

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, August 31, 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, Chief Probation Officer Nick Wolfkiel, Chief Deputy Sheriff Laurie Kozak, Court Administrator Christine Stuck, Sydney Crosson of The Lewistown Sentinel, and Olivia Stewart and Sandra Vermuelin 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 August 17, 2023. Commissioner Kodish seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable

Ck. #'s 142921-143108 and EFT #'s 600634-600649 in the amount of \$1,980,629.71

2. Payroll

Ck. #'s 79678-79688 and EFT #'s 51596-51811 in the amount of \$410,266.85

3. 911 Account

Ck. #'s 52640-52656 and EFT #'s 21051-21056 in the amount of \$16,818.57

4. LEPC Account

Check # 1579 in the amount of \$55.71

5. CDBG Home Program Account

Ck. # 466 in the amount of \$907.49

6. CDBG Account

Check #'s 1689-1694 in the amount of \$167,835.22

7. Act 137 Account

Ck. # 3150 in the amount of \$5,000.00

8. Liquid Fuels Act 89 Account

EFT # 8132 in the amount of \$55.37

Motion was made by Commissioner Kodish to approve payment of bills as listed above. Commissioner Postal 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
8/16/2023-8/29/2023

General Account Starting Balance	\$3,232,585.40
DEBITS	
Deposits Receipts #117408-117578	2,030,387.32
Transfer from	
Transfer from 911	0.00
Voided Checks	350.51
Transfer from LEPC	0.00
Interest	0.00
TOTAL DEBITS	\$2,030,737.83
Bills Paid CK #S142921-143108 EFT #S 600634-600649	1,980,629.71
Transfer to Payroll CK 79678-79688 DD 51596-51811	410,266.85
Adjustment	0.00
NSF Check	0.00
Transfer to SFPP	0.00
TOTAL CREDITS	\$2,390,896.56
Ending Balance (Interest @ 4.550% as of 8/29/2023)	\$2,872,426.67
Capital Reserve Account	
Invested at JV Bank @ 4.550% as of 8/29/2023	\$19,861,362.75
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
Engineer on Property Survey
Election Board
JVBDS*

Commissioner Postal:

*Salary Board
CCAP Solar Energy Task Force
Black's Hospital with EADS
Internal (Maintenance, Fiscal, MC Prison, MC Housing Authority)*

Commissioner Kodish:

*Salary Board
JVBDS Joinder Board
SEDA-COG Board
Dunkin Donuts Big Valley Grand Opening
SEDA-COG Personnel Committee*

VII. Public Comment:

None

VIII. New Business:

- A. User License Agreement for Online License to Carry Applications with Permitium, Pineville, North Carolina for the period June 17, 2023 through June 16, 2024

Chief Deputy Sheriff Laurie Kozak explained this is for continuing the current online program which allows citizens to apply for a license to carry though the service. There is no cost to the county. There have so far been only a few people taking advantage of the program every month however they expect to see an increase in usage as online services become more commonplace.

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

- B. Intermediate Punishment Grant Award for the period July 1, 2023 through June 30, 2024 - \$94,854.00

Chief Probation Officer Nick Wolfkiel stated this is for a community program that cuts down on jail time for offenders by using electronic monitoring. Money from the Grant goes towards salaries for the officers, electronic monitoring costs, and counseling. The program provides parolees with intense supervision counseling, random drug testing, and other opportunities to turn themselves around before they end up in the state prison system.

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

- C. Intermediate Punishment Program Grant Agreements for the period July 1, 2023 through June 30, 2024

Chief Probation Officer Nick Wolfkiel said the following services provide such services as the Twelve Step Program, Counseling, etc. It is mandatory for everyone coming through probation to receive treatment.

- Clear Concepts Counseling – \$29,340.00
- Tri-County Drug & Alcohol Abuse Commission - \$3,200.00

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

- D. Supervision Funds Agreement for the period July 1, 2022 through June 30, 2027

Chief Probation Officer Nick Wolfkiel stated this is the normal five-year agreement for the county to use their portion of the Supervision Funds towards salaries and benefits for probation staff.

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

- E. Subrecipient Agreement with the Mifflin County Academy of Science and Technology for \$150,000.00 for purchasing equipment and tooling for expansion of future workforce training

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

- F. Application for County Aid – 2023 Liquid Fuels Allocation:

- Armagh Township - \$5,737.00
- Bratton Township - \$2,171.00

- Lewistown Borough - \$7,340.00
- Burnham Borough - \$2,037.00

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

G. 2024 Holiday Schedules for the Prison, Courthouse and 911 employees

**MIFFLIN COUNTY EMPLOYEES
2024
HOLIDAY SCHEDULE
Courthouse**

New Year's Day	Monday January 1 st
Martin Luther King Day	Monday January 15 th
President's Day	Monday February 19 th
Good Friday	Friday March 29 th
Memorial Day	Monday May 27 th
Flag Day	Friday June 14 th
Independence Day	Thursday July 4 th
Labor Day	Monday September 2 nd
Columbus Day	Monday October 14 th
Veterans Day	Monday November 11 th
Thanksgiving	Thursday & Friday November 28 th & 29 th
Christmas	Tuesday & Wednesday December 24 th & 25 th

**MIFFLIN COUNTY EMPLOYEES
2024
HOLIDAY SCHEDULE
Prison**

New Year's Day	Monday January 1 st
President's Day	Monday February 19 th
Good Friday	Friday March 29 th
Memorial Day	Monday May 27 th
Independence Day	Thursday July 4 th
Labor Day	Monday September 2 nd
Veterans Day	Monday November 11 th
Thanksgiving	Thursday & Friday November 28 th & 29 th
Christmas	Tuesday & Wednesday December 24 th & 25 th

**MIFFLIN COUNTY EMPLOYEES
2024
HOLIDAY SCHEDULE
Telecommunicators**

New Year's Day	Monday January 1 st
Martin Luther King Day	Monday January 15 th
President's Day	Monday February 19 th
Good Friday	Friday March 29 th
Memorial Day	Monday May 27 th
Flag Day	Friday June 14 th
Independence Day	Thursday July 4 th
Labor Day	Monday September 2 nd
Columbus Day	Monday October 14 th
Veterans Day	Monday November 11 th
Thanksgiving	Thursday & Friday November 28 th & 29 th
Christmas	Tuesday & Wednesday December 24 th & 25 th

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

- H. Three-year Agreement with RBA Professional Data Systems, Inc. State College, PA, for the e-Jury and Warrant Software - \$2,917.75 plus hourly technical support as needed

Court Administrator Christine Stuck explained this is the standard agreement. The program allows for tracking summons of jurors. All county warrants are put into the warrant software for management.

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

- I. Resolution No. 27 of 2023 opening a Children and Youth Checking Account at Juniata Valley Bank

GOVERNMENT ENTITY DEPOSITORY RESOLUTION

No. # 27 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.

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

J. Resolution No. 28 of 2023 opening a Coroner Admin Fund Checking Account at Juniata Valley Bank

GOVERNMENT ENTITY DEPOSITORY RESOLUTION *No. 28 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.

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

K. Personnel:

- Hiring of Seth Traxler for a full-time 911 Telecommunicator effective September 18, 2023
- Resignation of Probation Officer Zackary Zimmerman effective August 31, 2023
- Hiring of Probation Officers Joseph Garris, III and Kenneth Winkelman effective September 5, 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 9:15 am.

Secretary

ATTEST:

Chief Clerk