

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, December 22, 2022 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, CDBG Administrator Chastity Fultz, CDBG Housing Rehab Specialist Doug Marks, Children and Youth Supervisor Megan McMahon, Physical Plant Director Lonnie Griffith, Emergency Management Director Phil Lucas and Mark Remy.

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 Kodish to accept the minutes of the Regular Meeting of December 1, 2022. Commissioner Postal seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable

Ck. #'s 139894-140101 EFT #'s 30428-30543 in the amount of \$903,034.07

2. Payroll Account

Ck. #'s 79529-79536 and Direct Deposit Advice #'s 47603-47821 in the amount of \$362,614.48

3. 911 Account

Ck. # 52486-52498 and EFT #'s 20976-20981 in the amount of \$21,995.89

4. LEPC Account

Ck. #'s 1566 in the amount of \$731.28

5. Act 137 Account

Check #'s 3137-3138 in the amount of \$1,195.00

6. CDBG Account

Check #'s 1627-1630 in the amount of \$104,656.38

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
11/30/2022-12/20/2022**

General Account Starting Balance

\$4,455,835.31

DEBITS

Deposits Receipts #113844-114204

345,669.99

Transfer from

Transfer from CAPITAL RESERVE	0.00
Transfer from 911	600,000.00
Voided Checks	28.75
Transfer from LEPC	632.95
Adjustment	886.60
Interest	11,319.25
TOTAL DEBITS	\$958,537.54

CREDITS

Bills Paid CK #'S 139894-140101 EFT #'S 30428-30543	903,034.07
Transfer to Payroll CKS 79529-79536, DD 47603-47821 NSF	362,614.48
Check	
Transfer to SFPP	0.00
TOTAL CREDITS	\$1,265,648.55

Ending Balance (Interest @ 2.300% as of 12/20/2022) **\$4,148,724.30**

Liquid Fuels

Invested at JV Bank @ 2.300% as of 12/20/2022 \$331,776.07

Liquid Fuels - Act 89

Invested at JV Bank @ 2.300% as of 12/20/2022 \$504,155.94

911 Telephone Account

Invested at JV Bank @ 2.300% as of 12/20/2022 \$524,849.99

LEPC

Invested at JV Bank @ 0.750% as of 12/20/2022 \$23,837.72

Local Use Fund

Invested at JV Bank @ 2.300% as of 12/20/2022 \$608,740.16

Capital Reserve Account

Invested at JV Bank @ 2.300% as of 12/20/2022 \$8,936,038.89

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
Meeting with Human Services Director
Conservation District Board
JVBDS Meeting*

Commissioner Postal:

Retirement Board

*Court Security Meeting
Christmas Parade
JVBDS Citizens Advisory Board
SEDA-COG Natural Gas Executive Committee
JVBDS Executive Committee
PA Opioid Trust
Central Counties Youth Center
SEDA-COG Natural Gas Board Meeting
SEDA-COG JRA
JVBDS Joinder Board
LEO and Joint Workforce Development Board
Black's Hospital Project
JVBDS Regional Council
Internal: Christmas Party, Planning, Maintenance,
MCCF, MJHS, Veterans*

Commissioner Kodish:

*Retirement Board
CARS Board
SEDA-COG Local Development Corporation
SEDA-COG Board
SEDA-COG Finance Committee
Black's Hospital Project
MCSO Stadium Project
JVBDS Joinder Board
Regional Services Board
Library Board*

VII. Public Comment:

None

VIII. New Business:

A. Request for exoneration of 2022 county portion per capita taxes:

- Brown Township Tax Collector Cheryl Hartzler – 15
- Oliver Borough Tax Collector Sherry Miller – 2

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

B. Purchase of Service Agreement with Mark Remy, Esquire, from the Law Offices of Knepp and Snook, as Assistant District Attorney for the period January 1, 2023 through December 31, 2023 for a monthly sum of \$2,708.34

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

C. Estimate from JCM Communications, Inc., Hooversville, PA, for the Prison Intercom System - \$108,778.50

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

D. 10 Year Physicians Contract with Evangelical Medical Services Organization to provide physician services at the prison commencing January 1, 2023 - \$1,275.00 per week

Commissioner Postal made the point that even though this contract is for 10 years there is a 90 day written termination.

