

Lewistown, PA

August 2, 2018

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, August 2, 2018 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: County Treasurer Deb Civitts; County Auditor Helen Kirk; Physical Plant Director Lonnie Griffith; Community Development Administrator/Assistant Director James Lettiere; Erin Miller, Children and Youth; Mike Hannon, Executive Director Tri-County Drug and Alcohol Abuse Commission; Grace Parks and Ashley McCoy, 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 Dunkle to accept the minutes of the Regular Meeting of July 19, 2018. Commissioner Postal seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

**1. General Fund, Accounts Payable:**

*Cks. #120052 to 120234 and EFTs # 24295 to 24310 in the amount of \$541,165.62*

**2. Payroll Account:**

*Cks. #78377 to 78397, Direct Deposit Advices #20522 to 20759 and EFT #5000 in the amount of \$414,076.09*

**3. CDBG Account:**

*Cks. #1411 to 1412 in the amount of \$8,372.24*

**4. 911 Account:**

*Cks. #51566 to 51572 and EFTs #20482 to 20483 in the amount of \$3,286.45 – voided ck 51573*

**5. LEPC Account:**

*Cks. #1430, 51573 and 1431 in the amount of \$464.71 – voided ck 51573*

**6. Liquid Fuels Account:**

*Ck #1656 in the amount of \$1,000.00*

**7. Liquid Fuels Act 89 Account:**

*EFT #8070 in the amount of \$76.07*

*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  
07/18/2018-07/31/2018**

<b>General Account Starting Balance</b>	<b>\$558,005.78</b>
<b>DEBITS</b>	
Deposits Receipts #92729 – 92867	553,076.38
Transfer from 911	0.00
Transfer from Capital Reserve	0.00
Voided Check	2,215.13
Interest	1,173.50
<b>TOTAL DEBITS</b>	<b>\$556,465.01</b>
<b>CREDITS</b>	
Bills Paid CK # 120052-120234, EFT'S # 24295-24310	541,165.62
Transfer to Payroll CKS 78377-78397, DD 20522-20759	414,076.09
NSF CKS	216.24
Transfer to Act 137	0.00
<b>TOTAL CREDITS</b>	<b>\$955,457.95</b>
<u>Ending Balance (Interest @ 01.390% as of 07/31/2018)</u>	<u><b>\$159,012.84</b></u>
<b>Liquid Fuels</b>	
Invested at JV Bank @ 01.390% as of 07/31/2018	\$303,089.26
<b>Liquid Fuels - Act 89</b>	
Invested at JV Bank @ 01.390% as of 07/31/2018	\$222,816.63
<b>911 Telephone Account</b>	
Invested at JV Bank @ 01.390% as of 07/31/2018	\$2,192,115.27
<b>LEPC</b>	
Invested at JV Bank @ 01.390% as of 07/31/2018	\$19,823.28
<b>Local Use Tax</b>	
Invested at JV Bank @ 01.390% as of 07/31/2018	78,161.91
<b>Capital Reserve Account</b>	
Invested at JV Bank @ 02.10% as of 07/31/2018	\$10,113,890.81
<b>CERTIFICATE OF DEPOSIT</b>	
Invested at FNB @ 1.75%	3,000,000.00
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:*

- Board of Elections*
- Salary Board*
- Bridge Program Meeting*
- SEDA-COG*
- Juniata River Valley Tourism Board*
- Mifflin County Planning Commission*
- Holiday Inn Express Ribbon Cutting*
- JVBDS Joinder Board*
- Regional Services Corporation Property Committee*
- Prison Board*

*Commissioner Dunkle:*

- Salary Board Meeting*
- Forest Fisher – Mifflin County Historical Society to discuss the names of former Mifflin County Commissioners and the sequence of their terms – create a plaque with their names listed – 1789 through present*
- Bridge Program Meeting*
- Parks and Recreation Committee*
- Ag Land Preservation Committee*
- JVBDS Joinder Board*
- Prison Board*

*Commissioner Postal:*

- Board of Elections Meeting*
- Salary Board Meeting*
- Bridge Program Meeting*
- JVBDS Joinder Board*
- SEDA COG Natural Gas Personnel Committee*
- Children and Youth Roundtable*
- Prison Board*

