

Lewistown, PA

January 6, 2020

The Board of Mifflin County Commissioners met for the purpose of Reorganization and regular business on Monday, January 6, 2020 at 11:00 a.m. In attendance were Commissioners Mark Sunderland, Robert Postal and Kevin Kodish; Solicitor Stephen Snook, BMZ Law; Chief Clerk Cathy Romig and Assistant Chief Clerk Angela Shuey.

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; Community Development Administrator/Assistant Director James Lettiere; GIS Director Laura Simonetti; Lucas Parkes, EADS Group; Harry Pepper and Deb Pepper.

The meeting was called to order at 11:00 a.m. by Chief Clerk Cathy Romig.

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

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

III. Selection of Board Officers:

Motion was made by Commissioner Kodish to organize the Board of Commissioners as follows: Mark Sunderland, Chairman; Robert Postal, Vice Chairman and Kevin Kodish, Secretary with the understanding that Board Officers for the following years will be set each December by the Board. Commissioner Postal seconded the motion. The motion was unanimously approved.

IV. Approval of Minutes:

Motion was made by Commissioner Postal to accept the minutes of the Regular Meeting of December 19, 2019. Commissioner Kodish seconded the motion. The motion was unanimously approved.

V. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #126705 to 126793 and EFTs # 25891 to 25905 in the amount of \$369,918.91

2. Payroll Account:

Cks. #78780 to 78795 and Direct Deposit Advice # 29484 to 29725 in the amount of \$457,196.64

3. 911 Account:

Cks. #51872 to 51884 and EFTs #20657 to 20658 in the amount of \$100,989.99

4. Act 137 Account:

Ck. # 3060 in the amount of \$3,673.00

5. LEPC Account:

Ck. #1482 in the amount of \$85.19

6. Liquid Fuels Account:

Ck. # 1677 in the amount of \$1,000.00

7. *Liquid Fuels Act 89 Account:*

EFT # 8088 in the amount of \$83.38

Motion was made by Commissioner Postal to approve payment of bills as listed above. Commissioner Kodish seconded the motion. The motion was unanimously approved.

VI. Treasurer's Report:

**TREASURER'S REPORT
12/18/2019-12/31/2019**

General Account Starting Balance	\$129,965.81
DEBITS	
Deposits Receipts #100016-100141	316,677.09
Transfer from 911	0.00
Transfer from Capital Reserve	756,399.83
Transfer from LEPC	0.00
Voided Checks	253.25
Interest	522.51
TOTAL DEBITS	\$1,073,852.68
CREDITS	
Bills Paid CK #'S 126705-126793, EFT'S # 25891-25899	369,918.91
Transfer to Payroll CKS 78780-78795, DD 29484-29725	367,045.13
NSF Checks	0.00
Transfer to Act 152	1,616.00
TOTAL CREDITS	\$828,731.55
<u>Ending Balance (Interest @ 01.390% as of 12/31/2019)</u>	<u>\$375,086.94</u>
Liquid Fuels	
Invested at JV Bank @ 01.390% as of 12/31/2019	\$409,035.45
Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 12/31/2019	\$325,219.19
911 Telephone Account	
Invested at JV Bank @ 01.390% as of 12/31/2019	\$1,343,657.77
LEPC	
Invested at JV Bank @ 01.390% as of 12/31/2019	\$27,655.60
Local Use Fund	
Invested at JV Bank @ 01.390% as of 12/31/2019	\$425,660.95
Capital Reserve Account	
Invested at JV Bank @ 01.95% as of 12/31/2019	\$7,234,197.44
Report Subject to Audit	

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

VII. Public Comment:

None to report.

VIII. New Business:

A. Appointment of Department Heads:

- *Chief Clerk – Cathy Romig*
- *Director of Fiscal Affairs/Assistant Solicitor – Michael Baker*
- *Tax Claim Bureau Director – Rebecca Ganoe*
- *Elections/Voter Registration Director – Zane Swanger*
- *Chief Assessor – Merry Bratton*
- *Director of Veterans Affairs – Christine DeArment*
- *GIS Director – Laura Simonetti*
- *Director of Children and Youth – Dana Bubb*
- *Public Safety Director – Phil Lucas*
- *Physical Plant Director – Lonnie Griffith*
- *Warden – Josh Garver*
- *Public Defenders – Robert Ferguson and Jeffrey Davis*
- *Appointment of all other County Personnel*

Motion was made by Commissioner Kodish to approve the appointments. Commissioner Postal seconded the motion. The motion was unanimously approved.

B. Set Meeting Day Schedules for 2020

**MIFFLIN COUNTY COMMISSIONERS
MEETING SCHEDULE
2020**

<i>Monday</i>	<i>January 6th</i>	<i>Public Meeting</i>	<i>11:00 a.m.</i>
<i>Thursday</i>	<i>January 16th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>January 30th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>February 6th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>February 20th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>March 5th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>March 19th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>April 2nd</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>April 16th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>April 30th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>May 7th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>

<i>Thursday</i>	<i>May 21st</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>June 4th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>June 18th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>July 2nd</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>July 16th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>July 30th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>August 6th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>August 20th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>Sept. 3rd</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>Sept. 17th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>October 1st</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>October 15th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>October 29th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>Nov. 5th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>Nov. 19th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>Dec. 3rd</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>
<i>Thursday</i>	<i>Dec. 17th</i>	<i>Public Meeting</i>	<i>9:00 a.m.</i>

Prison Board will meet on the first Wednesday of each month at 1:30 p.m. Salary Board will meet every third Thursday of each month at 10:30 a.m. as needed. The Board of Elections will meet on the third Thursday of each month directly following the Commissioners Meeting that begins at 9:00 a.m. as needed. Retirement Board will meet Thursday, February 6, Thursday, April 20, Thursday, September 3 and Thursday, December 3 at 2:00 p.m.

