

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, February 20, 2025 at 9:00 a.m. In attendance were Commissioners Robert Postal; Kevin Kodish; Noah Wise; Assistant Chief Clerk Angela Shuey; Solicitor Steve Snook; and Fiscal Assistant Holly Yeager.

- A. Guests present were, Treasurer Diane Griffith, Planning Director James Lettiere, Emergency Management Director Phil Lucas, 911 Manager Josh Pennepacker, County Auditor Helen Kirk, Ciara Williams and Bailey Cullen from MCTV.

The meeting was called to order at 9:00 a.m. by Commissioner Postal.

- I. **Invocation:** The Invocation was given by Commissioner Kodish.
- II. **Pledge of Allegiance:** The Pledge of Allegiance was said by all present.

**III. Approval of Minutes:**

Motion was made by Commissioner Kodish to accept the minutes of the Regular Meetings of February 6, 2025. Commissioner Wise seconded the motion. The motion was unanimously approved.

**IV. Approval of Bills:**

- 1. General Fund, Accounts Payable  
Ck. #'s 149358-149565 and EFT #'s 602821-602925 in the amount of \$1,120,844.36
- 2. Payroll Account  
Ck. #'s 79985-79989 and Direct Deposit Advice #'s 60250-60471 in the amount of \$363,035.95
- 3. 911 Account  
Ck. #'s 52961-52970 and EFT #'s 80137-80140 and 602923 in the amount of \$48,970.71
- 4. CDBG Account  
Ck. #'s 1786-1787 in the amount of \$672,487.41
- 5. Liquid Fuels  
Ck # 1749 in the amount of \$5,186.00

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

**v. Treasurer's Report:**

DIANE L GRIFFITH  
COUNTY TREASURER

DANIEL Z SEARER  
SOLICITOR

OFFICE OF THE  
TREASURER OF MIFFLIN COUNTY



COURTHOUSE  
LEWISTOWN, PA. 17044  
717-248-8439  
717-242-5450 (FAX)

STEPHANIE J NEFF  
1<sup>ST</sup> DEPUTY TREASURER

SUZANNE KOCHENDERFER  
2<sup>ND</sup> DEPUTY TREASURER

**TREASURER'S REPORT**  
2/5/2025-2/18/2025

<b>General Account Starting Balance</b>	<b>\$1,425,339.86</b>
<b>DEBITS</b>	
Deposits Receipts #124149-124277	617,685.39
Transfer from Capital Reserve	0.00
Interest	0.00
Voided Checks	0.00
<b>TOTAL DEBITS</b>	<b>\$617,685.39</b>
Bills Paid CK #S 148358-149565 EFT #S 602821-602825	1,120,844.36
Transfer to Payroll CK 79985-79989 DD 60250-60471	363,035.95
Transfer to SFPP	0.00
NSF Check	0.00
<b>TOTAL CREDITS</b>	<b>\$1,483,880.31</b>
Ending Balance (Interest @ 4.550% as of 2/18/2025)	<b>\$559,144.94</b>

**Capital Reserve Account**  
Invested at JV Bank @ 4.550% as of 2/18/2025 **\$10,036,777.03**

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

**VI. Meetings and Events:**

*Chairman Postal:*

*JVBDS Joinder Board  
Brown Township Bridge  
SEDA-COG Joint Rail Authority  
Borough / Library Area  
PA Opioid Executive & Public Meetings  
Advance Central PA Executive Meeting  
MC Conservation District  
MC Academy Dinner  
PA 250 Meeting  
Internal (Personnel; Tax; Maintenance;  
Election; Veteran)*

*Commissioner Kodish:*

*JVBDS Joinder Board  
Regional Services Finance Committee  
Meeting with County Labor Counsel  
Workshop Meetings  
Brown Township Bridge Meeting  
Meeting with Lewistown Borough Manager  
Library Board  
America 250 PA Committee Meeting*

*Commissioner Wise:*

*Public Meeting  
Meeting with Juanita Byler  
Joinder Board of Commissioners  
JVBDS Joinder Board  
Youth Park  
Meeting with John Reilly  
Brown Township Bridge Project Meeting  
Meeting with Tyler Fink, Lewistown Borough – Library  
Mifflin County Academy Meeting  
Visitor's Bureau Meeting*

**VII. Public Comment:**

Planning Director Lettiere gave an update on the Mifflin County Comprehensive Plan. Michael Baker International is the consultant and is heading the plan update. A Planning Advisory Committee was formed and consists of members from each municipality, as well as stakeholders from the community. The committee members role was to provide recommendations for a community survey. There were approximately 700 responses for the survey. A plan will be made from the results of the surveys to create 4-5 goals and objectives that are implementable over the next 10 years.