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

E. Estimate from The Coating Guys, LLC, Lewistown, PA Restroom and Shower Rehab at the Prison - \$15,380.00

Physical Plant Director, Lonnie Griffith explained this is for an issue that has been going on for a long time on C and D block. Tile has been coming up in the shower areas of Mifflin County Correctional Facility and clogging the drains. They did get quotes and the lowest quote was from The Coating Guys, LLC. The new surface would be a solid epoxy which would keep the issue from recurring. The project, if approved, would start mid-January.

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

- F. Engagement agreement with Martson Law Offices, Thompsettown, PA for CDBG Solicitor Services for the water extension on Tower Hill Road and Hilti House Lane – estimated fees \$17,500.00 - \$22,500.00

CDBG Administrator Chastity Fultz stated this agreement would include all solicitor services that would be required to send public water down a portion of Hawstone Road. This will include water rights, right of ways acquisitions, etc. The estimated fees are well below the budgeted amount.

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

- G. SAVIN (Statewide Automated Victim Information and Notification System) maintenance and service agreement with the Pennsylvania District Attorney's Association – January 1, 2023 through December 31, 2023

Jami Glick, Director of Crime Victim Services, stated this is a required annual contract with the Pennsylvania District Attorney's Association. It provides notification services to victims or anyone who would want to be notified when an offender is released from a facility. There is no cost to the county.

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

- H. Bids and proposals for the Hawstone Water Upgrade CDBG -CV Project.

Housing Rehab Specialist Doug Marks explained this CDBG-CV funded project has been in the works. Mifflin County Municipal Authority will be taking over the water system in the future. The listed items are products they will need for upgrades. The listed items have already been approved by the CDBG Grant Manager. Commissioner Postal asked if this is related to the previous law office actions or would interfere in the project in any way. Mr. Marks stated it was not related nor would interfere as they are on separate water systems.

- Pyrz Water Supply Co. Inc. – Metering pump - \$3,450.00
 - Mid Atlantic Storage Systems, Inc. – Recondition, inspect, repair, wash tank - \$25,098.00
 - LB Water Service, Inc. – Meter coupling - \$609.10
 - National Road Utility Supply, Inc., - 19 Badger meters - \$12,917.72
 - National Road Utility Supply, Inc. – Beacon starter kit - \$828.00
 - Chemstream, Inc. – Drum containment system - \$368.88
- Totaling \$43,271.70

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

- I. Application of County Aid – 2022 Liquid Fuels Allocation:

- Newton Hamilton Borough - \$1,000.00
- Juniata Terrace Borough - \$1,000.00
- Union Township - \$4,811.00
- Lewistown Borough - \$7,341.00
- Burnham Borough - \$2,037.00

- McVeytown Borough - \$1,000.00

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

- J. Encumber \$80,000.00 Liquid Fuels funds for Maintenance on Chestnut Street Bridge

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

- K. Public Safety Subscription Agreement with IamResponding.com for the period January 15, 2023 through January 14, 2028 at a cost of \$16,471.00 per year.

Emergency Management Director Phil Lucas stated the requested subscription replaces the current text paging system and enhances the push of valuable information to 1st responders for patient care and/or rescue. This system can provide building diagrams, vehicle descriptions, and law enforcement information. Many of the fire companies in the area are already using the system themselves. Mr. Postal added, the annual cost will have no increase for five years.

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

- L. Bids for cleaning services at the Annex Building:

Physical Plant Director, Lonnie Griffith said this is for cleaning services of the Annex Building now that it is at full capacity. He recommended issuing a contract to NuVisions Center.

