

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, February 16, 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, Physical Plant Director Lonnie Griffith, Housing Rehab Specialist Doug Marks, CDBG Administrator Chastity Fultz, Human Services Director Allison Fisher, Melissa Stewart, Jamie Glick, Juanita Byler, Helen Kirk, and Mikayla Bodley and Ella Knepp 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 February 2, 2023. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

**1. General Fund, Accounts Payable**

*Ck. #'s 140584-140795 EFT #'s 30691-30799 in the amount of \$954,572.70*

**2. Payroll Account**

*Ck. #'s 79569-79576 and Direct Deposit Advice #'s in the amount of \$340,523.40*

**3. 911 Account**

*Ck. #'s 52524-52531 and EFT #'s 20994-20996 in the amount of \$25,771.48*

**4. CDBG Account**

*Ck. #1637 in the amount of \$3,624.00*

**5. Act 137 Account**

*Ck. #3142 in the amount of \$558.60*

*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  
2/1/2023-2/14/2023

<b>General Account Starting Balance</b>	<b>\$6,270,100.35</b>
<b>DEBITS</b>	
Deposits Receipts # 114554-114681	281,070.02
Transfer from	
Transfer from 911	200,000.00
Voided Checks	0.00
Transfer from LEPC	353.69
Adjustment	0.00
Interest	0.00
<b>TOTAL DEBITS</b>	<b>\$481,423.71</b>
<b>CREDITS</b>	
Bills Paid CK #'S 140584-140795 EFT #'S 30691-30799	954,572.70
Transfer to Payroll CKS 79569-79576, DD 48476-48697	340,523.40
NSF Check	0.00
Transfer to SFPP	0.00
<b>TOTAL CREDITS</b>	<b>\$1,295,096.10</b>
Ending Balance (Interest @ 2.300% as of 2/14/2023)	<b>\$5,456,427.96</b>
<b>Liquid Fuels</b>	
Invested at JV Bank @ 2.300% as of 2/14/2023	\$324,092.80
<b>Liquid Fuels - Act 89</b>	
Invested at JV Bank @ 2.300% as of 2/14/2023	\$506,000.37
<b>911 Telephone Account</b>	
Invested at JV Bank @ 2.300% as of 2/14/2023	\$485,025.09
<b>LEPC</b>	
Invested at JV Bank @ 0.750% as of 2/14/2023	\$23,121.79
<b>Local Use Fund</b>	
Invested at JV Bank @ 2.300% as of 2/14/2023	\$611,080.33
<b>Capital Reserve Account</b>	
Invested at JV Bank @ 2.300% as of 2/14/2023	\$5,249,218.67
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:*

*JVBDS Joinder Board*

*Commissioner Postal:*

*MC Human Services Department  
SEDA-COG Joint Rail Authority  
CCYC Executive Committee  
JVBDS Joinder Board  
Youth Park Association*

*JVRV Chamber Breakfast  
SEDA-COG Natural Gas Strategic Planning  
Internal Meetings; CYS, Bridge Program,  
Planning, Maintenance, Tax Services*

*Commissioner Kodish:*

*County Bridge Program Review  
CARS Board  
JVBDS Joinder Board  
Regional Services Property Committee  
Meeting with Planning Director Colussy*

**VII. Public Comment:**

**VIII. New Business:**

A. Human Services Director Allison Fisher – Annual Report

Allison Fisher presented highlights of the Annual Report provided to the Commissioners noting Human Services brought in 20 grants in 2022 which totaled over \$1.7 million for the County. Their mission is to initiate, collaborate, and build around the issues of income, health, and education in the community. Some of the programs brought in with these funds, like the one with Tri-County Drug and Alcohol, address housing stability for clients at risk due to sobriety concerns. They also work with Veterans Affairs in both counties to assist Veterans with utility needs and with CARS to provide transportation. They have been able to partner with United Way to provide heating assistance with no income guidelines. New this year, Human Services is working with Juniata County CYS to provide housing services for youth aging out of care. They have a similar program in Mifflin County. Food security is also addressed through food pantries and local churches providing free meals. Allison will post a copy of the full report on the Human Services website.

