

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, May 30, 2024 at 9:00 a.m. In attendance were Commissioners Robert Postal; Kevin Kodish; Noah Wise; and Chief Clerk Cathy Romig.

Guests present were, Treasurer Diane Griffith, Auditor Helen Kirk, Children and Youth Staff, Wayne Downey, Nicole Patkalitsky, Brenda Dobson, Art Stanton, Eleana Eckley, Briana Estep, Breanna Hockenberry, Ashley Campbell, Julia Lyter, Abigail Yoder and Cortney McMullen, Planning Director Jim Lettiere, and Natalie Bickert and Ava Liebegott 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 May 16, 2024. Commissioner Wise seconded the motion. The motion was unanimously approved.

**IV. Approval of Bills:**

- 1. General Fund, Accounts Payable  
Ck. #'s 146252-146477 EFT #'s 601801-601819 in the amount of \$1,034,395.36
- 2. Payroll Account  
Ck. #'s 79842-79851 and Direct Deposit Advice #'s 56012-56242 in the amount of \$434,901.07
- 3. 911 Account  
Ck. #'s 52805-52818 and EFT #'s 80067-80072 in the amount of \$298,995.08
- 4. Liquid Fuels Act 89 Account  
EFT # 8181 in the amount of \$51.14
- 5. Liquid Fuels Account  
Ck. #'s 1737-1739 in the amount of \$23,524.66
- 6. CDBG Account  
Ck. #'s 1725-1737 in the amount of \$56,435.38

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:**

|   |   |   |
|---|---|---|
|   | <p>OFFICE OF THE<br/>TREASURER OF MIFFLIN COUNTY</p>  <p>COURTHOUSE<br/>LEWISTOWN, PA. 17044<br/>717-248-8439<br/>717-242-5450 (FAX)</p> |   |
| <p>DIANE L. GRIFFITH<br/>COUNTY TREASURER</p> <p>DANIEL Z. SEARER<br/>SOLICITOR</p> |   | <p>STEPHAN J. NEIT<br/>1<sup>ST</sup> DEPUTY TREASURER</p> <p>SEZANNE K. MATHRENDERER<br/>2<sup>ND</sup> DEPUTY TREASURER</p> |
| <p><b>TREASURER'S REPORT</b><br/>5/15/2024-5/28/2024</p>                            |   |   |
| <b>General Account Starting Balance</b>   |   | <b>\$3,877,218.46</b>   |
| <b>DEBITS</b>   |   |   |
| Deposits Receipts #121071-121097  |   | 375,308.18  |
| Transfer from   |   |   |
| Transfer from 911   |   | 0.00  |
| Voided Checks   |   | 0.00  |
| Transfer from LEPC  |   | 0.00  |
| Interest  |   | 0.00  |
| American Rescue   |   | 0.00  |
| <b>TOTAL DEBITS</b>   |   | <b>\$375,308.18</b>   |
| <b>CREDITS</b>  |   |   |
| Bills Paid CK #'S146252-146477 EFT #'S 601801-601819                                |   | 1,034,395.36  |
| Transfer to Payroll CK 79842-79851 DD 56012-56242                                   |   | 434,901.07  |
| Adjustment  |   | 0.00  |
| NSF Check   |   | 0.00  |
| Transfer to Coroner   |   | 2,050.00  |
| <b>TOTAL CREDITS</b>  |   | <b>\$1,471,346.43</b>   |
| Ending Balance (Interest @ 4.550% as of 5/28/2024)                                  |   | <b>\$2,781,178.21</b>   |
| <b>Capital Reserve Account</b>  |   |   |
| Invested at JV Bank @ 4.550% as of 5/28/2024  |   | <b>\$16,495,609.52</b>  |
| Report Subject to Audit   |   |   |

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:* Central Counties Youth Center  
Salary Board  
Belleville Memorial Day Parade  
Insurance Renewal Meeting  
Meeting with Municipal Authority/Projects  
Geisinger School of Nursing Open House  
J-Way/Library  
Internal Meetings (Maintenance, MCPC, Veterans, Fiscal)  
Board of Elections

*Commissioner Kodish:* Salary Board  
Meeting with the District Attorney  
Geisinger School of Nursing Grand Opening  
Regional Services Board  
Regional Services Property Committee  
Workshop Meetings  
Library Board  
Veterans Day Picnic  
Belleville Memorial Day Parade  
Meeting with County's Insurance Agent  
Meeting with Municipal Authority Director  
Board of Elections