- Perfection Cleaning - \$2,950.00 per month
- KP's Cleaning Services - \$2,700.00 per month
- NuVisions Center - \$1,702.26 per month

Motion was made by Commissioner Postal to accept the bid and form a contract with NuVisions. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- M. Reappointments to the Mifflin County Agricultural Land Preservation Board for three-year terms:

- Michael Ammon
- Raymond Snyder
- Frank Bonson
- William Houghtwout as Chairman for 2023

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

- N. Re-appointment of Kent Spicher, Belleville, PA to the Mifflin County Planning Commission for a four-year term

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

- O. Appointment of Brian Glick, Belleville, PA to the Mifflin County 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.

- P. Resolution No. 36 of 2022 on behalf of Derry Township Supervisors to approve budget modifications to the FFY 2019 CDBG Program

CDBG Administrator Chastity Fultz stated this resolution and the following resolution are both in conjunction with the same project. This project is for the Yeagertown Senior Center which came in dramatically over budget. Because of this they need to move money around for 2019 Derry Township funds. They are opting to delete the demolition of 547 Woodland Avenue which is costly. That property is currently going through judicial sale so they cannot place liens on the property. They would also like to delete a septic replacement project that was to help homeowners who had failed septic systems that need repair. They have had no interest in the project so they would like to reallocate those funds to the HVAC projects.

RESOLUTION NUMBER 2022-36
RESOLUTION OF THE
MIFFLIN COUNTY COMMISSIONERS (MCC)
ON BEHALF OF THE DERRY TOWNSHIP SUPERVISORS (DTS),
APPROVING BUDGET MODIFICATIONS TO THE FFY 2019 CDBG PROGRAM

WHEREAS, the DTS and the Mifflin County Commissioners (MCC) on behalf of the DTS funded the Demolition of 547 Woodland Avenue Project in FFY 2019 in the amount of \$28,691.97, the On-Lot Septic Repair/Replacement Project in the amount of \$30,049.00; and

WHEREAS, the DTS and the MCC on behalf of the DTS funded the Yeagertown Senior Center HVAC Project in the amount of \$42,841.03 and project bids came in over budget; and

WHEREAS, the DTS and the MCC on behalf of the DTS are desirous of canceling the Demolition of 547 Woodland Avenue Project and the On-Lot Septic Repair/Replacement Project and using those funds to fully fund the Yeagertown Senior Center HVAC Project; and

WHEREAS, the DTS conducted a public hearing on Monday, December 19, 2022, in accordance with the County's Citizen Participation Plan;

WHEREAS, the DTS adopted a resolution on December 19, 2022 approving said budget modifications and authorized the Mifflin County Planning and Development Department to complete and submit said modification request and required documentation to the (PA- DCED) for review and approval;

WHEREAS, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to modify the Derry Township FFY 2019 program funding budget, so as to complete the following actions:

1. Delete the Demolition of 547 Woodland Avenue Project.
2. Delete the On-Lot Septic Repair/Replacement Project.
3. Increase the Yeagertown Senior Center HVAC Project budget to the amount of \$101,582.00.

NOW, THEREFORE, BE IT RESOLVED, by the MCC as follows:

1. That the budget modifications affecting the Derry Township FFY 2019 program budget are approved by the MCC on behalf of the DTS through the adoption of this Resolution.
2. That the Mifflin County Planning and Development Department is authorized to complete and submit said modification request and required documentation to the PA- DCED for review and approval.

BE IT FURTHER RESOLVED, if CDBG funds are determined by the PA-DCED to be expended on ineligible program costs or do not meet a national objective, the MCC on behalf of the DTS agree to repay the proportion deemed ineligible from non-federal sources.

*Motion was made by Commissioner Kodish to approve both items P and Q.
Commissioner Postal seconded the motion. The motion was unanimously approved.*

- Q. Resolution No. 37 of 2022 on behalf of Derry Township Supervisors to approve budget revisions to the FFY 2020 CDBG Program

CDBG Administrator Chastity Fultz stated this item applies to the fiscal year 2020 program. In this case they are going to reduce funding for single family owner occupied housing by \$12,848.57 and add that amount to the Yeagertown Senior Center HVAC project.