B. Proclamation - April, 2023 is Pennsylvania 811 Safe Digging Month

**WHEREAS**, the month of April 2023 recognized as “Pennsylvania 811 Safe Digging Month”, and the initiative sponsored by Pennsylvania 811, a utility notification information center with over 50 years of continuous service to the Commonwealth of Pennsylvania, and

**WHEREAS**, Pennsylvania 811 received over 1 million excavation notifications in 2022, and transmitted approximately 6.8 million notifications to their member facility owners and operators allowing essential utility and construction crews to provide vital underground services and repair of critical infrastructure to communities throughout Pennsylvania, and

**WHEREAS**, when contacting 811, at least three business days before digging, a homeowner or a contractor is connected to a unique service that notifies the appropriate underground utility operators in the municipality in which the work will be performed, and

**WHEREAS**, by notifying 811 of their intent to dig, the homeowner or contractor is knowingly helping to protect the underground utilities, themselves, the work crew, and their neighbors from any unsafe digging practices within their community, and

**WHEREAS**, upon receiving the notification from Pennsylvania 811, the facility owners and operators disperse to the said work site to mark the approximate location of their underground utility lines with flags, paint, or both, to establish an eighteen-inch tolerance zone of the outside wall or edge of their line or facility, and

**NOW, THEREFORE, BE IT RESOLVED that Mifflin County**, in support of the Pennsylvania Underground Utility Line Protection Law, PA Act 287 of 1974, as amended, we do hereby proclaim April 2023 as “Pennsylvania 811 Safe Digging Month”, and encourage all Pennsylvanians to visit the Pennsylvania 811 website at [www.pa1call.org](http://www.pa1call.org) for information about digging safely. Proclaimed this 16<sup>th</sup> Day of February, 2023.

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

- C. Request for exoneration of 2020 delinquent real estate taxes and relieve Kathy Whitsel, Tax Claim Bureau Director from collecting these taxes:

- a. Parcel No. 17,14-0123D,311 located in Granville Township – mobile home was demolished in October, 2021

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

- D. Tax Claim 2023 Fees and Costs

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

- E. Change order number 1 for the HVAC Construction Project at the Prison with Benell, Inc. to replace valves, piping, and hangers – increase of \$32,525.00

Physical Plant Director Lonnie Griffith explained it was discovered after removing preformed insulation on the copper piping in the basement where the air handlers are located that the steel hangers were eroded into the copper. This is a change order to have that work done now while Benell, Inc. is already here as opposed to having them return at a later date. Because of the preformed insulation the issue couldn't be seen at the time of bidding.

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

- F. Approval to proceed with an agreement for the Menno Township, Mill Road (T-338) Bridge repair

Physical Plant Director Lonnie Griffith stated this would be through the Local Use Tax Program. Menno is receiving inspection reports and doing onsite visits of their bridges and found this one to be deficient. Menno Township is requesting assistance. The total cost of replacement is estimated at \$51,005.00. There will be a 10% match from the municipality and the remainder would come out of the local bridge fund.

Mr. Griffith also noted a lot of the local municipalities have received their annual inspection reports so if they are looking for extra help they should contact the County Commissioners for consideration. Commissioner Postal added the Mifflin County Commissioners have taken a proactive stance on bridges have made it a goal to have every structurally deficient bridge in Mifflin County fixed.

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

- G. Award Notification for the RASA/VOJO Grant for the period January 1, 2023 through December 31, 2024 - \$154,003.00

Jamie Glick stated this is a continuation of the current services they provide for adults and juveniles of criminal acts.

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

- H. Application for the VOCA Grant for the period October 1, 2023 through September 30, 2024 - \$63,021.00

Ms. Glick said this grant is also a continuation of the previous grant. It is for provision of direct services to crime victims.

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

I. Bids for the Phase I Walnut Street Sidewalks CDBG Project:

Housing Rehab Specialist Doug Marks explained this if for the recent rebid of the project due to initial bids coming in higher than expected. He is requesting the low bid from Big Rock Paving, LLC be accepted. The bid has already been approved by Brown Township.

- Kee-Ta Qua Construction, LLC - \$149,772.75
- LandServ, Inc. - \$199,995.00
- Mid-State Paving and Excavating - \$212,727.50
- Glenn O. Hawbaker, Inc. - \$215,690.00
- Big Rock Paving, LLC - \$109,680.00
- Bowman Excavation - \$122,161.50
- M&B Services, LLC - \$128,794.42
- Solid State Masonry - \$139,390.00

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

J. Contract Extension Request from Buchart Horn for Engineering Services for the CDBG Brown Township Walnut Street Sidewalks Phase II to be completed by April 16, 2023

Mr. Marks explained this is for phase II of the same project above. This will be for sidewalks from Walnut Street to Main Street in Reedsville on one side of the road. This phase had been on hold until the rebid of phase I could be finalized. He is requesting approval and for the chairman to be permitted to sign the request as presented by Buchart Horn.

