

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, July 6, 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, Emergency Services Director Phil Lucas, Children and Youth Administrator Nicole Patkalitsky, Warden Jason Kormanic, Deputy Warden Eric Gates, MCCF staff members Barry Kearns, Shane Tomlinson, Michelle Ingram, Clint Chambers, and Dustin Benny, CDBG Administrator Chastity Fultz, Mifflin County Solid Waste Authority Director Lisa Smith, Frank Welsh, Eagle Scout Daniel Dupuis and parents Nicole Hostetler and Paul Dupuis, Boy Scout Troop 106 Leader Doug Parson, and Olivia Stewart 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 Postal to accept the minutes of the Regular Meeting of June 29, 2023. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

1. *General Fund, Accounts Payable*

*Ck. #'s 142439-142505 and EFT #'s 600383-600388 in the amount of \$202,535.16*

2. *911 Account*

*EFT # 21039 in the amount of \$814.45*

3. *CDBG Account*

*Ck. #'s 1681-1684 in the amount of \$14,676.57*

4. *Liquid Fuels Account*

*Ck. # 1722 in the amount of \$3,870.00*

5. *Act 137 Account*

*Ck. # 6 in the amount of \$23,557.00*

*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  
1<sup>ST</sup> DEPUTY TREASURER

SUZANNE KOCHENDERFER  
2<sup>ND</sup> DEPUTY TREASURER

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

TREASURER'S REPORT  
6/28/2023-7/4/2023

<b>General Account Starting Balance</b>	<b>\$3,640,973.83</b>
<b>DEBITS</b>	
Deposits Receipts #116804-116820	123,128.72
Transfer from	
Transfer from 911	0.00
Voided Checks	0.00
Transfer from LEPC	0.00
Adjustment	0.00
Interest	9,290.92
<b>TOTAL DEBITS</b>	<b>\$132,419.64</b>
<b>CREDITS</b>	
Bills Paid CK #S142439-142505 EFT #S 600383-600388	202,535.16
Transfer to Payroll	0.00
NSF Check	563.59
Transfer to SFPP	0.00
<b>TOTAL CREDITS</b>	<b>\$203,098.75</b>
Ending Balance (Interest @ 2.300% as of 7/4/2023)	<b>\$3,570,294.72</b>
<b>Capital Reserve Account</b>	
Invested at JV Bank @ 2.300% as of 7/4/2023	\$14,652,266.12
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:**

<i>Chairman Sunderland:</i>	<i>Prison Board Mifflin County Trail Project</i>
<i>Commissioner Postal:</i>	<i>Mifflin County Veterans Association Meeting with Congressman John Joyce JVBDS Executive Committee Prison Board Mifflin County Trail Project Internal Meetings (Tax Services; Maintenance; EMS; Fiscal)</i>
<i>Commissioner Kodish:</i>	<i>Prison Board Mifflin County Trail Project</i>

**VII. New Business:**

A. Recognition of Correctional Facility Employees for years of service

Warden Jason Kormanik recognized senior staff and presented each with a certificate for years of service. Recognition was given to Barry Kearns for over 30 years of service and to Michelle Ingram, Dustin Benny, Clint Chambers, and Shane Tomlinson for over 20 years of service each.

B. Eagle Scout Daniel Dupuis Proclamation

**PROCLAMATION  
IN HONOR OF EAGLE SCOUT DANIEL DUPUIS**

**WHEREAS:** the mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law; and

**WHEREAS:** the designation of Eagle Scout is the highest achievement in the Boy Scouting program, which was founded over one hundred years ago; and

**WHEREAS:** only four percent of Boy Scouts are granted the distinguished Eagle Scout rank; and

**WHEREAS:** Daniel Dupuis, a member of Boy Scout Troop 106 of Milroy, has completed the requirements and was examined by the Eagle Scout Board of Review which found him worthy of the rank of Eagle Scout on November 2, 2022; and

**WHEREAS:** The Boy Scouts of America encourage Eagle Scout candidates to complete worthy projects to improve their neighborhoods and their communities; and

**WHEREAS:** Daniel's Eagle Scout project was completed at the Big Valley Bible Church in Reedsville. Daniel rebuilt a fire ring and constructed a chicken BBQ pit with a cement foundation and metal bracing for the top. Daniel also cleaned the entire area and built a wood storage shelter; and

**WHEREAS:** Daniel has served in the positions of Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leader and Assistant Patrol Leader. Daniel is an Ordeal member of the Order of the Arrow; and

**WHEREAS:** Daniel Dupuis serves as an example to the youth of our community through his high level of personal achievement, leadership and community service and has made Mifflin County very proud.

