

Lewistown, PA

May 18, 2023

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, May 18, 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 Affairs Assistant Charity Larson.*

*Guests present were, Treasurer Diane Griffith, Human Services Director Allison Fisher, Housing Rehab Specialist Doug Marks, Emergency Management Director Phil Lucas, Melissa Stewart, Carianne Love, Helen Kirk, and Charles Fought and Sandra Vermuelin 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 May 4, 2023. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

1. *General Fund, Accounts Payable*

*Ck. #'s 141736-141891 and EFT #'s 600129-600241 in the amount of \$1,738,160.97*

2. *Payroll Account*

*Ck. #'s 79624-79628 and Direct Deposit Advice #'s 50036-50262 in the amount of \$357,873.18*

3. *911 Account*

*Ck. #52585-52596 and EFT #21022-21025 in the amount of \$43,255.30*

4. *CDBG Account*

*Ck. #1663-1665 in the amount of \$68,458.78*

5. *Act 137 Account*

*Ck. #3146-3147 in the amount of \$1,055.00*

*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:**

OFFICE OF THE  
TREASURER OF MIFFLIN COUNTY

DIANE L GRIFFITH  
COUNTY TREASURER

DANIEL Z SEARER  
SOLICITOR



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

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

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

TREASURER'S REPORT  
5/3/2023-5/16/2023

<b>General Account Starting Balance</b>	<b>\$3,929,948.39</b>
<b>DEBITS</b>	
Deposits Receipts #116018-116268	487,668.44
Transfer from	
Transfer from 911	0.00
Voided Checks	2,155.25
Transfer from LEPC	419.77
Adjustment	0.00
Interest	0.00
<b>TOTAL DEBITS</b>	<b>\$490,243.46</b>
<b>CREDITS</b>	
Bills Paid CK #S141736-141891 EFT #S 600129-600241	1,738,160.97
Transfer to Payroll CKS 79624-79528, DD 50036-50262	357,873.18
NSF Check	932.98
Transfer to SFPP	0.00
<b>TOTAL CREDITS</b>	<b>\$2,096,967.13</b>
Ending Balance (Interest @ 2.300% as of 5/16/2023)	<b>\$2,323,224.72</b>
<b>Liquid Fuels</b>	
Invested at JV Bank @ 2.300% as of 5/16/2023	\$315,113.78
<b>Liquid Fuels - Act 89</b>	
Invested at JV Bank @ 2.300% as of 5/16/2023	\$508,634.46
<b>911 Telephone Account</b>	
Invested at JV Bank @ 2.300% as of 5/16/2023	\$587,918.67
<b>LEPC</b>	
Invested at JV Bank @ 0.750% as of 5/16/2023	\$29,521.72
<b>Local Use Fund</b>	
Invested at JV Bank @ 2.300% as of 5/16/2023	\$614,513.81
<b>Capital Reserve Account</b>	
Invested at JV Bank @ 2.300% as of 5/16/2023	\$13,544,411.01
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.*

**VI. Meetings and Events:**

*Chairman Sunderland:*

*Retirement Board  
Insurance Meeting  
Municipal Primary Election Day  
Prison Staff Phone Proposals*

*Commissioner Postal:*

*Retirement Board  
SEDA-COG Natural Gas Executive Committee  
Insurance Meeting  
SEDA-COG Joint Rail Authority  
United Way Golf Tournament*

*Municipal Primary Election Day  
Internal Meetings; Maintenance, Elections, MC  
Police Department, MC Correctional Facility,  
Fiscal*

*Commissioner Kodish:*

*Retirement Board  
Regional Services Finance Committee  
PIMCC Board  
Area Agency on Aging Board  
Opioid Advisory Council  
Regional Services Board  
Mifflin County Library Board*

**VII. New Business:**

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

- Juniata Terrace Tax Collector Susie Tyson – 2

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

B. Request for exoneration of 2023 county real estate tax bill and relieve the Tax Collector from collecting this bill:

- Parcel No. 04,04-0276,001 located in Lewistown Borough – mobile home was demolished - \$71.75
- Parcel No. 20,13-0501AE,001 located in Union Township – building was demolished - \$30.75
- Parcel No. 21,02-0251 located in Wayne Township – cell towers were removed from property record and added to the Huntingdon County assessment records due to the resolution of a mapping issue- \$3,145.33

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

C. Request for refund of a portion of County real estate taxes for 2022

- Parcel No.'s 12,19-0111R located in Armagh Township – errors in building locations, square footage and occupancy date - \$111.27

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

D. Proposal from Keller Engineers for a development review in Derry Township - \$2,085.00

Mr. Postal noted this is a one-time review due to conflicts.

