

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, October 19, 2023 at 9:00 a.m. In attendance were Commissioners Mark Sunderland; Kevin Kodish; Chief Clerk Cathy Romig; Solicitor Stephen Snook; and Fiscal Affairs Assistant Charity Larson. Commissioner Robert Postal was absent.

Guests present were, Treasurer Diane Griffith, 911 Operations and Training Manager Brian Flegal, Housing Program Coordinator Melissa Stewart, Planning Director James Lettiere, Chief Probation Officer Nick Wolfkiel, Housing Rehabilitation Specialist Doug Marks, Physical Plant Director Lonnie Griffith, GIS Director Laura Lettiere, CDBG Administrator Chastity Fultz, and Natalie Bickert and Ava Liebegott 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 Kodish to accept the minutes of the Regular Meeting of October 5, 2023. Commissioner Sunderland seconded the motion. The motion was unanimously approved.

IV. **Approval of Bills:**

- 1. **General Fund, Accounts Payable**  
Ck. #'s 143487-143627 and EFT #'s 600783-600900 in the amount of \$767,417.56
- 2. **Payroll**  
Ck. #'s 79714-79719 and EFT #'s 52464-52684 in the amount of \$343,949.11
- 3. **911 Account**  
Ck. #'s 52672-52679 and EFT #'s 80005-80007 and in the amount of \$102,462.90
- 4. **LEPC Account**  
Ck. #'s 1580-1581 in the amount of \$225.00
- 5. **Liquid Fuels Act 89 Account**  
Ck. # 1726 in the amount of \$3007.00
- 6. **CDBG Account**  
Ck. #'s 1700-1702 in the amount of \$79,953.95
- 7. **Act 137 Account**  
Ck. #'s 3151-3152 in the amount of \$5,775.00

Motion was made by Commissioner Kodish to approve payment of bills as listed above. Commissioner Sunderland seconded the motion. The motion was unanimously approved.

V. **Treasurer's Report:**

<b>TREASURER'S REPORT</b>	
<b>10/4/2023-10/17/2023</b>	
<b>General Account Starting Balance</b>	<b>\$1,829,285.52</b>
<b>DEBITS</b>	
Deposits Receipts #117999-118174	573,898.01
Transfer from	
Transfer from 911	9.85
Voided Checks	260,348.72
Transfer from LEPC	1,341.73
Interest	0.00
<b>TOTAL DEBITS</b>	<b>\$835,598.31</b>
Bills Paid CK #S143487-143627 EFT #S 600783-600900	767,417.56
Transfer to Payroll CK 79714-79719 DD 52464-52684	343,949.11
Adjustment	0.00
NSF Check	0.00
Transfer to SFPP	0.00
<b>TOTAL CREDITS</b>	<b>\$1,111,366.67</b>
<b>Ending Balance (Interest @ 4.550% as of 10/17/2023)</b>	<b>\$1,553,517.16</b>
<b>Capital Reserve Account</b>	
Invested at JV Bank @ 4.550% as of 10/17/2023	\$20,115,752.94
Report Subject to Audit	

*Motion was made by Commissioner Kodish to approve the Treasurer's Report as received, subject to audit. Commissioner Sunderland seconded the motion. The motion was unanimously approved.*

**VI. Meetings and Events:**

<i>Chairman Sunderland:</i>	<i>JVDBS Tri-County Drug and Alcohol Yeagertown Bridge Discussion</i>
<i>Commissioner Postal:</i>	<i>Youth Park Association Dedication for Trooper Jacqueau Rougeau SEDA-COG Joint Rail Authority CCAP Solar Utility Task Force CCYC Executive Committee CCAP Community and Economic Development JVDBS Joinder CCAP Membership Conference Yeagertown Bridge Discussion Tri-County Drug and Alcohol Abuse Commission Internal (MCP; Maintenance; MJHS; Budget)</i>
<i>Commissioner Kodish:</i>	<i>Yeagertown Bridge Discussion Tri-County Drug and Alcohol Abuse Commission CDBG Meeting PIMCC Board – Harrisburg JVDBS Board Regional Services Corporation Board Mifflin County Library Board</i>

**VII. Public Comment:**

*None*

**VIII. New Business:**

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

- Parcel No. 16,10-100,020 located in Derry Township – parcel is exempt as a county repository property - \$28.39
- Parcel No. 16,43-0080 located in Derry Township – parcel is exempt as a county repository property - \$86.74

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

- B. Commonwealth of Pennsylvania FY 2023-2024 Emergency Management Performance Grant Agreement for the period July 1, 2023 through October 30, 2024 - \$5,595.00

911 Operations and Training Manager Brian Fleegal explained this agreement supports first responders in the county with materials to go to hazmat incidents.