RESOLUTION NUMBER 2022-37
RESOLUTION OF THE
MIFFLIN COUNTY COMMISSIONERS (MCC)
ON BEHALF OF THE DERRY TOWNSHIP SUPERVISORS (DTS),
APPROVING BUDGET REVISIONS
TO THE FFY 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

WHEREAS, the DTS and the MCC on behalf of the DTS funded Single-Family, Owner-Occupied Housing Rehabilitation in the amount of \$104,435.00; and

WHEREAS, the DTS and the MCC on behalf of the DTS funded the Yeagertown Senior Center HVAC Project in FFY 2020-CV and FFY 2019 and project bids came in over budget; and

WHEREAS, the DTS and the MCC on behalf of the DTS are desirous of reducing funding for Single-Family, Owner-Occupied Housing Rehabilitation by \$12,848.57 in order to fully fund the Yeagertown Senior Center HVAC Project; and

WHEREAS, the DTS adopted a resolution on December 19, 2022 approving said budget revisions and authorized the Mifflin County Planning and Development Department to complete and submit said revision request and required documentation to the Pennsylvania Department of Community and Economic Development (PA- DCED) for review and approval;

WHEREAS, it is the requirement of the PA-DCED to revise the Derry Township FFY 2020 program funding budget, so as to complete the following actions:

4. Reduce Single-Family, Owner-Occupied Housing Rehabilitation by the amount of \$12,848.57
5. Add the Yeagertown Senior Center HVAC Project in the amount of \$12,848.57.

NOW, THEREFORE, BE IT RESOLVED, by the MCC as follows:

3. That the budget revisions affecting the Derry Township FFY 2020 program budget are approved by the MCC on behalf of the DTS through the adoption of this Resolution.
4. That the Mifflin County Planning and Development Department is authorized to complete and submit said revision request and required documentation to the PA- DCED for review and approval.

BE IT FURTHER RESOLVED, if CDBG funds are determined by the PA-DCED to be expended on ineligible program costs or do not meet a national objective, the MCC on behalf of the DTS agree to repay the proportion deemed ineligible from non-federal sources.

Motion was made by Commissioner Kodish to approve both items P and Q. Commissioner Postal seconded the motion. The motion was unanimously approved.

- R. Engineering Agreement for the grant award to extend public water along a portion of Hawstone Road with the EADS Group

CDBG Administrator Chastity Fultz explained this is very similar to the solicitor agreement approved earlier in this meeting but for engineering. They are estimating about \$503,000 potential cost in this particular project. The fee is close to the original budget.

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

- s. Purchase of Service Agreement for use, if needed, by Children and Youth:
 - Adelphoi Village, Latrobe, PA with fees of \$89.09-\$438.18 per day
 - Family Care Services, Chambersburg, PA with fees of \$49.76-\$119.94 per day

- Pinebrook Family Answers, Allentown, PA with fees of \$84.18-\$100.83 per day
- Huntingdon County Children’s Services, Huntingdon, PA with fees of \$32.00-\$94.00 per day

Children and Youth Supervisor Megan McMahon presented the requested list of service agreements for approval. Mr. Postal asked if these fees are negotiated with the service providers. Solicitor Snook explained the providers set their own rates however they are approved by the state and are not negotiable. The differences in the rates has to do with the amount of service each individual child needs.

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

- T. Lease Agreement with Community Services Group, Inc., Mountville, PA for a portion of the Green Avenue Building for the period January 1, 2023 through December 31, 2023 - \$1,845.00 per month

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

- U. Lease Agreement with The Advocacy Alliance, Scranton, PA for a portion of the Green Avenue Building for the period January 1, 2023 through December 31, 2023 - \$400.00 per month

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

- V. Accept bids for the Mifflin County Correctional Facility HVAC Project

Physical Plant Director Lonnie Griffith presented the following bid tabulation for bids received and opened December 20, 2022.