*Commissioner Wise:* Board of Elections  
Salary Board  
Meet with District Attorney  
CCAP Monthly Meeting  
LEPC Meeting  
Allensville Streetscape Meeting  
Housing Authority  
Veterans Memorial Day Picnic  
Belleville Memorial Day Parade  
Workshop Meeting  
Insurance Renewal Meeting  
Meeting with Municipal Authority/Projects

**VII. Public Comment:**

None

**VIII. New Business:**

A. Proclamation – Child Welfare Appreciation Week – June 3-7, 2024

Proclamation  
Mifflin County Child Welfare Appreciation Week  
June 3 - 7, 2024

**WHEREAS**, every day in Mifflin County, children are at risk of child abuse and neglect; and

**WHEREAS**, Mifflin County recognizes the risks and the need to protect the children of the County; and

**WHEREAS**, the challenging task of investigating child abuse, providing services to families, assessing safety, and providing services to protect Mifflin County's children falls to the child welfare professionals of the child welfare system; and

**WHEREAS**, the work of child welfare professionals may require them to enter into situations in which their personal safety may be put at risk; and

**WHEREAS**, child welfare professionals work in difficult and emotional situations with children who have been victimized by physical abuse, sexual abuse, neglect, and other forms of maltreatment; and

**WHEREAS**, child welfare professionals must develop great skill in working with families who are in crisis

situations, struggling with mental health challenges, suffering from drug and alcohol afflictions, poverty, and other difficult issues; and

**WHEREAS**, child welfare professionals must develop substantial knowledge and skills surrounding the rights of families and the laws surrounding child welfare; and

**WHEREAS**, innumerable injuries and deaths of children have been averted due to the efforts of child welfare professionals; therefore, in special recognition of the efforts of the Child Welfare Professionals serving the children of Mifflin County, we, the Commissioners of Mifflin County, do hereby proclaim June 3-7, 2024 as **MIFFLIN COUNTY CHILD WELFARE APPRECIATION WEEK**.

Signed this 30<sup>th</sup> day of May, 2024

MIFFLIN COUNTY COMMISSIONERS

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Robert P. Postal

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Kevin P. Kodish

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Noah D. Wise

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

B. Request for exoneration of 2024 county portion per capita taxes:

- Wayne Township Tax Collector Mary Ellen Reed – 17
- Union Township Tax Collector Herb Zook - 30

*Motion was made by Commissioner Kodish to approve the per capita tax exonerations. Commissioner Wise seconded the motion. The motion was unanimously approved.*

C. Request for exoneration of 2024 county real estate tax bill and relieve the Tax Collector from collecting this bill:

- Parcel No. 17,12-0111,217 located in Granville Township - \$4.73 – carport was removed

*Motion was made by Commissioner Kodish to approve the real estate tax exoneration. Commissioner Wise seconded the motion. The motion was unanimously approved.*

D. Certification of the 2022 Cost Allocation Plan

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

E. Election Security Grant Funds for expenditures occurring between March 24, 2024 and December 31, 2025 - \$3,000.00

*Commissioner Postal explained this is a grant that comes from the Commonwealth to be used for Election Security and the County voluntarily asked the Department of Homeland Security to inspect our voting machines. There was a report and some improvements were made.*

*Motion was made by Commissioner Wise to apply for the grant. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

F. Resolution No. 35 of 2024 authorizing the execution of an agreement amendment with the Pennsylvania Department of Transportation for the bridge located in Brown Township on West Railroad Steet

**RESOLUTION NUMBER 2024-35**

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT AMENDMENT WITH THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION FOR THE BRIDGE LOCATED IN BROWN TOWNSHIP ON WEST RAILROAD STREET SPANNING KISHACOQUILLAS CREEK**

A resolution of the Mifflin County Commissioners, County of Mifflin, Commonwealth of Pennsylvania, authorizing the Chairman of the Board of Commissioners of Mifflin County to sign, on behalf of the County of Mifflin, the Reimbursement Agreement Amendment between the County of Mifflin and the Pennsylvania Department of Transportation and have the same delivered to the Commonwealth of Pennsylvania.

**WHEREAS**, the County of Mifflin recognizes the need to replace the bridge located in Brown Township on West Railroad Street spanning Kishacoquillas Creek; and

**WHEREAS**, the County of Mifflin desire to approve the Standard Bridge Reimbursement Agreement Amendment for the costs incurred during the Preliminary Engineering, Final Design, Utility Relocation, Right-of-Way Acquisition, and Construction phases.

**NOW, THEREFORE, BE IT RESOLVED** by the Mifflin County Commissioners that the Chairman of the Board of Commissioners is authorized to execute the Standard Bridge Reimbursement Agreement between the County of Mifflin and the Pennsylvania Department of Transportation, and any and all necessary documents to effectuate the aforesaid agreement Amendment.