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

- C. United States Department of Homeland Security FY 2023 Hazardous Material Response Fund Grant Agreement for the period October 1, 2022 through September 30, 2025 - \$51,897.00

911 Operations and Training Manager Brian Fleegal stated this is a matching grant reimbursing 50% of salaries for emergency management and public safety officers.

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

- D. Medical Assistance Transportation Program (MATP) 2023-2024 Allocation - \$581,393.00

Housing Program Coordinator Melissa Stewart said this is a grant they receive every year for the program. There are no changes to the grant or program.

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

- E. Medical Assistance Transportation Program (MATP) Agreement with Call-A-Ride Service and allocation for the period July 1, 2023 through June 30, 2024 - \$581,393.00

Housing Program Coordinator Melissa Stewart explained Human Services is just the pass through for the program. Call-A-Ride Services provides the actual service to the public.

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

- F. State Food Purchase Program Contract Addendums for an additional allocation of \$1,187.80 to each agency:

Housing Program Coordinator Melissa Stewart stated a larger allocation from the state was received this year. There was also one agency who decided they did not want the funds so all additional monies were distributed throughout the remaining agencies.

- Salvation Army - \$3,669.00 to \$4,856.80
- Hand of Grace - \$19,394.00 to \$20,581.80
- Abuse Network - \$5,000.00 to \$6,187.80
- Bible Baptist/New Life Church - \$6,814.00 to \$8,001.80
- Bible Baptist/New Life Church Soup Kitchen - \$1,500.00 to \$2,687.80
- Calvary Bible Church - \$22,539.00 to \$23,726.80
- Lewistown VFW Post 7011- \$2,500.00 to \$3,687.80

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

- G. Subrecipient Agreement with the Juniata Valley YMCA for \$62,000.00 for the purchase of exercise equipment and renovations to the men's locker room

Planning Director James Lettiere explained renovations were completed. Old carpet was removed and replaced with non-skid flooring, new lockers were installed, showers were updated, toilets and urinals were updated, and new exercise equipment was installed. A sight visit was done to verify all equipment was there and improvements were done. All financial documentation is in place.

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

- H. Juvenile Probation Services Grant Agreement for the period July 1, 2023 through June 30, 2024 \$32,328.00

Chief Probation Officer Nick Wolfkiel stated this the annual grant. They use 100% of the funds to cover juvenile probation officer salaries.

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

- I. Application for the Adult Probation Adult Grant-in-Aid for the period July 1, 2023 through June 30, 2024 - \$21,841.00

Chief Probation Officer Nick Wolfkiel said, this is the same as the previous item except 100% of these funds are used to cover adult probation officer salaries.

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

- J. Resolution No. 32 of 2023 opening the Mifflin County Human Service Block Grant Account at Juniata Valley Bank



THE JUNIATA VALLEY BANK  
1 South Main St Po Box 66, Mifflintown, PA 17059

GOVERNMENT ENTITY DEPOSITORY RESOLUTION *No. 32 of 2023*

**SECRETARY'S CERTIFICATE.** I certify that I am the Secretary of MIFFLIN COUNTY ('Entity'), a government entity in good standing under the laws of Pennsylvania. The following is an accurate copy of resolutions adopted by the Entity's governing body at a meeting properly called and held on December 30, 2021, at which a quorum was present. Such resolutions have not been amended or revoked, and they do not conflict with any provision of any document by which the Entity is bound:

