

Lewistown, PA

April 15, 2021

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, April 15, 2021 at 9:00 a.m. In attendance were Commissioners Mark Sunderland, Robert Postal and Kevin Kodish via Zoom; Chief Clerk Cathy Romig, and Fiscal Affairs Assistant Makyla Henry.

Brian Cox of The Sentinel was the only representative present from the news media.

Guests present: Treasurer Deb Civitts; Trent Shade and Tristan Yoder from MCTV; Administrator of Children and Youth Dana Bubb; Chief Probation Officer Nick Wolfkiel; Physical Plant Director Lonnie Griffith; Lucas Parks; Director of Planning and Development Mark Colussy; Human Services Director Allison Fisher; and Cindy Sunderland.

The meeting was called to order at 9:00 a.m. by Chairman Sunderland.

I. Invocation: *The Invocation was given by Commissioner Postal.*

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 April 1, 2021. Commissioner Kodish seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #132366 to 132632 and EFTs # 27676 to 27776 in the amount of \$1,835,793.83

2. Payroll Account:

Cks. #79104 to 79110 and Direct Deposit Advices # 37301 to 37547 in the amount of \$368,502.56

3. 911 Account:

Cks. # 52140 to 52145 and EFTs #20793 to 20795 in the amount of \$21,851.43

4. CDBG Account:

Cks. # 1547 to 1548 in the amount of \$8,935.36

5. Act 137 Account

Ck #3114 in the amount of \$1,198.00

6. LEPC Account

Ck. # 1523 to 1524 in the amount of \$1,060.07

7. Liquid Fuels Account

Ck. # 1694 to 1695 in the amount of \$31,210.43

8. *PIB Account*

Ck. #2000002 in the amount of \$31,419.70

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
03/31/2021-04/12/2021

General Account Starting Balance	\$864,693.42
DEBITS	
Deposits Receipts #105937-106208	1,070,860.67
Transfer from	0.00
Transfer from CAPITAL RESERVE	600,000.00
Transfer from LEPC	223.32
Voided Checks	4,570.14
Transfer from 911	42.62
Interest	202.22
TOTAL DEBITS	\$1,675,898.97
CREDITS	
Bills Paid CK #'S 132366-132632, EFT'S # 27676-27776	1,835,793.83
Transfer to Payroll CKS 79104-79110, DD 37301-37547	368,502.56
Transfer to HSDF	0.00
NSF CHECKS	0.00
TOTAL CREDITS	\$2,204,296.39
<u>Ending Balance (Interest @ 0.270% as of 04/13/2021)</u>	<u>\$336,296.00</u>
Liquid Fuels	
Invested at JV Bank @ 0.270% as of 04/13/2021	\$408,471.78
Liquid Fuels - Act 89	
Invested at JV Bank @ 0.270% as of 04/13/2021	\$382,492.45
911 Telephone Account	
Invested at JV Bank @ 0.270% as of 04/13/2021	\$477,974.41
LEPC	
Invested at JV Bank @ 0.270% as of 04/13/2021	\$28,761.75
Local Use Fund	
Invested at JV Bank @ 0.270% as of 04/13/2021	\$471,625.22
Capital Reserve Account	
Invested at JV Bank @ 0.950% as of 04/13/2021	\$9,735,107.23

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: Reps from Trinity
Repository Bids
Architect Annex Building
Prison Board
Human Services Quarterly
Other Internal Meetings*

*Commissioner Postal: Central County Youth Detention Center
JVBDS Elective Committee
Prison Board
MT Human Services Board
Special LEO/CPWDC Meeting
Trinity Plastics w/ Veterans Affairs
Internal Meetings
Annex w/ Architect
Open Repository Bids
MCCF
Planning/ARP*

*Commissioner Kodish: Repository Bid Opening
CARS Board
Annex Project Update Meeting
Prison Board
County Bridge Project Site Visits
Human Services Quarterly Meeting*

VII. Proclamation:

VIII. Public Comment:

IX. New Business:

A. Announcement – COVID-19 Hospitality Industry Recovery Program (CHIRP) funds

Mark Colussy spoke and said how SEDA-COG has been doing a great job on behalf of Mifflin County on helping us administer CHIRP. They just got through the first round of our application period, which allows businesses to get anywhere from \$5,000 - \$50,000 grants. This is for businesses who had a loss in 2020 related to the pandemic. Those potential grants are for eligible expenses during that 2020 period of time. Today we are currently within the second window of that particular program, and there is still money left in that program for many other businesses. This program is focused on the Hospitality Industry, which is mainly related to food services and lodging. You can visit NAICS.com/search to determine what kind of business you are. The NAICS code is 721 or 722. You can find the entirety of the CHIRP program guidelines at CSgiving.org/CHIRP. If you have any questions you can contact Betsy Lockwood at SEDA-COG and she can be reached at 570-522-726.