**NOW, THEREFORE,** we, the Mifflin County Commissioners, do hereby recognize and congratulate Daniel Dupuis for his outstanding accomplishment, extend to him our deepest appreciation for all of his dedicated work and wish him the best in all of his future endeavors.

Proclaimed this 6<sup>th</sup> day of July, 2023.

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

C. Request for exoneration of 2023 county portion per capita taxes:

- Decatur Township Tax Collector Cindy McKnight - 71

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

D. Five-year Renewal Agreement with Thomson Reuters/West for print subscriptions necessary for the Courts – year 1 - \$342.00 and in years two through five 4% increase annually

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

E. Resolution No. 20 of 2023 Procurement Policy for Mifflin County and on behalf of Armagh, Brown, Derry and Granville Townships and the Borough of Lewistown related to CDBG Funding Only

CDBG Administrator Chastity Fultz stated this is just an update to add Armagh Township to the policy.

**RESOLUTION NO. 20 of 2023**  
**PROCUREMENT POLICY FOR MIFFLIN COUNTY AND**  
**ON BEHALF OF (OBO) ARMAGH, BROWN, DERRY, AND GRANVILLE TOWNSHIPS**  
**AND THE BOROUGH OF LEWISTOWN RELATED TO CDBG FUNDING ONLY**

WHEREAS, the Pennsylvania Department of Community and Economic Development (PA-DCED) requires entitlement grantees to have a written procurement policy that is in accordance with Federal, State and local rules, regulations and laws. If there are inconsistencies among Federal State or local laws, the strictest of the requirements applies.

NOW THEREFORE, BE IT RESOLVED THAT, this procurement policy is applicable to Mifflin County and on behalf of (OBO) Armagh, Brown, Derry, and Granville Townships and the Borough of Lewistown, for the administration of the Federal Community Development Block Grant (CDBG) Program, for contract years 2015 and as applicable, all subsequent years thereafter, as long as the Pennsylvania Department of Community and Economic Development (PA-DCED) requires the County to administer CDBG funds on behalf of the aforementioned Townships and the Borough of Lewistown.

NOW BE IT FURTHER RESOLVED THAT, the County and OBO Armagh, Brown, Derry, and Granville Townships and the Borough of Lewistown, shall strictly adhere to the following procurement policy:

- A. The use of this policy must be included in any sub-recipient agreement or contract if procurement of any kind is expected. The grantee is responsible to monitor the sub-grantee to assure compliance with this policy.
- B. All procurement activity shall be in accordance with the Commonwealth of Pennsylvania County Code Act of August 9, 1955 (P.L. 323, No. 130) as amended, 16 P.S. Section 101 et seq. and specifically 16 P.S. Sections 1801-1803, as amended, except as hereinafter noted, and per 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- C. In accordance with 2 CFR Part 200.320 methods of procurement to be followed, the non-Federal entity must use one of the following methods of procurement:
  - (a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$50,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without solicitation of competitive quotations if the non-Federal entity considers the price to be reasonable.
  - (b) Procurement by small purchase procedures (less than \$250,000). Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources (at least two sources).
  - (c) Procurement by sealed bids. Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c) (1) of this section apply.
    - (1) In order for sealed bidding to be feasible, the following conditions should be present:
      - (I) A complete, adequate, and realistic specification or purchases description is available;
      - (II) Two or more responsible bidders are willing and able to compete effectively for the business; and
      - (III) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
    - (2) If sealed bids are used, the following requirements apply:
      - (I) The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids.
      - (II) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
      - (III) All bids must be publicly opened at the time and place prescribed in the invitation for bids;
      - (IV) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is the lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of;
      - (V) Any or all bids may be rejected if there is a sound documented reason.
  - (d) Procurement by competitive proposals (\$250,000 or more). The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a

fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (1) Request for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - (2) Proposal must be solicited from an adequate number of qualified sources;
  - (3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - (5) The non-Federal entity may use competitive proposal procedures for qualification-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor, can only be used in procurement of A/E firms are a potential source to perform the proposed effort;
- (e) Procurement by noncompetitive proposals (special circumstances which are applicable for all purchase levels). Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when the following circumstances apply:
- (1) The item is available only from a single source;
  - (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
  - (4) After solicitation of a number of sources, competition is determined inadequate.

