019

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 9:33 a.m.

\_\_\_\_\_  
Secretary

ATTEST:

\_\_\_\_\_  
Chief Clerk