Commissioner Postal also added if anyone has any questions or wants to apply they can also contact Mark Colussy here at the Mifflin County Courthouse. There have been 6 companies totaling \$120,000 that have received funds or will receive funds. We have

about \$419,000 left. If you are in the lodging or restaurant industry we encourage you to look into this program.

B. Request for exoneration of 2021 county portion per capita taxes:

- Union Township Tax Collector Herb Zook – 38
- McVeytown Borough Tax Collector Brooke Knable – 6

Motion was made by Commissioner Postal to approve the request for exoneration of 2021 per capita taxes. Commissioner Kodish seconded the motion. The motion was unanimously approved.

C. Offer for Parcel No. 04,02-0122--,000, located in Lewistown Borough that is currently in repository for unsold properties - \$1,010.00

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

D. Offer for Parcel No. 04,02-0124--,000, located in Lewistown Borough that is currently in repository for unsold properties - \$1,200.00

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

E. Amend the action taken on April 1, 2021 to exonerate Granville Township Tax Collector Billi Weaver from collecting 2021 county real estate tax bill – corrected amount of tax to be exonerated \$9.46

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

F. Request for exoneration of 2021 county real estate tax bill and relieve the tax collector from collecting this bill:

- Parcel No. 20,02-0102C-,000, located in Union Township – parcel received an incorrect clean and green value and will be rebilled - \$1,754.33

Motion was made by Commissioner Postal to approve the exoneration of 2021 county real estate tax bill. Commissioner Kodish seconded the motion. The motion was unanimously approved.

G. Memorandum of understanding with Policy Research Associates in Delmar, NY for Virtual Sequential Intercept Mapping Workshop with strategic action planning at the cost of \$24,250.00 to be paid through the re-entry grant.

Allison Fisher spoke and said this is the request they have over the contract with the trainers for the SIM training. It is a required training to get us started on the re-entry process. We were finally able to get this grant for the training we have been trying to get for a while, and it will pay for 100% of the cost. It is open for anyone who works in this area. Such as first responders and anyone who has any interaction in the criminal justice system. The goal of the training is to work with the 6 entry points to make sure that the system is working well together and that all points are identified and everybody knows how to access them. The training is held via zoom and is 2 sessions on May 11 and May 18.

Motion was made by Commissioner Postal to approve the Virtual Sequential Intercept Mapping Workshop. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- H. *Agreement with Tim Geiger, Shinglehouse, PA to provide re-entry dashboard development services in the amount of \$6,000.00 to be paid through the re-entry grant.*

Allison Fisher spoke and said this is the same grant and we are getting started on some of the processes of it and one of which is a data collection. Our goal for the data was not just look at it, but to do something constructive with that over time. Our goal is to put together a dashboard as an electronic way to look at data on a regular basis. Mr. Geiger is going to help us put together this background system that will feed the information into the dashboard. The re-entry team will hopefully be able to look at the data quarterly, and then make determinations on how things are working and what we need to do to be proactive.

Motion was made by Commissioner Postal to approve the Dashboard Development services. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- I. *Caseworker Visitation Grant allocation for the fiscal year 2020-2021 - \$2,000.00*

Dana Bubb spoke and said this is an annual grant that the county does not have a required match for. It has varied historically from \$2,000-\$2,400. The sole purpose is to support the caseworkers with field work. In the past we have used it to update our cell phones, offered training opportunities for those who are going out in the field working with placement and in-home cases. This year we were awarded with \$2,000.00 and the funds must be spent by September 30, 2021.

Motion was made by Commissioner Postal to approve the Caseworker Visitation Grant. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- J. *Application for the Mifflin County Adult Probation Grant-in-aid for the period July 1, 2020 through June 30, 2021 - \$21,841.00*

Nick Wolfkiel spoke and said this is our adult grant-in-aid. 100% of the money when awarded will go towards offsetting the salary of our adult supervisor.

Motion was made by Commissioner Postal to approve the Adult Probation Grant-in-aid. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- K. *Annex Project (Electrical Contract) change orders:*

- *No. 4-003 with Lobar Inc., delete fixture type M – decrease of \$1,430.00*
- *No. 4-004 with Lobar Inc., Wayne Street Streetscape Conduit – additional \$7,149.13*

Lonnie Griffith spoke and said they are unable to get the following light fixtures so they would match the courthouse. They will be giving us back the \$1,430.00 and we will use our light fixtures to light the outside. We have some lights already and we will have to purchase a few more. The Wayne Street Streetscape is being done at the same time as the annex project. This is to run the conduit for the lighting on the street.

