

Lewistown, PA

March 19, 2020

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, March 19, 2020 at 9:00 a.m. In attendance were Commissioners Mark Sunderland, Robert Postal and Kevin Kodish; Solicitor Stephen Snook, BMZ Law and Chief Clerk Cathy Romig.

Erin Thompson of The Sentinel/County Observer was the only representative present from the news media.

Guests present: Treasurer Deb Civitts; County Auditor Helen Kirk; Human Services Director Allison Fisher; District Attorney Chris Torquato; Attorney Dan Searer; Public Defender Bob Ferguson; Roger Herto, MCTV

The meeting was called to order at 9:00 a.m. by Chairman 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 March 5, 2020. Commissioner Kodish seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #127648 to 127805 and EFTs # 26128 to 26218 in the amount of \$506,008.12

2. Payroll Account:

Cks. # 78837 to 78843 and Direct Deposit Advices # 30696 to 30934 in the amount of \$369,824.02

3. 911 Account:

Cks. #51932 to 51948 and EFT #20678 to 20682 in the amount of \$5,019.57

4. LEPC Account:

Cks. #1486 to 1487 in the amount of \$111.68

5. Liquid Fuels Account:

Ck. #1678 in the amount of \$2,291.48

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
03/04/2020-03/17/2020

General Account Starting Balance	\$1,279,396.54
DEBITS	
Deposits Receipts #100737-100873	904,128.00
Transfer from 911	0.00
Transfer from Capital Reserve	0.00
Transfer from LEPC	205.67
Voided Checks	318.78
Interest	0.00
TOTAL DEBITS	\$904,652.45
CREDITS	
Bills Paid CK #'S 127648-127805, EFT'S # 26128-26218	506,008.12
Transfer to Payroll CKS 78837-78843, DD 30696-30934	369,824.02
Transfer to CDBG	0.00
TOTAL CREDITS	\$875,832.14
Ending Balance (Interest @ 01.390% as of 03/17/2020)	\$1,308,216.85

Liquid Fuels	
Invested at JV Bank @ 01.390% as of 03/17/2020	\$408,170.75
Liquid Fuels - Act 89	
Invested at JV Bank @ 01.390% as of 03/17/2020	\$326,209.42
911 Telephone Account	
Invested at JV Bank @ 01.390% as of 03/17/2020	\$394,311.72
LEPC	
Invested at JV Bank @ 01.390% as of 03/17/2020	\$37,701.82
Local Use Fund	
Invested at JV Bank @ 01.390% as of 03/17/2020	\$427,126.48
Capital Reserve Account	
Invested at JV Bank @ 01.87% as of 03/17/2020	\$6,739,719.84

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: Walking Trail Meeting
Airport Authority Meeting
Operation Fairness Meeting
Department Head Meeting
COVID-19 Meetings
Repository Bid Opening*

*Commissioner Postal: COVID-19 Meetings
DLI Executive Board Meeting
Youth Park Association Meeting*

*SEDA-COG Natural Gas Executive Committee Meeting
Ribbon-Cutting – Academy Welding Program
Central Counties Youth Detention Center Meeting
EMS Summit
Mifflin County Airport Fly-In
Lewistown Borough Street Committee Meeting
SEDA-COG Joint Rail Authority Meeting
CCAP Conference Call to discuss COVID-19*

*Commissioner Kodish: COVID-19 Meetings
Walking Trail Meeting
Operation Fairness Meeting
Ribbon Cutting – Academy Welding Program
Department Head Meeting
Regional Services Board Meeting*

VII. Public Comment:

Helen Kirk asked for a status on the election. Commissioner Postal answered that the County Commissioners Association of PA (CCAP) has passed a motion and sent a letter to the governor asking to postpone the election. It is expected that information regarding the election will be available in the next few days. All counties are facing the same issues, including that of closed polling locations and uncertainty about the training of poll workers.