**VII. Public Comment:**

*None to report.*

**VIII. New Business:**

**A. Mike Hannon – TriCounty Drug and Alcohol Update**

*Mr. Hannon stated that the TriCounty Drug and Alcohol Abuse Commission covers Huntingdon, Mifflin and Juniata Counties with a main office in Lewistown. He thanked the Commissioners for the opportunity to come and make a presentation to bring awareness to the topic of substance abuse. He discussed many different aspects of addiction including the affect it has on family and friends, different organizations in place to aid in treatment, programs available for criminal drug offenders, the use of Narcan by first responders, the impact of different government funding and the drug take-back program.*

**B. Request for exoneration of 2018 county per capita taxes:**

- *Decatur Township Tax Collector Cindy McKnight - 61*

*Motion was made by Commissioner Postal to approve the request for exoneration of the 2018 county per capita taxes - Decatur Township - 61. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

- C. *Rescind action taken on May 31, 2018 to exonerate Union Township Tax Collector Herb Zook from collecting 2018 per capita tax bills as presented (30) – corrected total 28*

*Motion was made by Commissioner Dunkle to rescind action taken on May 31, 2018 to exonerate Union Township Tax Collector Herb Zook from collecting 2018 per capita tax bills (30) – corrected total 28. Commissioner Postal seconded the motion. The motion was unanimously approved.*

- D. *Rescind action taken on July 5, 2018 to exonerate Armagh Township Tax Collector Linda Marks from collecting 2018 per capita tax bills as presented (22) – corrected total 21*

*Motion was made by Commissioner Postal to rescind action taken on May 31, 2018 to exonerate Armagh Township Tax Collector Linda Marks from collecting 2018 per capita tax bills (22) – corrected total 21. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

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

- *Diakon Child, Family and Community Ministries, Topton, PA*
- *Tuscarora Intermediate Unit, Lewistown, PA*
- *Raystown Developmental Services, Inc., Huntingdon, PA*

*Ms. Miller gave a brief overview of each organization and the services they offer. These are all contract renewals.*

*Motion was made by Commissioner Postal to approve the purchase of service agreements. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

- F. *Application for County Aid – 2018 Liquid Fuels Allocation:*

- *Lewistown Borough - \$7,135.72*

*Motion was made by Commissioner Dunkle to approve the application for County Aid – 2018 Liquid Fuels Allocation – Lewistown Borough - \$7,135.72. Commissioner Postal seconded the motion. The motion was unanimously approved.*

- G. *3 Year Prison HVAC Service Agreement with NRG Building Services, Harrisburg, PA*

- *September 1, 2018 through August 31, 2019 - \$12,735.00*
- *September 1, 2019 through August 31, 2020 - \$12,735.00*
- *September 1, 2020 through August 31, 2021 - \$13,120.00*

*Mr. Griffith spoke on behalf of Warden Garver. This agreement is for the Correctional Facility and involves the controls aspect of the HVAC system. This service agreement will involve monthly calibration and servicing of the controls. This system has not been functioning adequately for the size of the building, so a separate system is now being installed in Jack Miller's office. This should alleviate the problem and allow more supply to the Correctional Facility.*

*Motion was made by Commissioner Postal to approve the 3 Year Prison HVAC Service Agreement with NRG Building Services, Harrisburg, PA. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

*H. Ordinance No. 1 of 2018 authorizing the execution and entry into Intergovernmental Cooperation Agreement between Mifflin County and Lewistown Borough in relation to Lewistown Borough's Community Development Block Grant Program Administration*

**ORDINANCE NO. 1- 2018**

**AN ORDINANCE OF THE MIFFLIN COUNTY COMMISSIONERS, MIFFLIN COUNTY**

**PENNSYLVANIA, AUTHORIZING THE EXECUTION AND ENTRY INTO INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN THE BOROUGH OF LEWISTOWN, MIFFLIN COUNTY, PENNSYLVANIA AND THE COUNTY COMMISSIONERS OF MIFFLIN COUNTY, IN RELATION TO THE BOROUGH OF LEWISTOWN'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM ADMINISTRATION IN ACCORDANCE WITH THE PENNSYLVANIA INTERGOVERNMENTAL COOPERATION LAW AND CONTAINING REPEALER AND SAVINGS AND EFFECTIVE DATE PROVISIONS.**