- RESOLVED, that THE JUNIATA VALLEY BANK ('Bank') is designated a depository of funds for the Entity;
- RESOLVED, that any prior resolutions remain in effect except as changed by those adopted today. The Entity ratifies all transactions purportedly done on its behalf with the Bank before these resolutions were delivered to the Bank. Any change(s) to these resolutions will take effect only after the Bank has received written certification of the change(s) and has had reasonable time to act on the change(s);
- RESOLVED, that the Entity agrees to be bound by the Bank's Commercial Deposit Account Agreement for each account permitted by these resolutions;
- RESOLVED, that the Bank is authorized to honor, pay, and charge the Entity's account(s) for any item purporting to have been signed on behalf of the Entity with a facsimile signature that resembles a specimen the Entity has certified to the Bank, no matter by whom or by what means the actual or purported signature may have been made;
- RESOLVED, that the persons named below, whose manual and/or facsimile signatures are provided next to their respective names, are authorized to sign and authorize checks, drafts, withdrawal slips, and any other orders for the payment of money, whether by paper, electronic, or other means, even if payable to the signer or used to discharge or reduce any obligation of the signer. The Bank has no duty to inquire into any such action before executing it, even if the action benefits the signer individually. Number of signatures required: 3.
- RESOLVED, that the Secretary of the Entity is directed to certify and deliver a copy of these resolutions to the Bank, the signature cards bearing the genuine signatures of the persons named below, and any other documents that the Bank requires.

**AUTHORIZED PERSONS.** The names and genuine signatures, manual or facsimile, of the authorized persons for account 0000002600055855 are as follows:

X	_____ (Seal)	_____ Date
	DIANE L GRIFFITH	
X	_____ (Seal)	_____ Date
	SUZANNE D KOCHENDERFER	
X	<i>Kevin P. Kodish</i> _____ (Seal)	<i>10/19/23</i> _____ Date
	KEVIN P KODISH	
X	_____ (Seal)	_____ Date
	STEPHANIE J NEFF	
X	<i>Robert P Postal</i> _____ (Seal)	_____ Date
	ROBERT P POSTAL	
X	<i>Mark A Sunderland</i> _____ (Seal)	_____ Date
	MARK A SUNDERLAND	

IN WITNESS WHEREOF, I have signed this certification on the date shown by my signature and have affixed the Entity's seal.

MIFFLIN COUNTY

By *Cathy L Romig* \_\_\_\_\_ (Seal) *10/19/23* \_\_\_\_\_ Date

CATHY L ROMIG, SECRETARY

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

K. Southside Improvement CDBG Project:

Housing Rehabilitation Specialist Doug Marks said this is for the continuation of the project. The project is for ADA ramp replacement and paving in the southside of Lewistown.

- a. Change Order No. 1 for G&R Charles Excavating, LTD. – decrease of \$3,175.00 due to final bid item quantities
- b. Certificate of Substantial Completion

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

L. CDBG-CV Funds authorization of the low quote for the purchase of air purifiers and filters for the Shelter Services – Global Industrial \$8,580.00

Housing Rehabilitation Specialist Doug Marks said this is for finalization funding. Funds were taken out of the projects to purchase air purifiers directly to save money. The low supplier bidder was Global Industrial.

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

M. Agreement for Commonwealth's Performance of Locally-Owned Multi-Bridge Projects for the T-420 North Derry Avenue Bridge in Derry Township

Physical Plant Director Lonnie Griffith explained this is for the old bridge on the west end of Yeagertown. PennDot has tagged the bridge for removal and this is the agreement to start that process.

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

- N. Resolution No. 33 of 2023 authorizing the execution of the reimbursement agreement between Mifflin County and the Commonwealth of Pennsylvania

Resolution No. 33 of 2023

RESOLUTION AUTHORIZING THE EXECUTION OF THE REIMBURSEMENT AGREEMENT BETWEEN  
MIFFLIN COUNTY AND THE COMMONWEALTH OF PENNSYLVANIA

BE IT RESOLVED by the Board of Commissioners in Mifflin County, Pennsylvania, that the Chairman be authorized and directed to sign the reimbursement agreement, including any supplements or amendments, between Mifflin County and the Commonwealth of Pennsylvania.