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

K. Resolution No. 7 of 2023 on behalf of Brown Township Supervisors to approve budget modifications to the FFY 2020 CDBG Program

**RESOLUTION OF THE  
MIFFLIN COUNTY COMMISSIONERS (MCC)  
ON BEHALF OF THE BROWN TOWNSHIP SUPERVISORS (BTS),  
APPROVING BUDGET REVISIONS  
TO THE FFY 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**WHEREAS**, the BTS and the Mifflin County Commissioners (MCC) on behalf of the BTS funded Single Family Owner Occupied Housing Rehabilitation in FFY 2020 in the amount of \$42,412.00; and

**WHEREAS**, the BTS and the MCC on behalf of the BTS funded the Walnut Street Sidewalk Project Phase 1 in FFY 2018 and FFY 2019 and project bids came in over budget and the Walnut Street Sidewalk Project Phase 2 funded in FFY 2020 and 2021 is anticipated to be over budget as well; and

**WHEREAS**, the BTS and the MCC on behalf of the BTS are desirous of deleting the Single Family Owner Occupied Housing Rehabilitation Project in FFY 2020 in order to fully fund the Walnut Street Sidewalk Phase 1 and Walnut Street Sidewalk Phase 2 Projects; and

**WHEREAS**, the BTS adopted a resolution on February 6, 2023 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 Brown Township FFY 2020 program funding budget, so as to complete the following actions:

1. Delete Single Family Owner Occupied Housing Rehabilitation in the amount of \$42,412.00.
2. Add the Walnut Street Sidewalk Project Phase 1 in the amount of \$27,000.00.
3. Increase the Walnut Street Sidewalk Project Phase 2 by the amount of \$15,412.00.

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

1. That the budget revisions affecting the Brown Township FFY 2020 program budget are approved by the MCC on behalf of the BTS through the adoption of this Resolution.
2. 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 BTS agree to repay the proportion deemed ineligible from non-federal sources.

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

- L. Quote summary reflecting the lowest price for the NuVisions Senior Net Equipment Program - \$11,438.24

CDBG Administrator Chastity Fultz stated this is a Fare Share Project that the County, Brown, Derry, and Granville Townships along with Lewistown Borough are contributing part of the CDBGVC funds for seniors and disabled adults to learn to use computers, ipads, Laptops, and notebooks. The first class is anticipated to run this spring. They will be classes of 10 adults and the project is expected to continue. They have agreed to fund five initial ipads from Apple totaling \$2,245.00 They are looking to add two keyboards for the ipads at \$498.00. They also need a conference camera for online learning. The cost of the camera is \$1,883.12. They are looking at four Samsung Galaxy tablets for a total of \$1,072.12. And, they are looking at five 15” HP Laptops for \$2,995.00 and five 17” for \$2,745. The grant award is \$11,381.00. New Visions will pay the difference. This will help seniors and those with disabilities learn to engage to technology. The funds must be closed out by May 31, 2023.

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

- M. Ratification of and Agreement for Professional Services Between The County of Mifflin and The EADS Group, Inc. for the County Engineer

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

- N. Authorize the Chief Clerk to place the advertisement for LERTA Ordinance

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. Commissioners Postal and Kodish voted to approve the motion. Commissioner Sunderland opposed. The motion was approved.*

- O. Personnel:

- Rescind the transfer Steawna Long from part-time Corrections Officer to full-time Corrections Officer
- Promotion of Hunter Deavor from part-time Corrections Officer to full-time Corrections Officer effective February 5, 2023
- Hiring of Jacob Yoder for Children and Youth Caseworker effective February 6, 2023
- Promotion of Dwayne Kurtz from Full-time Corrections Officer to Corporal effective February 19, 2023
- Promotion of Matthew Lutz from Part-time Corrections Officer to Full-time Corrections Officer effective February 19, 2023
- Hiring of Reed Weiland for part-time 911 Telecommunicator effective February 21, 2023
- Hiring of Delilah Wileman for Children and Youth Case Aide effective February 27, 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 9:36 am.*

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*Secretary*

*ATTEST:*

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*Chief Clerk*