

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, March 2, 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, Chief Probation Officer Nick Wolfkiel, Children and Youth Administrator Nicole Patkalitsky, Mark Colussy, Don Warntz, James Conway, Alan Kratzer, Emily Shoop, Nick Felice, Clarissa Beaver, Juanita Byler, and Anastin Bilger and Marissa Gingrich 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 16, 2023. Commissioner Kodish seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable

Ck. #'s 140796-140944 EFT #'s 30800-30821 in the amount of \$780,270.24

2. Payroll Account

Ck. #'s 79577-79586 and Direct Deposit Advice #'s 48698-48920 in the amount of \$418,040.24

3. 911 Account

Ck. #'s 52532-52540 and EFT #'s 20997-21002 in the amount of \$51,063.92

4. CDBG Account

Ck. #'s 1638-1641 in the amount of \$114,065.89

5. Act 137 Account

Ck. # 3143 in the amount of \$455.00

6. Liquid Fuels Act 89 Account

Ck. # 8126 in the amount of \$74.16

7. LEPC Account

Ck. # 1570 in the amount of \$55.73

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
1ST DEPUTY TREASURER

SUZANNE KOCHENDERFER
2ND DEPUTY TREASURER

COURTHOUSE
LEWISTOWN, PA. 17044
717-248-8439
717-242-5450 (FAX)

TREASURER'S REPORT
2/15/2023-2/28/2023

| | |
|---|------------------------------|
| General Account Starting Balance | \$5,456,427.96 |
| DEBITS | |
| Deposits Receipts # 114849-114941 | 336,026.17 |
| Transfer from | |
| Transfer from 911 | 0.00 |
| Voided Checks | 0.00 |
| Transfer from LEPC | 0.00 |
| Adjustment | 0.00 |
| Interest | 10,615.15 |
| TOTAL DEBITS | \$346,641.32 |
| CREDITS | |
| Bills Paid CK #'S 140796-140744 EFT #'S 30800-30821 | 780,270.24 |
| Transfer to Payroll CKS 79577-79586, DD 48698-48920 | 418,040.24 |
| NSF Check | 0.00 |
| Transfer to SFPP | 0.00 |
| TOTAL CREDITS | \$1,198,310.48 |
| <u>Ending Balance (Interest @ 2.300% as of 2/28/2023)</u> | <u>\$4,604,758.80</u> |
| Liquid Fuels | |
| Invested at JV Bank @ 2.300% as of 2/28/2023 | \$324,664.62 |
| Liquid Fuels - Act 89 | |
| Invested at JV Bank @ 2.300% as of 2/28/2023 | \$506,818.96 |
| 911 Telephone Account | |
| Invested at JV Bank @ 2.300% as of 2/28/2023 | \$434,841.23 |
| LEPC | |
| Invested at JV Bank @ 0.750% as of 2/28/2023 | \$23,079.41 |
| Local Use Fund | |
| Invested at JV Bank @ 2.300% as of 2/28/2023 | \$612,158.51 |
| Capital Reserve Account | |
| Invested at JV Bank @ 2.300% as of 2/28/2023 | \$5,258,474.60 |
| 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:

*Salary Board
Conservation District
Department Head Meeting
County Engineer
Spyglass Vendor*

Commissioner Postal:

*Salary Board
SEDA-COG Natural Gas Co-op
Presentation at Lewistown Rotary Club
DLI Executive Committee
MC Planning Commission
Borough of Lewistown Town Hall
Senator Judy Ward Open House
JVBDS Executive Committee
MC Academy Open House
Opioid Statement Trust (2)
Various Internal Meetings (Tax Services,
Elections, Planning, Maintenance,
Black's Hospital)*

Commissioner Kodish:

*Regional Services Property Committee
Regional Services Board
Salary Board
Regional Service Finance Committee
SEDA-COG Board
Department Head Meeting
Meeting with County Engineer
Spyglass Proposal
Library Board*

VII. Public Comment:

None

VIII. New Business:

A. 4-H Week Proclamation – March 12-18, 2023

Pennsylvania 4-H Week Proclamation

WHEREAS, 4-H is America’s largest youth development organization, supporting nearly six million youth across the country; and

WHEREAS, 4-H has helped 252 youth in Mifflin County to become confident, independent, resilient, and compassionate leaders as they learn by doing; and

