

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, December 7, 2023 at 9:00 a.m. In attendance were Commissioners Mark Sunderland; Robert Postal; Kevin Kodish; Chief Clerk Cathy Romig; Solicitor Stephen Snook; and Fiscal Assistant Charity Larson

Guests present were, Treasurer Diane Griffith, Planning Director James Lettiere, Children and Youth Administrator Nicole Patkalitsky, Register and Recorder Ellen Amspacker, Tyler Dombroski from SEDA-COG, and Carter Lane and Sandra Vermeulin from MCTV.

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

- 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 Postal to accept the minutes of the Regular Meeting of November 30, 2023. Commissioner Kodish seconded the motion. The motion was unanimously approved.

**IV. Approval of Bills:**

- 1. General Fund, Accounts Payable  
Ck. #'s 144259-144316 and EFT #'s 601046-601149 in the amount of \$417,562.90
- 2. 911 Account  
EFT # 80022 in the amount of \$814.45
- 3. Act 152 Account  
Check # 8 in the amount of \$46,097.00

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

**V. Treasurer's Report:**

**TREASURER'S REPORT  
11/29/2023-12/5/2023**

<b>General Account Starting Balance</b>	<b>\$482,651.87</b>
<b>DEBITS</b>	
Deposits Receipts #118660-118763	119,024.23
Transfer from	
Transfer from 911	0.00
Voided Checks	368.50
Transfer from LEPC	0.00
Interest	5,704.48
<b>TOTAL DEBITS</b>	<b>\$125,097.21</b>
Bills Paid CK #S143959-144316 EFT #'S 601046-601149	417,562.90
Transfer to Payroll	0.00
Adjustment	0.00
NSF Check	0.00
Transfer to SFPP	0.00
<b>TOTAL CREDITS</b>	<b>\$417,562.90</b>
Ending Balance (Interest @ 4.550% as of 12/5/2023)	<b>\$190,186.18</b>
<b>Capital Reserve Account</b>	
Invested at JV Bank @ 4.550% as of 12/5/2023	<b>\$18,373,929.99</b>

Report Subject to Audit

Motion was made by Commissioner Kodish 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 Sunderland:*

*Retirement Board  
911 Dispatch Discussion*

*Commissioner Postal:*

*PA Opioid Abatement Trust  
Communities That Care Key Leaders  
Lewistown Christmas Parade  
JVBDS Citizens Advisory Board  
McVeytown Lodge Presentation  
JVBDS Executive Committee  
MC Human Services*

*Commissioner Kodish:*

*Retirement Board  
911 Dispatch Discussion  
CARS Board  
SEDA-COG Board*

**VII. Public Comment:**

*Register and Recorder Ellen Amspacker presented information on records preservation stating some records in the courthouse basement are deteriorating. She would like to use a company called Kofile to preserve the records focusing on the older deed books and marriage license records. Commissioner Kodish stated this would be discussed further at the upcoming Record Improvement Fund meeting in January.*

**VIII. New Business:**

**A. Request for exoneration of 2023 county portion per capita taxes:**

- Menno Township Tax Collector Cynthia Clever – 9
- Union Township Tax Collector Herb Zook – 21
- Decatur Township Tax Collector Cindy McKnight – 17
- Derry Township Tax Collector Bret Treaster - 36

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**B. Mifflin County Probation 2023/2024 Grant-In-Aid Award for the period July 1, 2023 through June 30, 2024 - \$21,841.00**

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**C. Application for County Aid – 2023 Allocations:**

- Newton Hamilton Borough - \$1,000.00

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**D. Reappointment of Alan Metzler, Reedsville, PA to the Airport Authority for a five-year term**

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**E. Reappointment of Victor Yoder, Lewistown, PA to the Hospital Authority for a five-year term**

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**F. Purchase of Service Agreement for use, if needed, by Children and Youth**

Children and Youth Administrator Nicole Patkalitsky presented the following purchase of service agreements for approval:

- Salvation Army, Allentown, PA at a cost of \$40/session to \$220/hr
- George Jr. Republic, Grove City, PA at a cost of \$82.94-\$730.99/day

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- G. Professional and Administrative Services with SEDA-Council of Governments, Lewisburg, PA for the administration of the Community Development Block Grant Program for Mifflin County and on behalf of the Townships of Armagh, Brown, Derry, and Granville and the Borough of Lewistown:

Planning Director James Lettiere stated these agreements represent the contractual obligation between the county and SEDA-COG for all open contracts for administration for the Community Development Block Grant program. Within each agreement there are categories of activities that are delineated which are to be undertaken by SEDA-COG in conjunction with the Mifflin County Planning office. Those activities are grant administration, activity development, and activity management. There is a cost to each activity. The method used to determine the cost for each activity was derived from the complexity of the project, the amount in the budget, the time it would take to do the environmental reviews, consideration to fund a full-time Grant Liaison position, and use of portions of the county funds zoning towards the comprehensive plan.

Tyler Dombroski, Director of Community Development Program for SEDA-COG, gave a brief explanation of SEDA-COG's rule in this process. He stated there are 15 staff members in the department with expertise in the environmental review process, labor standards, and procurement. The department as a whole, has 40 years of experience in managing CDBG programs.

- Federal Fiscal Year 2020-Entitlement-Mifflin County and on behalf of the Townships of Armagh, Brown, Derry, Granville and the Borough of Lewistown – \$25,000.00
- Federal Fiscal Year 2020-Discretionary (Competitive) -Juniata Terrace Water Main - \$67,500.00
- Federal Fiscal Year 2021-Entitlement-Mifflin County and on behalf of the Townships of Armagh, Brown, Derry, Granville and the Borough of Lewistown - \$47,200.00
- Federal Fiscal Year 2022-Entitlement- Mifflin County and on behalf of the Townships of Armagh, Brown, Derry, Granville and the Borough of Lewistown - \$105,400.00
- Federal Fiscal Year 2022-Discretionary-Competitive (CV) Hawstone Road Sewer Project - \$105,000.00
- Federal Fiscal Year 2022-Discretionary-Competitive (CV) Hawstone Road Water Project - \$170,000.00
- Federal Fiscal Year 2023-Entitlement- Mifflin County and on behalf of the Townships of Armagh, Brown, Derry, Granville and the Borough of Lewistown - \$97,200.00

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- H. Personnel:

- Rescind the hiring of Lee Shirk for Part-time Corrections Officer
- Hiring of Breanna Hockenberry for Children and Youth Caseworker I effective January 2, 2024

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**IX. Adjournment:**

*With no other business on the agenda, Commissioner Sunderland adjourned the meeting at 9:19 am.*

---

Secretary

ATTEST:

---

Chief Clerk