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED, AND IT IS HEREBY ORDAINED AND ENACTED**, by the Mifflin County Commissioners, Mifflin County Pennsylvania, incorporating the aforesaid recitals as an integral part hereof, as follows:

**SECTION ONE: Intergovernmental Cooperation Agreements for Administration**

*of Community Development Block Grant (CDBG) Funds: This Ordinance is ordained*

*and enacted pursuant to the provisions of The County Code, Act of August 9, 1955 P.L. 323, Act No. 130, 16 P.S. § 101 et seq, as amended and the Pennsylvania Intergovernmental Cooperation Law, as amended, 53 Pa.C.S.A. §2301 et seq., and otherwise per law).*

**SECTION TWO: Approval of the Cooperation Agreement between the County of Mifflin, Pennsylvania and the Borough of Lewistown, as regards to the Administration of Community Development Block Grant (CDBG) Funds.** *The Mifflin County Commissioners hereby approves the form and content of the Cooperation Agreement including Addendum-A relating to work assignments, by and between Mifflin County and the Borough of Lewistown for fiscal year 2016, and subsequent years thereafter as long as the County is required to administer the Borough of Lewistown's CDBG funds, as directed by the Pennsylvania Department of Community and Economic Development (PA-DCED) or successor agency, all parties which are political subdivisions and local government units of the Commonwealth of Pennsylvania, as defined by the Pennsylvania Intergovernmental Cooperation Law, as amended, and which Agreements are proposed to be made and executed by the said County and the Borough of Lewistown (collectively the "Parties" to the Agreement). The Cooperation Agreement and Addendum-A by and between the County of Mifflin, PA and the Borough of Lewistown for fiscal year 2016 and subsequent years thereafter, as long as the County is required to administer the said CDBG funds as directed by the Pennsylvania Department of Community and Economic Development (PA-DCED), or successor agency, is incorporated herein and made a part hereof by reference to the Ordinance enacted by the aforementioned political subdivisions and governmental units, designated as Schedule I. in the individual Ordinances.*

**SECTION THREE: Summary of Cooperation Agreements between the County of Mifflin, PA and the Borough of Lewistown for fiscal year 2016 and subsequent years thereafter, as long as the County is required to administer the Township's CDBG funds as directed by the Pennsylvania Department of Community and Economic Development (PA-DCED) or successor agency.**

*As required by §2307 (53 Pa.C.S.A. §2307) of the said Pennsylvania Intergovernmental Cooperation Law, as amended, the summary and substance of the Agreement, is as follows:*

- (a) *The amount of money/grant funds to be disbursed for the benefit by and between Mifflin County and the Borough of Lewistown for fiscal year 2016 and subsequent years thereafter is set forth in the Agreement referenced and incorporated by Section 2, it being noted that the required hearings for citizen input to formulate community development plans and to address needs have been conducted and that the County has reviewed and*

approved the plans and proposed activities and has prepared the 2016 and 2017 application for funding to the PA Department of Community and Economic Development (PA DCED).

- (b) *The Agreement, including Addendum-A relating to work assignments, sets forth the Scope of Services and the respective responsibilities of the parties, the time of performance, the budget, payments, notices and representatives, special conditions, general conditions, administrative requirements, relocation, real property acquisition and one-for-one housing replacement, personnel and participant conditions, environmental conditions, termination and modification, severability and paragraph noting that the Agreement is the entire agreement between the parties including Addendum-A.*
- (c) *The Agreement provides for an annual review by the Lewistown Borough Council and the County of outstanding plans and activities, as well as all potential future plans, so as to aid in the proper, efficient and satisfactory administration of said CDBG funds and projects.*
- (d) *The Agreement is as otherwise adopted by this Ordinance.*