D. Procurement of professional services procured with CDBG funds may be conducted in the following manner:

- a. Contracts for professional services may be made through a competitive process, that avoid conflicts of interest and are made in accordance with the County's MBE/WBE plan, as adopted in August 2012 through the Request for Qualifications (RFQ) or Request for Proposals (RFP) process and, the County can include the following criterion, which is in accordance with the procurement by competitive proposal procedures, as defined in 2 CFR 200.320, by:
  - 1) Developing a written evaluation procedure identifying all criteria and their relative importance;
  - 2) Posting of the solicitation on the County's website and/or on any or all of the OBO's websites; and
  - 3) Direct solicitation of proposals from not less than three (3) qualified sources, including MBE/WBE and Section 3 firms as identified and required; and
  - 4) Award of a fixed-price contract at a public meeting to the firm who is most advantageous to the program.

E. All contracts and purchases not in excess of the base amount of eighteen thousand five hundred dollars (\$18,500) subject to adjustment under Section 1801 (b.1) of the Article XVIII of the County Code, shall be by note or memorandum, in writing, signed by the county commissioners, or their designee.

F. Written or telephonic price quotations from at least three qualified and responsible contractors shall be requested for all contracts in excess of ten thousand dollars (\$10,000) subject to adjustment per section 1801 (b.1) of Article XVIII of the County Code.

G. Contracts or purchases in excess of the base amount of eighteen thousand five hundred dollars (\$18,500), subject to adjustment under section 1801 (b. 1) except as provided by the act of October 27, 1979 (P.L. 241, No. 78), 73 P.S. Sections 1641-1642; entitled an act authorizing political subdivisions, municipality authorities and transportation authorities to enter into contracts for the purchase of goods and the sale of real and personal property where no bids are received, "shall not be made except with and from the lowest responsible and responsive bidder submitting a bid in conformity with the specifications approved by the board of commissioners for the contract or purchase, after due notice in one newspaper of general circulation, published or circulated in the county, at least two times at intervals of not less than three days where daily newspapers of general circulation are employed for such publication, or in case weekly newspapers are employed then the notice shall be published once a week for two successive weeks. The first advertisement shall be published not less than ten days prior to the date fixed for the opening of bids. The requirements of this subsection need not be followed in cases of emergency, but in such cases the actual emergency shall be declared and state by resolution of the commissioners (16 P.S. Section 1802 (b) as amended Nov. 3, 2011, P.L. 349, No.86).

H. All purchases for goods, services and professional services shall be conducted in a manner to be open and transparent, and managed in such a way to assure the greatest municipal good for the minimum

financial investment, while assuring fairness. Township or Borough officials will be participants along with the County in the bidding and award of contracts and for the evaluation of firms through the RFQ and the RFP processes within their jurisdictions for 2015 CDBG funds and all applicable subsequent years thereafter.

This amended RESOLUTION, by the Board of Commissioners of Mifflin County for itself and (OBO) Armagh, Brown, Derry, and Granville Townships and the Borough of Lewistown and has adopted this procurement policy at its regular meeting on July 6, 2023. This RESOLUTION supersedes the procurement policy adopted by the Board of Commissioners on April 18, 2019.

ATTEST:

  
Cathy L. Romig, Chief Clerk

  
Mark A. Sunderland, Chairman  
Mifflin County Commissioners

Date: 7-6-23

Date: 7-6-23

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

- F. Resolution No. 21 of 2023 on behalf of Granville Township Supervisors approving Budget Modification to the FFY 2020 Community Development Block Grant Program CDBG Administrator Chastity Fultz said this is for Granville Township 2020 CDBG funds. Granville currently has no demolition projects so they are moving funds to single family housing.

**RESOLUTION NUMBER 2023-21**

**RESOLUTION OF THE  
MIFFLIN COUNTY COMMISSIONERS (MCC)  
ON BEHALF OF THE GRANVILLE TOWNSHIP SUPERVISORS (GTS),  
APPROVING BUDGET MODIFICATIONS  
TO THE FFY 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**WHEREAS**, the GTS and the Mifflin County Commissioners (MCC) on behalf of the GTS funded Demolition of Single Family Blighted Structures in the amount of \$51,941.69 and the Single Family Owner-Occupied Housing Rehabilitation Project in the amount of \$23,590.00 in FFY 2020; and

**WHEREAS**, the GTS and the MCC on behalf of the GTS are desirous of deleting funding of Demolition of Single Family Blighted Structures and transferring the funding to the Single Family Owner-Occupied Housing Rehabilitation Project;

**WHEREAS**, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to modify the Township's FFY 2020 program funding budgets, so as to complete the following actions:

1. Delete the Demolition of Single Family Blighted Structures project in the amount of \$51,941.69.
2. Increase the Single Family Owner-Occupied Housing Rehabilitation Project by the same amount resulting in a revised balance of \$75,531.69.