Motion was made by Commissioner Postal to approve the Meeting Day Schedules for 2020. Commissioner Kodish seconded the motion. The motion was unanimously approved.

C. Appointment of Commissioner Representatives to Advisory Boards/Authorities

COMMISSIONER REPRESENTATIVES ON VARIOUS BOARDS/AUTHORITIES

<i>Board</i>	<i>Commissioner</i>	<i>Meeting date/time</i>
<i>Department Head Meeting</i>	<i>All Three</i>	<i>2nd Thursday each month at 10:30 a.m.</i>
<i>Election Board</i>	<i>All Three</i>	<i>Election night and Friday after and Thursdays as needed</i>
<i>JVBDS Tri County Board</i>	<i>All Three</i>	<i>Quarterly</i>

Board	Commissioner	Meeting date/time
Mifflin Juniata Human Services	All Three	Quarterly
Prison Board	All Three	1 st Wednesday each month at 1:30 p.m.
Retirement Board	All Three	Advertised – Every Quarter
Salary Board	All Three	Advertised – 3 rd Thursday of each month, as needed
Mifflin County Planning Commission	All Three	4 th Thursday each month at 3:30 pm
MC Industrial Development Authority	All Three	4 th Tuesday quarterly starting in January at 9:00 a.m.
Area Agency on Aging Board	Kevin	2 nd Monday every other month at 1:00 p.m.
CARS Board	Kevin	2 nd Tuesday every other month at 1:00 p.m.
CSBG Board	Kevin	Quarterly
Downtown Lewistown	Kevin	Varies
Library Board	Kevin	3 rd Monday each month at 5:15 p.m.
Regional Services Corporation	Kevin	3 rd Monday @ 1:00 p.m.
Juniata River Valley Visitors Bureau Board	Kevin	Varies
SEDA-COG Board	Kevin	4 th Wed each month at 12:00 pm; No August and November Meeting. December is 1 st Wednesday
Solid Waste Authority Board	Kevin	3 rd Wednesday each month at 8:00 a.m.
Education & Govn TV Channel Committee	Kevin	Varies
Regional Services Personnel	Kevin	Varies
Conservation District Board of Directors	Mark	3 rd Tuesday each month at 7:30 p.m. April through October, 10:00 a.m. November through March (no December meeting)
Criminal Justice Advisory Board	Mark	4 th Tuesday every other month at 12:00 p.m. starting with January (annex)
Extension Office Executive Board	Mark	2020 schedule not announced yet
Mifflin County Parks & Rec Council	Mark	4 th Tuesday every month at 6:00 p.m. at the Regional Business Center on Market St.
Local Emergency Planning Committee	Mark	3 rd Tuesday every odd month at 10:00 am – 911
Mifflin County Airport Authority	Mark	2 nd Monday each month at 7:00 p.m.
Alert & Warning Advisory Committee	Mark	As Needed
Agriculture Preservation	Mark	3 rd Wednesday each month as needed at 7:30 p.m.
WIB/LEO Board	Rob	2 nd Wed quarterly at 10:00 a.m. (Union Co. Government Center) Annual Meeting in June starts at 9:00 a.m.
Youth Park Board	Rob	2 nd Monday each month at 7:30 p.m. (no mtg in January)
Children & Youth Advisory Committee	Rob	Third Tuesday in April and November at 12:00 p.m. held at C&Y
Emergency Food & Shelter	Rob	Quarterly 4 th Monday at 10:00 a.m. (Jan 25 annex)
HSDF Board	Rob	Quarterly
JVBDS Citizen Advisory Board	Rob	Wednesday before JVBDS Quarterly Board Meeting
JVBDS Executive Board	Rob	Monthly
Mifflin County Housing Authority	Rob	4 th Wednesday each month at 4:00 p.m.
Juniata Valley Chamber of Commerce	Rob	Varies
Central Counties Youth Detention Board	Rob	2 nd Friday each month at 9:30 a.m.

Motion was made by Commissioner Kodish to approve the appointment of Commissioner Representatives to Advisory Boards/Authorities as presented. Commissioner Postal seconded the motion. The motion was unanimously approved.

D. Resolutions No.'s 1 through 20 of 2020 to change county bank account signatures and agreement for safe-deposit box signature changes

- *#1 – General Accounts*
- *#2 – Liquid Fuels*
- *#3 – 911 Telephone*
- *#4 – Offenders Supervision*
- *#5 – Counseling Fee*
- *#6 – Hazardous Materials Emergency Response*
- *#7 – Payroll*
- *#8 – Act 137*
- *#9 – Act 89*
- *#10 – Act 152*
- *#11 – CDBG*
- *#12 – Home Program*
- *#13 – Local Use Fund*
- *#14 – PIB Bridge*
- *#15 – MC Phare*
- *#16 – SFPP*
- *#17 – Microenterprise Revolving Loan*
- *#18 – Capital Reserve*
- *#19 – Human Services Development*
- *#20 – Homeless Assistance*

Motion was made by Commissioner Postal to approve Resolution No.'s 1 through 20 of 2020 to change county bank account signatures and agreement for safe-deposit box signature changes. Commissioner Kodish seconded the motion. The motion was unanimously approved.

IX. Adjournment:

With no other business on the agenda, Chairman Sunderland adjourned the meeting at 11:08 a.m.

Secretary

ATTEST:

Chief Clerk