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

E. Agreement with Upward Broadband for the Allensville Tower

Emergency Management Director Phil Lucas explained this agree provides and easement from the current 911 tower in Allensville to two parcels the county and Upward Broadband are in the process of purchasing. That area in future will allow the option to upgrade the existing tower. The need for the easement is predicated on the actual purchase of the two parcels.

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

F. Grant Agreements for the Homeless Assistance Program (HAP) for the period July 1, 2023 through June 30, 2024:

Human Services Director Allison Fisher said this is an annual grant. The allocation amount is tentative until there is final approval of the budget. There have been no changes from the previous year.

• Mifflin-Juniata Human Services	Case Management	\$5,800.00
• Mifflin-Juniata Human Services	Rental/Utility Assistance	\$4,942.00
• Shelter Services, Inc.	Emergency Shelter	\$9,000.00
• The Abuse Network, Inc.	Emergency Shelter	\$5,000.00
• Mifflin-Juniata Human Services	Administration	<u>\$2,749.00</u>
		\$27,491.00

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

G. Human Services Department Fund (HSDF) Agency Contracts for the period July 1, 2023 through June 30, 2024:

Human Services Director Allison Fisher stated this is also annual. There are also not changes in this grant from the previous year. This grant is to allow agencies in the area to provide what they call gap filler services.

• Lumina Center	Mentoring Program	\$5,000.00
• Shelter Services, Inc.	Emergency Shelter	\$1,500.00
• The Abuse Network, Inc.	Case Management	\$2,250.00
• Clear Concepts Counseling	Counseling	\$10,000.00
• Mifflin-Juniata Human Services	County Administration	\$5,000.00
• Mifflin-Juniata Human Services	Service Coordination	<u>\$26,250.00</u>
		\$50,000.00

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

H. Tri-County Justice System Response Improvements Program Agreement between Juniata Valley Tri-County Drug & Alcohol and Mifflin Juniata Human Services for technical support, reporting and coordination of data collection and analysis for the period April 1, 2023 through September 30, 2024 - \$6,000.00

Human Services Director Allison Fisher explained this will help fund the co-responder program, also additional case management for Tri-County Drug and Alcohol, and some trainings for first responders in the community. Tri-County is the actual holder but Human Services is partnering with them. Tri-County will reimburse the county.

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

I. Contract extensions with Tra Electric and PBCI-Allen Mechanical & Electrical for the Shelter and Derry Township Senior Center Projects extending the completion date to September 8, 2023

Housing Rehab Specialist Doug Marks stated this is for an extension of the time frame for the contract due to supply chain issues. The electrical panel at the shelter has been delayed twice now and is currently expected to arrive in late June. The Senior Center also had delays.

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

J. Lewistown CDBG Southside Improvement Project:

- a. Approve the alternates for the paving portion of the project – Glenn O. Hawbaker Inc. - \$82,784.00 plus the base bid amount of \$262,133.00 for a total of \$344,917.00

Housing Rehab Specialist Doug Marks explained they would like to add the alternates to the originally approved bid. The alternates pertained to milling of the roadway. Accepting of the alternates has already been approved at the Borough Council meeting.

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

- K. Change Order No. 1 with Big Rock Paving for the Reedsville Walnut Street Sidewalk project – additional \$547.50

Housing Rehab Specialist Doug Marks said this project is nearing completion. During work it was discovered there were additional quantities of sidewalk that needs replaced.

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

- L. Bid results for the Walnut Street Sidewalks Phase 2 project

Housing Rehab Specialist Doug Marks stated this project was recently bid. The winning bidder was considerably lower than the other two bidders. It was then discovered the winner had missed several pages in their paperwork. Mr. Marks is asking for permission to rebid the project.

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

- M. Personnel:

- Rescind the hiring of part-time Corrections Officers Cassidi Wileman, Tyler Wileman and Kyler York effective May 8, 2023
- Promotion of Arthur Stanton and Nathan Reese from Children and Youth Caseworker I to Caseworker II effective May 22, 2023
- Appointment of Maddie Hummel for a Human Services Intern effective May 22, 2023

*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 9:28 am.*

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Secretary

ATTEST:

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Chief Clerk