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

1. That the budget modifications affecting the Granville Township FFY 2020 program budget are approved by the MCC on behalf of the GTS through the adoption of this Resolution.
2. That the Mifflin County Planning and Development Department is authorized to complete and submit said modification 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 GTS 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, July 6, 2023

ATTEST:

  
Cathy L. Romig, Chief Clerk  
Date: 7/6/23

  
Mark A. Sunderland, Chairman  
Mifflin County Commissioners  
Date: 7/6/23

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

- G. Citizen Participation Plan updated to include Armagh Township

CDBG Administrator Chastity Fultz stated this is just an update to include Armagh.

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

H. Resolution No. 22 of 2023 adopting an amendment to the articles of incorporation of the Mifflin County Solid Waste Authority

Lisa Smith, Mifflin County Solid Waste Authority Director explained this is a renewal. The current Articles of Incorporation term runs out in 2025 however they are seeking to complete the renewal process early. The original was a 50 year term. They are requesting to renew for another 50 years.

RESOLUTION NO. 22 of 2023 OF THE COUNTY OF MIFFLIN, PENNSYLVANIA,  
ADOPTING AN AMENDMENT TO THE ARTICLES OF INCORPORATION  
OF THE MIFFLIN COUNTY SOLID WASTE AUTHORITY

WHEREAS, the Mifflin County Solid Waste Authority has submitted to the Board of Commissioners of Mifflin County a resolution amending the Articles of Incorporation of the Mifflin County Solid Waste Authority.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Mifflin County:

Section 1. The Board of Commissioners of Mifflin County hereby adopts the following amendment to the Articles of Incorporation of the Mifflin County Solid Waste Authority, which amendment shall consist of adding section 10 to read as follows:

“10. The Authority’s term of existence shall extend for a period of 50 years from the date of approval of the Articles of Amendment.”

Section 2. All resolutions not in accord with this resolution are hereby repealed insofar as they conflict herewith.

RESOLVED into law by the Board of Commissioners of Mifflin County on this 6th day of July, 2023, in lawful session regularly assembled.

MIFFLIN COUNTY BOARD OF COMMISSIONERS

  
Kevin P. Kodish, Commissioner

  
Mark Sunderland, Commissioner

  
Robert Postal, Commissioner

ATTEST:

  
Cathy Romig  
Chief Clerk

Date: 7-6, 2023

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

I. Professional Services Agreement with MCM Consulting to provide services to complete the 2024-2025 Hazard Mitigation Plan

Emergency Services Director Phil Lucas stated MCM Consulting is providing services which will complete the, every 5 year renewal PEMA sponsored mitigation plan. It is 100% funded by grant. Typically, the process begins a year before the current plan expires. The expectation is to start January 1, 2024.

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

J. Sub-Participating Agreement allowing Mifflin County to engage with FirstNet (AT&T Wireless) under the State of Utah Master Agreement

Emergency Services Director Phil Lucas stated this is for Mifflin County to transition from our current provider, Verizon, to Firstnet AT&T. This allows us to use an existing contract AT&T has with Utah.

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

K. Purchase of Service Agreement for use, if needed, by Children and Youth:

Children and Youth Administrator Nicole Patkalitsky explained the following are for services provided to Child and Youth Services. Ms. Patkalitsky provided charges for each provider.

- Wardell and Associates, Bellefonte, PA for \$57.03-\$85.02 per day
- Bobbi L. Rabuck, Esquire, State College, PA for \$65.00 per hour
- Mark J. Remy, Esquire, Lewistown, PA for \$65.00 per hour
- Justin Miller, Esquire, Bellefonte, PA for \$65.00 per hour
- David G. Ray, M.Ed., Belleville, PA for \$125.00 per hour
- Clear Vision Residential Treatment Services, Inc., Montgomery, PA for \$213.80 per day
- Family Care for Children and Youth, Inc., Milton, PA for \$38.56-\$72.59 per day
- Memorandum of Understanding with Mifflin County School District, Lewistown, PA (no charge)
- Justice Works, Allentown, PA for \$88.93-\$94.71
- UPMC Child Advocacy Center of Central PA, Harrisburg, PA for \$285.00 per exam or \$525.00 for interview and report
- Tuscarora Intermediate Unit, McVeytown, PA not to exceed \$174,122.00 annually
- Common Sense Adoption Services, Mechanicsburg, PA for \$85.00-\$125.00 per day
- Centre County Children's Advocacy Center, State College, PA for \$450.00 per interview
- Drug and Alcohol Rehabilitation Services, Inc., Columbia, PA for \$217.02-\$232.84 per day

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

L. Personnel:

- Promotion of Security Guard Dan Klinger to Security Guard/Radiation Safety Officer effective July 3, 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 9:29 am.*

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Secretary

ATTEST:

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Chief Clerk