**SECTION FOUR:** *Execution of the Agreement. The Chairman of the Mifflin County Commissioners, or in his absence, the Vice Chairperson of the Board of County Commissioners are hereby authorized and directed to execute and attest to the Agreement and counterparts thereof on behalf of Mifflin County. This authority and direction to execute the Agreements shall be authorized and carried out even if changes (and/or even if the more detailed or modified work assignments are agreed to by the parties), are made after the enactment of this Ordinance **provided that**, the Agreement is substantially in the form approved hereby and that such changes are editorial in nature and do not affect the meaning, intent, substance or effect of the Agreements as approved by this Ordinance.*

**SECTION FIVE:** *Severability. If any sentence, clause or section or any part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance.*

*It is hereby declared as the intent of the Mifflin County Commissioners that this Ordinance would have been adopted if such unconstitutional, illegal and invalid sentence, clause, section or part thereof had not been included therein.*

**SECTION SIX:** *Repealer and Savings. Otherwise, any Ordinance or part of any Ordinance or Resolution or part of any Resolution or Motion or part of any Motion conflicting with the provisions of this Ordinance is hereby repealed insofar as the same affects this Ordinance or is inconsistent with this Ordinance; otherwise, those provisions of Ordinances, Resolutions or Motions not hereby repealed or amended and not conflicting or not inconsistent herewith are confirmed.*

**SECTION SEVEN:** *Effective Date. This Ordinance shall take effect five (5) days after adoption.*

**ORDAINED AND ENACTED** by the Mifflin County Commissioners, Mifflin County, Pennsylvania in public session assembled, this 2nd day of August 2018.

*Mr. Lettiere discussed that the County took over administering the Community Development Block Grant (CDBG) funding for Brown Township, Derry Township, Granville Township and Lewistown Borough in 2015. At that time, the County was required to enter into a cooperation agreement with each municipality regarding the administration of funding. Since that time, the County has entered agreements with the remaining municipalities in Mifflin County. Lewistown Borough chose to have their cooperation agreement written for one year. This has been somewhat problematic since we don't anticipate any changes necessary in the near future regarding the DCED's position relative to the County administering their grant funds. Therefore, this Ordinance authorizes the entry of Lewistown Borough Council and the Mifflin County Commissioners in regard to the attached cooperation agreement. The Ordinance is a requirement under the Intergovernmental Cooperation Law. The Ordinance has been drafted with the approval of Solicitor Steve Snook. The agreement was executed by Lewistown Borough Council on July 9, 2018. The agreement spells out the contractual obligations for each party regarding the administration of CDBG funds. The difference between the agreement in 2015 and the agreement now is that it will be for year 2016*

*and every subsequent year thereafter. This agreement will not need to be redone as long as DCED continues to require the County to administer the funds.*

*Motion was made by Commissioner Postal to adopt Ordinance No. 1 of 2018. Commissioner Dunkle seconded the motion. The motion was unanimously approved.*

**I. Cooperation Agreement between Mifflin County and Lewistown Borough for the Fiscal Year 2016 Community Development Block Grant Program Administration and Beyond**

*Motion was made by Commissioner Dunkle to approve the cooperation agreement between Mifflin County and Lewistown Borough for the Fiscal Year 2016 CDBG Program Administration and Beyond. Commissioner Postal seconded the motion. The motion was unanimously approved.*

**J. Personnel:**

- *Resignation of Rachel Jimenez from Children and Youth Caseworker effective August 15, 2018*
- *Resignation of Mitch Carter from part-time Corrections Officer effective August 7, 2018*
- *Hiring of Richard Walter for part-time Telecommunicator effective August 6, 2018*

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

*Chairman Kodish then reminded all individuals expecting children that the Keystone Scholars Program is now in effect in Mifflin County. It provides a \$100 investment by the State for your child. If you are not provided with paperwork by Hospital personnel, please ask for it. It's an investment in your child's future.*

**IX. Adjournment:**

*With no other business on the agenda, Chairman Kodish adjourned the meeting at 9:32 a.m.*

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*Secretary*

**ATTEST:**

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*Chief Clerk*