CONTRACT #1 (HVAC) - CONTRACTOR	BASE BID	ALT.#1 (Delete DOAS at District Justice Area)	ALT.# 2 (Delete heating & cooling to Rec Room)	ALT.#3 (Delete additional Sound Reduction System at Chillers)	ALT.#4 (Add incidental GC work to HVAC contract)	ALT.#5 (Add incidental EC work to HVAC contract)	BID BOND
McClure Mechanical Services 2929 Stewart Drive, Suite 203 State College, PA 16801	\$2,238,278	Deduct \$101,350	Deduct \$4,800	Deduct \$163,493	No Bid	No Bid	Included
Benell, Inc. 3171 Columbia Boulevard, Unit B Bloomsburg, PA 17815	\$2,147,625	Deduct \$90,700	Deduct \$4,600	Deduct \$155,000	Add \$126,000	Add \$182,700	Included
CONTRACT #2 (Electrical Construction) - CONTRACTOR	BASE BID	ALT.#1 (Delete DOAS at District Justice Area)	ALT.# 2 (Delete heating & cooling to Rec Room)				BID BOND
Westmoreland Electric Services, LLC 193 Central Road Tarrs, PA 15688	\$203,300	Deduct \$6,500	Deduct \$4,500				Included
Lepley Electrical Contractor, Inc. 232 Valley Street Lewistown, PA 17044	\$164,089	Deduct \$2,322	Deduct \$2,356				Included
CONTRACT #3 (General Construction) - CONTRACTOR	BASE BID						BID BOND
M&R Contracting, Inc. 935 Bellefonte Avenue Lock Haven, PA 17745	\$112,762						Included
Mid-State Construction, Inc. 260 Brush Mountain Road Altoona, PA 16602	\$139,187						Included

Mr. Griffith recommended award of contracts to the low bidders of Benell, Inc. for Contract #1 with Alternate #3 which is a deduct, Lepley Electrical Contractor, Inc. for Contract #2, and M&R Contracting, Inc. for Contract #3. Commissioner Postal asked if the Correctional Facility is still using the original system. Mr. Griffith stated nothing has been replaced in 22 years. Mr. Postal then stated the County will be using ARPA funds to pay for these upgrades as air filtration upgrades do pertain to improvements due to Covid.

Motion was made by Commissioner Postal to approve the low bidders as suggested. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- W. Personnel:

- Hiring of part-time Corrections Officers Christina Seitz and Daven Bernstein effective December 5, 2022
- Hiring of Susan Hawkins for Human Services Income Stability Coordinator effective December 12, 2022
- Hiring of Megan Snook for Administrative Assistant in Children and Youth effective December 12, 2022
- Transfer of Lisa Stalnaker from full-time Grant Writer to part-time Grant Writer effective December 12, 2022
- Resignation of Johnna Bilger-Hoar from Lead LPN effective December 18, 2022
- Promotion of Bobbie Jo Price from LPN to Lead LPN Effective December 18, 2022
- Resignation of Probation Officer Drew Knouse effective December 19, 2022
- Hiring of Julia Lyter for Children and Youth Caseworker effective January 3, 2023

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

X. Approval of 2023 Meeting Schedules

Regular Meetings:

- First and Third Thursday of each month at 9:00 a.m. In the event there are five Thursdays in a month – there will be a meeting on the fifth Thursday, also at 9:00 a.m.

Prison Board:

- First Wednesday of each month at 1:30 p.m.

Salary Board:

- January 3, 2023 at 1:30 p.m. for reorganization and any other business
- Third Thursday of each month at 10:30 a.m., as needed

Board of Elections:

- Third Thursday of each month directly following the Commissioners' Public Meeting which begins at 9:00 a.m., as needed

Department Head

- Every other month (starting January) Commissioners take turns meeting with department heads individually

Retirement Board:

- Thursday, March 2, 2023 at 2:00 p.m.
- Thursday, May 4, 2023 at 2:00 p.m.
- Thursday, August 31, 2023 at 2:00 p.m.
- Thursday, November 30, 2023 at 2:00 p.m.

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

Y. Selection of Board Officers for 2023

Motion was made by Commissioner Postal to approve the current Board Officers remaining in their present positions. Commissioner Kodish seconded the motion. The motion was unanimously approved.

Z. Adoption of the 2023 Budget

Motion was made by Commissioner Postal to approve adoption of the 2023 Budget as presented at the December 1, 2022 Regular Meeting. 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 9:31am.

Secretary

ATTEST:

Chief Clerk