A grant was received from the Commonwealth for approximately half of the cost (\$68,000) for the plan.

**VIII. New Business:**

*A motion was made by Commissioner Kodish to recess the General Meeting and have a Public Hearing to discuss the ordinances. Commissioner Wise seconded the motion. The motion was approved.*

- A. Ordinance No. 1 of 2025 of the Board of Commissioners of Mifflin County, PA, amending the Mifflin County Subdivision and Land Development Ordinance, Section 3.100, General Procedure Applicable to the Submission of all Plans (Planning Director, James Lettiere)

The amendment is being created to specify the submission dates for the applications. The dates will be available online on the County website in the Planning Department's calendar.

*Motion was made by Commissioner Kodish to approve the item. Commissioner Wise seconded the motion. The motion was unanimously approved.*

- B. Ordinance No. 2 of 2025 of the Board of Commissioners of Mifflin County, PA, Amending the Mifflin County Subdivision and Land Development Ordinance to set forth requirements for Solar Energy Systems (Planning Director, James Lettiere)

A new ordinance is being created to address solar energy. The ordinance will apply to Bratton Township, Wayne Township, Newton Hamilton Borough, Juniata Terrace, McVeytown Borough and Kistler Township. The other municipalities fall under County Subdivision and Land Ordinance.

*Motion was made by Commissioner Kodish to approve the item. Commissioner Wise seconded the motion. The motion was unanimously approved.*

*Chairman Postal adjourned the Public Hearing and reopened the Public Meeting. The order of business is to adopt the Ordinances.*

- C. Ratification of CAMA Software Subscription Agreement with Vision Government Solutions, Inc. for an Annual Fee of \$52,000.00

*Motion was made by Commissioner Kodish to approve the item. Commissioner Wise seconded the motion. The motion was unanimously approved.*

- D. Resolution No. 1 of 2025 adopting the Hazardous Mitigation Plan (Emergency Management Director Phil Lucas)

*Motion was made by Commissioner Kodish to approve the item. Commissioner Wise seconded the motion. The motion was unanimously approved.*

- E. Amendment to the 911 Regional Next Generation System permitting the addition of Potter County to the North Central 911 Group (Emergency Management Director Phil Lucas)

*Motion was made by Commissioner Kodish to approve the item. Commissioner Wise seconded the motion. The motion was unanimously approved.*

- F. Payment application #4 from SE Construction Group LLC for the Hawstone (SR-33) Water Storage Tank Expansion project -\$72,026.36 (Planning Director, James Lettiere)

Director Lettiere estimated that the project is half completed at this time.

*Motion was made by Commissioner Wise to approve the item. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- G. Payment application #5 for the Hawstone Sewer Extension Project in the amount of \$213,994.83 – C&R Directional Boring (Planning Director, James Lettiere)

*Motion was made by Commissioner Wise to approve the item. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- H. Payment application #6 for the Hawstone Water Extension Project, in the amount of \$47,018.29 - C&R Directional Boring (Planning Director, James Lettiere)

Director Lettiere estimated that the project will be completed late Spring / early Summer.

*Motion was made by Commissioner Wise to approve the item. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- I. Appointment of Jenny Landis to the America250PA County Commission as the Mifflin County Representative

*Motion was made by Commissioner Wise to approve the item. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- J. Professional Services Agreement with Affordable Services, Inc. to provide lead testing services for the HOME grant

*Motion was made by Commissioner Wise to approve the item. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- K. Appointments to the Mifflin County Board of Assessment Appeals for the years 2024, 2025, 2026 and 2027:

- Jim Zubler, Lewistown, PA
- Kay Semler, Reedsville, PA

- Rick Smeltz, Lewistown, PA

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

L. Personnel:

- Hiring of Alan Sunderland for a full-time 911 Telecommunicator effective February 23, 2025
- Hiring of Denna Freet for Children and Youth Case Aide effective February 24, 2025
- Hiring of Randee Earnest, Jennifer Henry and Kobe Bonnell for Part-Time Corrections Officers effective February 24, 2025
- Resignation of Rhonda Moore from Director of Fiscal Affairs effective February 28, 2025
- Retirement of James Lewis from Corrections Officer effective March 7, 2025
- Appointment of Tevelyn Renninger for an Intern in the Sheriff's Office effective March 18, 2025
- Hiring of Cassandra Trego for Children and Youth Caseworker effective March 24, 2025

*Motion was made by Commissioner Wise to approve the personnel items. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**IX. Adjournment:**

*With no other business on the agenda, Commissioner Postal adjourned the meeting at 9:47 a.m.*

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*Secretary*

ATTEST:

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*Chief Clerk*