

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, December 1, 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, Treasurer Diane Griffith, Register & Recorder 1st Deputy Kathy Ritter, CDBG Housing Rehab Specialist Doug Marks, Helen Kirk, Evan Gilkey and Kaden Reid 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 17, 2022. Commissioner Kodish seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. *General Fund, Accounts Payable*

Ck. #'s 139631-139893 EFT #'s 30411-30427 in the amount of \$752,109.75

2. *Payroll Account*

Ck. #'s 79517-79528 and Direct Deposit Advice #'s 47390-47602 in the amount of \$417,907.83

3. *911 Account*

Ck. # 52479-52485 and EFT #'s 20970-20975 in the amount of \$12,483.21

4. *LEPC Account*

Ck. #'s 1565 in the amount of \$55.78

5. *Act 137 Account*

Check #'s 3135-3136 in the amount of \$4,631.23

6. *CDBG Account*

Check #'s 1625-1626 in the amount of \$12,422.77

7. *Liquid Fuels Act 89 Account*

EFT # 8123 in the amount of \$52.35

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

11/16/2022-11/29/2022

General Account Starting Balance

\$5,223,736.28

DEBITS

Deposits Receipts #113725-113840	401,836.61
Transfer from	
Transfer from CAPITAL RESERVE	0.00
Transfer from 911	0.00
Voided Checks	280.00
Transfer from LEPC	0.00
Adjustment	0.00
Interest	0.00
TOTAL DEBITS	\$402,116.61

CREDITS

Bills Paid CK #'S 139631-139893 EFT #'S 30411-30427	752,109.75
Transfer to Payroll CKS 79517-79528, DD 47390-47602	417,907.83
NSF	
Check	
Transfer to SFPP	0.00
TOTAL CREDITS	\$1,170,017.58

Ending Balance (Interest @ 2.300% as of 11/29/2022) **\$4,455,835.31**

Liquid Fuels

Invested at JV Bank @ 2.300% as of 11/29/2022 \$267,216.89

Liquid Fuels - Act 89

Invested at JV Bank @ 2.300% as of 11/29/2022 \$463,882.79

911 Telephone Account

Invested at JV Bank @ 2.300% as of 11/29/2022 \$1,074,200.68

LEPC

Invested at JV Bank @ 0.750% as of 11/29/2022 \$25,186.31

Local Use Fund

Invested at JV Bank @ 2.300% as of 11/29/2022 \$479,833.08

Capital Reserve Account

Invested at JV Bank @ 2.300% as of 11/29/2022 \$8,849,531.10

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:

*Board of Elections
Salary Board*

*Meeting with Insurance Representative
Brown Township Supervisors
Director of Public Safety
2023 County Budget*

Commissioner Postal:

*Central Counties Youth Center Exec Committee
SEDA-COG Natural Gas Co-op Exec Committee
Board of Elections
Salary Board
CCAP Board of Directors
PCORP Member Dinner
Medical Benefits
Department Head Meetings
SEDA-COG JRA
Various Internal Meetings: Board of Elections,
Maintenance, EMS*

Commissioner Kodish:

*Board of Elections
Salary Board
Regional Services Finance Committee
SEDA-COG Finance Committee (2)
Brown Township Supervisors
Regional Services Board
SEDA-COG Executive Committee
SEDA-COG Agenda Review
SEDA-COG Personnel Committee
2023 County Budget*

VII. Public Comment:

None

VIII. New Business:

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

- Granville Township Tax Collector Billi Weaver – 10
- Lewistown Borough Tax Collector Erin Anewalt – 15
- Menno Township Tax Collector Cynthia Clever – 1
- Union Township Tax Collector Herb Zook – 14
- Derry Township Tax Collector Bret Treaster – 44
- Bratton Township Tax Collector Sharina Harshbarger – 11
- Wayne Township Tax Collector Mary Ellen Reed – 4

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

B. Request for refund of a portion of County real estate taxes for 2021 and 2022:

- Parcel No. 15,09-0211 located in Decatur Township – removal of a house located on the property - \$299.82

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

C. Conflict Counsel Public Defender Services Agreement with Robert Ferguson, Esquire, Lewistown, PA, for the period January 1, 2023 through December 31, 2023- \$3,333.33 per month

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

D. Reappointment of Michelle Shirey, Belleville, PA for a five-year term on the Mifflin County Municipal Authority

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

- E. Agreement to provide planning services to Derry Township for the year 2023 in the amount of \$1,500.00

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

- F. Electronic Recording Agreement with Simplifile for the Register and Recorder's Office

Kathy Ritter explained they have had calls from customers asking if they offer e-file which is a service other counties are already using. E-filing is an electronic filing method that would be accessible to the public. Also, title companies and banks could use it to record deeds, mortgages and other various documents. It would cut down on document turnaround time and mailings. It would also increase public satisfaction and their ability to serve the public well due to the convenience and efficiency of the process. Mr. Postal asked if there would be a cost to the county. Ms. Ritter stated there would not.

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

- G. Contract Extension Request from Buchart Horn for Engineering Services for the CDBG Brown Township Walnut Street Sidewalks Phase I to be completed by January 12, 2023

Doug Marks stated this is a basic extension. This project was bid previously and design work was completed already however bids were rejected due to cost. They are looking to extend the project for redesign of some of the areas to lower the cost. The project would then rebid in spring or late winter. Mr. Postal asked if the contract cost is being amended. Mr. Marks said it is not. This is a time change only.