WHEREAS, 4-H in Pennsylvania is delivered by Penn State Cooperative Extension in rural areas, small towns, and cities in all 67 counties of the Commonwealth to more than 77,000 youth ages 5–18; and

WHEREAS, 4-H youth in Pennsylvania are served by a network of staff members and more than 6,000 adult volunteers who engage and mentor youth in learning activities and hands-on projects in topics such as animal science, civic engagement, STEM, and health and wellness; and

WHEREAS, Pennsylvania 4-H Week Showcases the incredible ways that 4-H inspires kids to achieve and highlights the remarkable 4-H youth in Mifflin County who work each day to make a positive impact on those around them; and

WHEREAS, 4-H’s network provides youth with opportunities for leadership development, career exploration, problem solving, friendships, community involvement, passion, and purpose; and

NOW, THEREFORE, We, the Mifflin County Commissioners, hereby PROCLAIM March 12-18, 2023 as PENNSYLVANIA 4-H WEEK throughout Mifflin County and encourage our citizens to acknowledge and celebrate 4-H for its valuable service and continued efforts to empower youth with a foundation of success for a lifetime.

4-H Educator Emily Shoop gave a brief update on 4-H in Mifflin County stating there is currently 161 youth enrolled and 22 adult volunteers. There is one Diamond Clover award granted in 2022 and three to be awarded in 2023. This is a two year service learning project where the member donates their time and service to the community. Mifflin County was also awarded with the Outstanding Horse Member of the Year at the state horse show in October of 2022. And, the Mifflin County Dairy Judge Candidate will be traveling to Scotland to judge at the World Dairy Expo.

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

- B. Ordinance 1 of 2023 (LERTA) establishing an exemption from county real estate taxes for new improvements within designated deteriorated areas in the Lewistown Borough

ORDINANCE NO. 1 of 2023

AN ORDINANCE OF THE COUNTY OF MIFFLIN, PENNSYLVANIA, UNDER THE LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE ACT (72 P.S. § 4722, ET SEQ.) (“LERTA”) ESTABLISHING AN EXEMPTION FROM COUNTY REAL ESTATE TAXES FOR NEW IMPROVEMENTS WITHIN SPECIFIC AREAS OF THE DESIGNATED DETERIORATED AREAS IN THE LEWISTOWN BOROUGH

WHEREAS, the County of Mifflin (“County”) is a local taxing authority, authorized by LERTA, to provide tax exemption for new construction in deteriorated areas of economically depressed communities and for improvements to certain deteriorated business properties to enable continued use and reuse of those properties for commercial and other business purposes; and

WHEREAS, the Borough of Lewistown following public hearing established the boundaries of deteriorated areas within the Borough; and

WHEREAS, many of the existing buildings within the boundary of the deteriorated area are more than fifty (50) years old and are located in the downtown Lewistown area; and

WHEREAS, many of the buildings predate current building codes and handicapped access requirements and when renovations are needed, the additional expense can hinder the success of the project to bring the building up to current code requirements; and

WHEREAS, the County believed adaptive reuse of these buildings is a large undertaking, and LERTA will provide an opportunity to encourage improvements.

NOW, THEREFORE, by authority of the Board of County Commissioners of the County of Mifflin, under the express provisions contained in LERTA, it is hereby ordained and enacted as follows:

1. **Exemption:**

- a. There is hereby exempted from all real property taxation assessed by the County of Mifflin the assess valuation of improvements to deteriorated industrial, commercial, or other business properties located in the C-Commercial District and the M&I-Manufacturing and Industrial District of the Borough of Lewistown, an area designated as deteriorated by the Borough of Lewistown. For purposes of this Ordinance, the term “improvement” is defined as that term is defined in the LERTA, as applicable.
- b. The exemption authorized by this section shall be in the amounts and in accordance with the provisions and limitations herein provided.
- c. The exemption from real estate property taxes assessed by the County of Mifflin shall be to that portion of the additional assessment attributable to the actual cost of improvements.
- d. The date of improvement shall be the date of issuance of the building permit or other required notification of construction.
- e. In all cases, the exemption from taxes shall be limited to that portion of the additional assessment attributable to the improvement, and for which a separate assessment has been made by the County Board of Assessment Appeals and for which an exemption has been separately requested.
- f. No tax exemption shall be granted if the property owner does not secure the necessary and proper permits prior to making an improvement of the property.