VIII. New Business:

A. Proclamation – April is Pennsylvania 811 Safe Digging Month

Proclamation

WHEREAS, the month of April 2020 is recognized as “Pennsylvania 811 Safe Digging Month” across our Commonwealth, an initiative supported by Pennsylvania 811, a utility notification information center celebrating its 48th year of continuous service to the Commonwealth of Pennsylvania; and

WHEREAS, this unique service provides an easy to use one-call notification about excavation projects which may endanger workers and jeopardize utility lines while promoting workplace and public safety, reducing underground utility damage and minimizing utility service interruptions while protecting the environment; and

WHEREAS, the Pennsylvania One Call System began with only six utility companies in Western Pennsylvania and now serves more than 100,000 excavators and over 3,600 critical underground infrastructure owners throughout the Commonwealth; and

WHEREAS, the service annually receives more than 1,000,000 notification requests and transmits more than seven (7) million notifications, providing protection to utility companies, their employees, customers, and the general public; and

WHEREAS, economic development throughout Mifflin County and Pennsylvania is growing, and it is important to minimize the damage to underground utility lines, danger to workers, environmental pollution, and the loss of utility services; and

WHEREAS, we are thankful for the service provided by Pennsylvania 811 and encourage all residents, engineers, designers, excavators and homeowners to dial 8-1-1 at least three business

days in advance of an excavation project such as planting a tree, installing a mailbox post, building a deck or swimming pool or replacing a driveway.

NOW, THEREFORE, BE IT RESOLVED, that the Mifflin County Commissioners designate the month of April 2020 as “Pennsylvania 811 Safe Digging Month” in Mifflin County.

Proclaimed this 19th Day of March, 2020.

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

B. *Request for exoneration of 2020 county real estate tax bills and relieve the Tax Collectors from collecting these bills:*

- *Parcel No. 17,12-0109--,000 located in Granville Township – parcel designated as Keystone Opportunity Zone*
- *Parcel No. 17,12-0109--,001 located in Granville Township – parcel designated as Keystone Opportunity Zone*
- *Parcel No. 15,10-1041-,000 located in Decatur Township – acreage adjustment*
- *Parcel No. 14,14-0311 located in Brown Township – Veteran’s exempt status*

Motion was made by Commissioner Kodish to approve the requests for exoneration. Commissioner Postal seconded the motion. The motion was unanimously approved.

C. *Request for refund of a portion of the 2016 through 2019 County real estate taxes:*

- *Parcel No. 20,16-0914 located in Union Township – error in the calculation of the house square footage - \$215.33*

Motion was made by Commissioner Postal to approve the request for refund. Commissioner Kodish seconded the motion. The motion was unanimously approved.

D. *Offer for Parcel No. 12,02-0110--,028, located in Armagh Township that is currently in repository for unsold properties - \$400.00*

Motion was made by Commissioner Kodish to accept the offer for Parcel No. 12,02-0110--,028, located in Armagh Township. Commissioner Postal seconded the motion. The motion was unanimously approved.

E. *Service Quote Agreement with Peak-Ryzex, Inc., Columbia, MD for the Treasurer’s Office Dog License Printer for the period May 16, 2020 through May 15, 2021 - \$570.00*

Motion was made by Commissioner Kodish to approve the service quote agreement with Peak-Ryzex, Inc., for the Treasurer’s Office Dog License Printer for the period May 16, 2020 through May 15, 2021 - \$570.00. Commissioner Postal seconded the motion. The motion was unanimously approved.

F. *Resolution No. 32 of 2020 Designating Planning Director, Mark Colussy, to execute all required forms and documents for the purpose of obtaining financial assistance for the Hazard Mitigation Grant Program*

DESIGNATION OF AGENT

RESOLUTION NO. 32 of 2020

BE IT RESOLVED the Board of Commissioners **OF** Mifflin County
(Governing Body) (Public Entity)

THAT Mark Colussy, Mifflin County Planning Director
(Name) (Title)

is hereby authorized to execute for and in behalf of

Mifflin County,

a public entity established under the laws of the Commonwealth of Pennsylvania, all required forms and documents for the purpose of obtaining financial assistance for the Hazard Mitigation Grant Program (HMGP) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended by Public Law 100-707).

Passed and approved this 19th day of
March, 2020.

Motion was made by Commissioner Postal to approve Resolution No. 32 of 2020. Commissioner Kodish seconded the motion. The motion was unanimously approved.

G. Request from the Park and Recreation Committee for \$45,000.00 from Act 13 Legacy Funds for the Phase II of the Riverwalk Project in Lewistown Borough

Motion was made by Commissioner Kodish to approve the request from the Park and Recreation Committee for \$45,000.00 from Act 13 Legacy Funds for the Phase II of the Riverwalk Project in Lewistown Borough. Commissioner Postal seconded the motion. The motion was unanimously approved.