**I HEREBY CERTIFY** that the above is a true and correct copy of a resolution adopted at a regular meeting of the Mifflin County Commissioners held on June 30, 2024.

*Motion was made by Commissioner Wise to adopt Resolution No. 35. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- G. Agreement with Michael Baker International for the update to the Comprehensive Plan - \$137,236.00 (Planning Director James Lettiere)

*Planning Director, James Lettiere stated the County Comprehensive Plan must be updated every ten years. The plan update will take approximately 14 months for completion. Mr. Lettiere also mentioned he is exploring the possibility of a grant to help cover the cost.*

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

- H. Resolution No. 36 of 2024 appointing a Section 504 Compliance Officer and establishing a grievance procedure for the County of Mifflin and on behalf of the Armagh, Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council (Planning Director James Lettiere)

**RESOLUTION NUMBER 2024-36**

**RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS AND ON BEHALF OF THE LEWISTOWN BOROUGH COUNCIL, AND THE ARMAGH, BROWN, DERRY AND GRANVILLE TOWNSHIP SUPERVISORS APPOINTING A SECTION 504 COMPLIANCE OFFICER AND ESTABLISHING A GRIEVANCE PROCEDURE**

**WHEREAS**, Mifflin County, Pennsylvania and the Armagh, Brown, Derry, and Granville Township Supervisors and the Lewistown Borough Council (hereinafter referred to as OBO's), are recipients of federal funds from the Pennsylvania Department of Community and Economic Development (PA- DCED), through the Community Development Block Grant (CDBG and CDBG Discretionary) and HOME Investment Partnerships Program, authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended;

**WHEREAS**, Mifflin County and its OBO's are statutorily required to develop administrative procedures and regulations in accordance with 24 CFR Part 8 of the Code of Federal Regulations as effectuated on July 11, 1988, to implement Section 504 of the Rehabilitation Act of 1973;

**WHEREAS**, Mifflin County and the OBO's must designate a Section 504 Compliance Officer who will serve of the County's designated representative for any and all complaints regarding 24 CFR Part 8 of the Code of Federal Regulations and adopt grievance procedures;

**WHEREAS**, Mifflin County outreached with interested parties to solicit input and feed back regarding the County's compliance with administrative rules and regulations related to Section 504 of the Rehabilitation Act of 1973 during 2014;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Mifflin as follows:

1. Director of Maintenance Lonnie Griffith, of the Mifflin County Maintenance Department is hereby designated as the County's Section 504 Compliance Officer for 2024-2025.
2. The County has adopted a grievance procedure for any and all complaints regarding accessibility to all county owned facilities.
3. The County Commissioners procured the EADS Group Inc. in January 1998 to conduct a comprehensive analysis of all county owned facilities as related to Title II of the American with Disabilities Act. These reports are on file in the Planning and Development Department of the Mifflin County Courthouse.
4. Since 1998 the County Commissioners made modifications to all county owned facilities which comply with Title II of the American with Disabilities Act.
5. The Armagh, Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council are responsible for complying with Title II of the American with Disabilities Act for all municipal facilities and all facilities are ADA compliant.

*Planning Director, James Lettiere explained this is a Federal Code Regulation for the CDBG Program. Physical Plant Director, Lonnie Griffith will be appointed as the Compliance Officer.*

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

- I. Application for Payment No. 3 to Jay Fulkroad and Sons, Inc. in the amount of \$71,243.36 for Phase II of the Juniata River Trail Project (Planning Director James Lettiere)

*Planning Director, James Lettiere stated the project is 90% completed.*

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

- J. Change Order No. 2 for Phase II of the Juniata River Trail project to revise the substantial completion date from June 2, 2024 to June 23, 2024 and increase the contract price by \$30,267.22 for improvements to the parking lot and installation of a 20' long 18" drainage culvert

*Planning Director, James Lettiere stated the first item is for the parking lot behind the Fire Academy. The small stone that was installed in the parking lot is holding water. The remedy is to install larger stone. The second item is to address the wash out problem at the lowest point of the trail near the river. The engineer suggested a 20 foot long by 18 inches pipe under that path portion to drain the water. The final item is to extend the completion date to June 23, 2024.*

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

- K. Appointment of Natali Foltz to the America250PA County Commission as the Mifflin County Representative

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

- L. Personnel:

- Resignation of Robin Billett from Children and Youth Case Aide effective May 29, 2024
- Promotion of Abigail Yoder from Caseworker I to Caseworker II effective June 3, 2024
- Hiring of full-time 911 Telecommunicator Susie Slonaker Dates effective June 12, 2024

*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 9:20 a.m.*

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Secretary

ATTEST:

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Chief Clerk