- g. No tax exemption shall be granted if the entire property, including any improvement as completed, does not comply with the minimum standards of the Codes of the Borough of Lewistown as set forth in Chapter 110, Codes.
- h. The exemption from taxes granted under this Ordinance shall be upon the property and shall not terminate upon the sale or exchange of the property.
- i. The exemption from taxes hereunder shall be forfeited by the applicant and/or any subsequent owner of the real estate for failure to pay nonexempt real estate taxes, including real estate taxes on other properties within the County of Mifflin by their due date (i.e., the last date upon which taxes may be paid without penalty).
- j. If an eligible property is granted tax exemption pursuant to this Ordinance, the improvement shall not, during the exemption period, be considered as a factor in assessing other properties.

2. Exemption Schedule:

- a. The schedule of real estate taxes to be exempted for improvement to deteriorated industrial, commercial, or other business property in the C-Commercial District and the M&I-Manufacturing and Industrial District of the Borough of Lewistown shall be in accordance with the below portion of improvement to be exempted each year:

| <u>Length</u> | <u>Portion</u> |
|---------------|----------------|
| 1st Year | 100% |
| 2nd Year | 100% |
| 3rd Year | 100% |
| 4th Year | 100% |
| 5th Year | 100% |
| 6th Year | 50% |
| 7th Year | 40% |
| 8th Year | 30% |
| 9th Year | 20% |
| 10th year | 10% |

After the tenth (10th) year, the exemption shall terminate.

3. Administration:

- a. Any person desiring tax exemption pursuant to this Ordinance should apply to the Borough of Lewistown at the time that a building permit is secured for construction of the improvement. The application must be in writing upon forms specified by the Borough setting forth the following information:
 - i. The date the building permit was issued for said improvement;
 - ii. The location of the property to be improved;
 - iii. The nature of the property to be improved;
 - iv. The type of improvement (commercial, manufacturing/industrial, or other business);
 - v. The summary of the plan of the improvement;
 - vi. The cost of the improvement; and
 - vii. Such additional information as the Borough may require.

- b. There shall be on the application form for a building permit, the following notice:

Notice to Taxpayer.

Under the provisions of Chapter 225, Taxation, Article V, Exemption from Taxes on New Improvements, of the Code of Ordinances of the Borough of Lewistown, you may be entitled to exemption from tax on your contemplated improvement by reassessment. An application for exemption may be secured from the Codes Office or other properly designated official of the Borough of Lewistown and must be filed at the time the building permit is secured.

- c. A copy of the exemption request shall be forwarded to the County Board of Assessment Appeals (“Board”) by the Borough Codes Office. The Board shall determine whether the exemption shall be granted and shall, upon completion of the improvement, and notification from the Borough Codes Office that the improvement complies with all applicable codes, assess separately the improvement and calculate the amounts of the assessment eligible for

tax exemption in accordance with the limits established by this Ordinance and notify the taxpayer and the local taxing authorities of the reassessment and amounts of the assessment eligible for exemption.

- d. The cost of improvement to be exemption and the schedule of taxes exempted existing at the time of the initial request for tax exemption shall be applicable to that exemption request, and subsequent amendment to this Ordinance, if any, shall not apply to requests initiated prior to their adoption.

4. **Advertisement:**

- a. The action of the proper officers and the advertising of a summary of this Ordinance, as required by law, in the Lewistown Sentinel, a newspaper of general circulation, is ratified and confirmed. The advertisement in said paper of the enactment of the Ordinance is hereby directed within fifteen (15) days following the day of final enactment.

5. **Conflicting Ordinance:**

- a. All ordinance or parts of ordinances not in accord with this Ordinance are hereby repealed insofar as they conflict herewith.

6. **Joint and Several Provisions:**

- a. The provisions of this Ordinance are severable and should any of its provisions be determined by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall not affect or impair any of the remaining provisions of this Ordinance. It is hereby declared to be the intention of the Board of Commissioners of the County of Mifflin that this Ordinance would have been adopted if such invalid or unconstitutional provisions had not been included.

7. **Effective Date:**

- a. This Ordinance shall take effect immediately.

Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. Commissioners Postal and Kodish voted in favor of the ordinance. Commissioner Sunderland voted against. The motion was approved.

- C. Change order number 2 for the HVAC Construction Project at the Prison with Benell, Inc. for additional valves – increase of \$17,264.00

Physical Plant Director, Lonnie Griffith explained that when we accepted bids in September it was known there would be delays in materials. This change order was determined to be the best way to not take the whole system down at one time and be able to isolate zones of the system and just take down individual areas as equipment arrived. It has already been approved by the engineer and the architect.

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

- D. Agreement with Chesney Auctioneering, LLC, McVeytown, PA for the Buena Vista Circle (Black's Hospital) property

Physical Plant Director, Lonnie Griffith stated this is for the three parcels from the subdivision of the land left after the removal of the Black's Hospital building.

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

- E. Approval for Solicitor to assist County to engage an appraiser for the Black's Hospital property in anticipation of the auction

Physical Plant Director, Lonnie Griffith said this is because the County needs to work with the Solicitor to get an appraisal on the lots being auctioned in item D. It is just part of the process. This must be done before the auction.

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

F. Amendment One to the Cooperation Agreement for Bridge Replacement and Rehabilitation with Armagh Township for a bridge on Havice Valley Road

Physical Plant Director, Lonnie Griffith explained the County already had an agreement with Armagh to repair a different bridge. That bridge was found to be in much worse shape than anticipated so will need to be completely replaced. Armagh is requesting the funds allotted to the first bridge be transferred to the Havice Valley Road Bridge for use in making repairs to that bridge. The amount of funds will not change.

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

G. Award Notification for the 2022/2023 Grant in Aid for the period July 1, 2022 through June 30, 2023 - \$21,841.00

Chief Probation Officer Nick Wolfkiel stated this is their adult grant in need. This is used towards salaries, mainly for Colton Spade.

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

H. Project Modification Request for the Pretrial Diversion Project Grant requesting a six-month extension

Chief Probation Officer Nick Wolfkiel said this is because they have some money left over in their consultant area and want to use that money towards salary and benefits and expand the grant out another six months. So they are basically moving the money around to be more beneficial to the program.

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

I. Juvenile Probation Services Grant Agreement for the 2022/2023 Fiscal Year - \$32,328.00

Chief Probation Officer Nick Wolfkiel this is the juvenile grant in aid which is used for Hillary Worley's salary.

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

J. Purchase of Service Agreement for use, if needed, by Children and Youth for the period July 1, 2022 through June 30, 2023:

Children and Youth Administrator Nicole Patkalitsky

- National Mentor Healthcare, LLC, Harrisburg, PA with rates of \$14.69 - \$196.74 per day
- George Junior Republic in Pennsylvania, Grove City, PA which is mainly used by Probation

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

K. Purchase of Service Agreement with Hunter Hepner, McAlisterville, PA to complete Children and Youth back work and case notes for the period February 13, 2023 through June 30, 2023

Children and Youth Administrator Nicole Patkalitsky explained Hunter is a former Caseworker with Mifflin County CYS. This is for her to complete back work she was not able to finish before she left. The rate is \$20.45 per hour.

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

L. Personnel:

- Resignation of Brian Haubrick from Building and Grounds Assistant effective February 23, 2023
- Hiring of Kaitlynne Kline for the Law Clerk in the Courts effective February 27, 2023
- Rescind the hiring of Delilah Wileman for Children and Youth Case Aide effective February 27, 2023
- Resignation of Corrine Lawhorn from Children and Youth Caseworker II effective March 3, 2023
- Hiring of Glen Snyder for Building and Grounds Assistant effective March 6, 2023
- Appointment of Jack Wagner for an intern in the Sheriff's Office effective March 7, 2023
- Retirement of Patricia Wilson from Tax Services Clerk effective March 10, 2023
- Hiring of Patricia Wilson for a part-time Coroner Clerk effective March 13, 2023
- Appointment of Devon McCalips for an intern at the Prison effective March 14, 2023
- Hiring of Kylee Kepner for part-time Planning Technician effective March 13, 2023
- Hiring of Madison Price for Community Development Assistant effective March 13, 2023
- Resignation of Planning Director Mark Colussy effective March 17, 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 9:23 am.

Secretary

ATTEST:

Chief Clerk