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

- H. Contract Hold Request from Buchart Horn for Engineering Services for the CDBG Brown Township Walnut Street Sidewalks Phase II

Mr. Marks explained this is a similar situation to the last item. Phase 2 has already been contracted for design services however since the bids came in so high on Phase 1 they did not feel comfortable with proceeding with Phase 2 until Phase 1 is contracted and under way. They are asking to put a hold on the contract then pick it back up when Phase 1 is finalized. There are already a few small invoices that have been paid on the project. Mr. Postal asked if Brown Township is on board with this. Mr. Marks stated they are.

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

- I. Resolution No. 35 of 2022 changing the Juniata Valley Bank Account name from Offenders Supervision Fund to Supervision Fee Restricted Receipts

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

- J. Display the 2023 budget on December 1, 2022 for final adoption December 22, 2022

Mr. Sunderland initiated the 2023 budget information by stating the following:

- The overall budget increased from approximately \$32,050,000 to \$36,665,200 – an increase of approximately \$4,200,000 – with the budget being balanced and no tax increase for the coming year of 2023.
- The two (2) primary reasons for this overall increase can be attributed to two (2) large grant-related programs that are included in the 2023 budget: (i) a CDBG competitive grant in the total amount

of roughly \$2,800,000 for a sewer extension project in Hawstone; and (ii) the emergency rental assistance programs operated by our Human Services program in a total amount of roughly \$2,000,000.

Mr. Postal noted that without these grants actual county revenues and expenses increased a very modest .8%, that's less than 1% from 2022. He then listed the following budget points:

- The County took steps in 2022 to help reduce annual operating expenses related to its correctional facility. The County reduced staffing in the Mifflin County Correctional Facility by consolidating operations from the Mifflin County Annex building back to the main facility given available capacity. This move, along with other cost-cutting measures, resulted in an anticipated net cost reduction of approximately \$600,000 related to the correctional operations at the County.
- Additionally, the County relocated its Domestic Relations Office and Children and Youth Office back into County-owned buildings, the Mifflin County Courthouse and the Mifflin County Annex, respectively. This move will help with better work-flow efficiency between other County departments, as well as eliminated lease payments and other related costs of approximately \$75,000 per year. The County has made it priority to attempt to utilize its existing space more efficiently to be able to consolidate all County-affiliated offices into County-owned buildings to eliminate unnecessary leases and allow for more of a "campus" layout with all County-related services available in one (1) general location. As a part of this, the County also reorganized some offices throughout the Mifflin County Courthouse and Mifflin County Annex to allow for more effective use of space, including the addition of a Public Defender's Office and expansion of the Human Services Department.

Mr. Kodish listed the following additional information for the 2023 budget:

- Personnel continues to be the biggest cost driver at the County and will continue to be in future years. Approximately \$10.5 million of our annual budget – or nearly 30% - is attributable to wages and approximately \$5 million is attributed to benefits – nearly 15% of the annual budget. Regarding personnel and positions, the County continues to take opportunities as they've presented themselves – including resignations and retirements - to try to reorganize and restructure departments and reduce positions to determine the appropriate staffing levels to continue to provide necessary services, balanced against the rising costs of wages and benefits. The County also continues to look at opportunities to contract with service providers to perform duties at lower costs instead of creating new positions or filling positions as they become vacant through attrition. On the benefit side, we continue to partner well with our local community provider – Geisinger – to manage our health insurance and keep premium increases at a manageable level given rising health care costs and varying usage levels by the plan participants.
- The County has positioned itself well for the coming years with regard to large capital projects. Grant funds are being utilized to complete the demolition and subsequent redevelopment of the Black's Hospital site. Additionally, the County is looking to sell the former County Home along Green Avenue in an effort to refocus its efforts on running local government instead of operating as a landlord. Building maintenance items, such as HVAC unit updates and roof repairs and/or replacement on the Mifflin County Courthouse and Mifflin County Correctional Facility, have been completed. The Mifflin County Annex renovations have been completed, eliminating any significant maintenance issues in the near future. Efforts are being taken to position the County to address short-term and long-term maintenance needs at both the Mifflin County Library and the Mifflin County Historic Courthouse. Overall, a significant cost driver – County building maintenance, repair, and renovations – has been reduced or addressed for 2023 and for the foreseeable future.
- Ultimately, with the budget balanced, the County continues to strive to use taxpayers' dollars in the most prudent way possible to effectively run local county government.

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

K. Personnel:

- Resignation of part-time Corrections Officer Jared Knight effective December 5, 2022
- Retirement of Shari Spicher from 911 Telecommunicator effective December 31, 2022

- Hiring of Shari Spicher for part-time 911 Telecommunicator effective January 1, 2023
- Hiring of Charles Dicken for part-time Sheriff Security effective January 3, 2023
- Transfer of Kathy Whitsel from Assistant Chief Assessor to Tax Services Assistant Director effective January 9, 2023
- Resignation of Rebecca Ganoë from Tax Services Assistant Director effective January 6, 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 9:19 am.

Secretary

ATTEST:

Chief Clerk