Motion was made by Commissioner Postal to approve the Annex (Electrical Contract) change orders. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- L. *Annex Project (General Contract) change orders:*

- *No. 1-0008 with Lobar Inc., delete final cleaning – decrease of \$6,500.00*
- *No. 1-0009 with Lobar Inc., probation area revisions – additional \$3,989.04*

- No. 1-0010 with Lobar Inc., alley/drawing 4-C3 revisions – decrease of \$4,658.16
- No. 1-0011 with Lobar Inc., add French drain at alley – additional \$2,327.90
- No. 1-0012 with Lobar Inc., undercut and repair parking area – additional \$7,582.15

Lonnie Griffith spoke and said they are going to credit us back \$6,500.00. They looked around and decided that they can do the cleaning in-house. Nick Wolfkiel joined in on the project and said how some areas need changed in the probation area, so they are going to make some changes that fit probations needs. When we received the elevations for the back alley it was not accurate. When we determined the correct elevations for the alley there was no need for a trench drain, we poured some concrete back there, so we deleted it out of the project and now it will be asphalt. The asphalt will then be slopped in a way to go to the closest inlet. We decided to do a rear entry in to the alley, and it is located in the back of probation. Once the footer was dug in that area it became very wet. This project will include a renovation to the basement because we noticed moisture was occurring from the digging in that area. We decided to put a French Drain in at the alley. This should eliminate damp issues in the basement later on. The front parking area was tested for compaction and it wasn't meeting the requirements. We had to dig out more areas of the front parking lot and that costed more money. The project is about 50-60% complete.

Motion was made by Commissioner Postal to approve of the Annex (General Contract) change orders. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- M. Comcast Business Service Agreement for District Judge 58-3-03 for internet service at a monthly rate of \$313.20.*

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

- N. Comcast Business Service Agreement for District Judge 58-3-02 for internet service at a monthly rate of \$363.15.*

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

- O. Medical Assistance Transportation Program (MATP) 2019-2020 allocation - \$478,486.00*

Cindy Sunderland spoke and said this is the final allocation for 2019-2020. The total is a little higher than we projected. Medical Assistance will owe us \$15,845.00 for that 2019-2020 year.

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

- P. Addendum to the Encartele inmate telephone contract increasing revenue share from 45% to 48%*

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

- Q. Grant application for the Intermediate Punishment Plan for the period July 1, 2021 through June 30, 2022 - \$95,000.00*

Nick Wolfkiel spoke and said the IP grant is something we go after anytime it is available. The goal of our IP Plan is to advert individuals from state or local correctional facilities instead go with intensive supervision. The grant is for \$95,000 and

\$35,000 of it is going to go to salary and benefits. \$60,000 of it is going to go to supplies and treatment related expenses.

Motion was made by Commissioner Postal to approve of the IP grant. Commissioner Kodish seconded the motion. The motion was unanimously approved.

R. *Project Modification Request for the Intermediate Punishment Grant for the period July 1, 2020 through June 30, 2021 decreasing the grant by \$1,232.00*

Nick Wolfkiel spoke and said the PMR is another grant from the effects of COVID-19. Some of the changes being made in the PMR is salary increases based on raises from January, benefit changes, and we are adding travel costs to help offset about 30% of the cost of gasoline and vehicle leases.

Motion was made by Commissioner Postal to approve of the Project Modification Request for the IP grant. Commissioner Kodish seconded the motion. The motion was unanimously approved.

S. *Personnel:*

- *Resignation of part-time Corrections Officer Jason Ciccolini effective April 5, 2021*
- *Hiring of part-time Corrections Officer Matthew Lutz effective April 19, 2021*
- *Retirement of Corrections Corporal Amanda Fisher effective April 23, 2021*
- *Hiring of Courtney Cole for Probation Officer effective April 26, 2021*
- *Resignation of part-time Corrections Officer Marissa Long effective May 3, 2021*
- *Hiring of Angela Price for Housing Stability Assistant in the Human Services Office effective May 3, 2021*

Motion was made by Commissioner Postal to approve of the following personnel items. Commissioner Kodish seconded the motion. The motion was unanimously approved.

IX. Adjournment:

With no other business on the agenda, Chairman Sunderland adjourned the meeting at 9:27 am.

Secretary

ATTEST:

Chief Clerk