CERTIFICATION

The Board of Commissioners in Mifflin County, Pennsylvania, do hereby certify that the foregoing is a true and correct copy of the Resolution duly adopted at a regular meeting of the Board of Commissioners held on October 19, 2023.

ATTEST:

  
Chief Clerk                      Date

  
Chairman                      Date

Physical Plant Director Lonnie Griffith stated this is just a resolution to allow the chairman to execute all the documents.

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

- O. Estimate from Treaster Valley Coatings, Milroy, PA for epoxy flake on the monument base - \$4,500.00

Physical Plant Director Lonnie Griffith described the base of the monument as of concrete construction that is beginning to flake and deteriorate. Coating of the base with epoxy would take place in the spring to fix and prevent further decline.

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

- P. Designation of the Mifflin County Historical Society as the official historical society for Mifflin County

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

- Q. Renewal quote with ESRI, Redlands, CA for GIS software maintenance fees for January 1, 2024 through December 31, 2024 - \$26,400.00

GIS Director Laura Lettiere stated this is a yearly contract that fully supports next generation data access for 911. The cost has gone up slightly from last year.

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

- R. Resolution No. 34 of 2023 on behalf of the Brown Township Supervisors approving budget revisions to the FFY 2022 CDBG Program

**RESOLUTION NUMBER 2023-34**

**RESOLUTION OF THE  
MIFFLIN COUNTY COMMISSIONERS (MCC)  
ON BEHALF OF THE BROWN TOWNSHIP SUPERVISORS (BTS),  
APPROVING BUDGET REVISIONS  
TO THE FFY 2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**WHEREAS**, the BTS and the Mifflin County Commissioners (MCC) on behalf of the BTS funded Walnut Street Sidewalk Project Phase 3 in FFY 2022 in the amount of \$78,531.00; and

**WHEREAS**, the BTS and the MCC on behalf of the BTS funded the Walnut Street Sidewalk Project Phase 2 in FFY 2020 and FFY 2021 and the completed project came in slightly over budget and the BTS are desirous of fully funding this project;

**WHEREAS**, the BTS and the MCC on behalf of the BTS are desirous of reducing the Walnut Street Sidewalk Project Phase 3 in order to fully fund the Walnut Street Sidewalk Phase 2 Project; and

**WHEREAS**, the BTS adopted a resolution on October 16, 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 2022 program funding budget, so as to complete the following actions:

1. Decrease the Walnut Street Sidewalk Project Phase 3 in the amount of \$988.00.
2. Add the Walnut Street Sidewalk Project Phase 2 in FFY 2022 in the amount of \$988.00.

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

1. That the budget revisions affecting the Brown Township FFY 2022 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.

**I HEREBY CERTIFY** that the above is a true and correct copy of a resolution adopted at a public meeting of the Mifflin County Commissioners held on Thursday, October 19, 2023

ATTEST:   
Mark A. Sunderland, Chairman  
Mifflin County Commissioners

DATE: 10/19/23

ATTEST:   
Cathy L. Romig, Chief Clerk

DATE: 10/19/23

CDBG Administrator Chastity Fultz said this for the Walnut Street Sidewalk Project Phase 2. The project went slightly over budget so they are moving funds from Phase 3 to cover the cost.

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

- S. Ten-year lease with Frank and Angela Pannizzo for premises located at 100 South Main Street, Reedsville, Office of District Judge Kent Smith commencing on January 1, 2024 - first five years at \$1,350.00 per month and second five years at \$1,485.00 per month

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

- T. Reappointment of Allana Hartung and Kevin Kodish to the SEDA-COG Board of Directors and SEDA-COG Local Development Corporation for one-year terms

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

- U. Appointment of Margaret Zook, Reedsville, PA to fill an unexpired term on the Library Board- term expires December 31, 2025

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

**V. Personnel:**

- Resignation of Courtney VanGorder from Probation Officer effective October 26, 2023
- Hiring of Kyler York for Part-time Corrections Officer effective October 16, 2023
- Resignation of Children and Youth Caseworker Blaise Erzar effective November 1, 2023

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

**IX. Adjournment:**

*With no other business on the agenda, Commissioner Sunderland adjourned the meeting at 9:18 am.*

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*Secretary*

**ATTEST:**

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*Chief Clerk*