H. Approval of Request for Qualifications for Lead Based Paint Risk Assessments, Radon Testing and Asbestos Testing:

- Affordable Services, Inc., Pittsburgh, PA

Commissioner Postal noted in our Home Rehab program, we are required to occasionally test properties for lead based paint, radon and asbestos. This item approves the vendor for a three-year contract. There were five responses to this RFQ. Going through a ranking process, Mifflin County Planning and Development Office with the Housing Rehabilitation staff selected Affordable Services, Inc., who had the highest ranking.

Motion was made by Commissioner Postal to approve the request for qualifications for lead based paint risk assessments, radon testing and asbestos testing – Affordable Services Inc., Pittsburgh, PA. Commissioner Kodish seconded the motion. The motion was unanimously approved.

I. Cooperation Agreement between Mifflin County and Granville Township for Bridge Replacement and Rehabilitation

Motion was made by Commissioner Kodish to approve the Cooperation Agreement between Mifflin County and Granville Township for Bridge Replacement and

Rehabilitation. Commissioner Postal seconded the motion. The motion was unanimously approved.

- J. *Resolution No. 33 of 2020 Authorizing the Center for Community Action to submit an application for Emergency Solutions Grant on behalf of homeless shelter and service providers in Mifflin County*

*Resolution No. 33 of the County of Mifflin
Authorizing the filing of a proposal for funds with the
Department of Community of Economic Development, Commonwealth
of Pennsylvania.*

WHEREAS, *the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH) enacted into law on May 20, 2009, authorized the Emergency Solutions Grant (ESG) Program; and*

WHEREAS, *The Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) has received ESG program funds and is making these funds available to units of local governments for eligible emergency shelter activities; and*

WHEREAS, *CCA desires to submit an application to DCED for ESG Program funds on behalf of homeless shelter housing and service providers, in cooperation with Mifflin County.*

NOW, THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED *by the County of Mifflin that:*

1. *The proposed projects: Rapid Re-Housing Outreach, Homeless Prevention, HMIS and Administrative Costs to be funded by a grant from the Pennsylvania ESG Program and hereby eligible and approved.*
2. *The Center for Community Action will submit an application for ESG Funds in collaboration with the County of Mifflin and CCA is authorized and directed to execute an ESG Program application in the of \$250,000 to the PA Department of Community and Economic Development.*
3. *The Center for Community Action will assume the responsibility for securing the required matching amount of project funds.*
4. *The Center for Community Action will reimburse the Commonwealth for any expenditure found to be ineligible.*
5. *The Center for Community Action is authorized to provide such assurances, certificates, and supplemental data or revised data that DCED may request in connection with the application.*

ADOPTED this 19th day of March, 2020.

Commissioner Postal mentioned the Center for Community Action is serving as the applicant for an emergency solutions grant for their service area, Bedford, Fulton, Huntingdon, Juniata and Mifflin Counties. This money will be used with the Shelter Services to encourage people to leave the Shelter Services and get into permanent housing. This will involve no County funds and the match will come from the Shelter Services.

Motion was made by Commissioner Postal to approve Resolution No. 33 of 2020. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- K. *Easement Agreement with the Commonwealth of Pennsylvania for the Juniata River Trail Extension*

Commissioner Postal discussed that this is being approved on the condition that Lewistown Borough, who has already approved it, signs the Joinder Agreement which is the next item on the Agenda.

Motion was made by Commissioner Postal to approve the easement agreement with the Commonwealth of Pennsylvania for the Juniata River Trail Extension on the condition that Lewistown Borough signs the Joinder Agreement. Commissioner Kodish seconded the motion. The motion was unanimously approved.

L. Ratification and Joinder Agreement with the Borough of Lewistown to ratify approval of the terms and conditions of the Commonwealth Easement Agreement

As Commissioner Postal mentioned earlier, this goes with the previous approval. This has been approved by Lewistown Borough Council, it just hasn't been signed. The Commissioners will approve this and send it to Borough Council for signature. If they don't sign it, it's not in effect.

Motion was made by Commissioner Postal to approve the ratification and joinder agreement with the Borough of Lewistown to ratify approval of the terms and conditions of the Commonwealth Easement Agreement. Commissioner Kodish seconded the motion. The motion was unanimously approved.

M. Personnel:

- Promotion of Hillary Benny from Intergovernmental Coordinator to Domestic Relations Enforcement Officer effective March 16, 2020*
- Hiring of Joshua Bransford for Judicial Law Clerk effective March 20, 2020*
- Promotion of Nicholas Wolfkiel from Probation Supervisor to Chief Probation Officer effective March 30, 2020*
- Promotion of Hillary Worley from Specialty Court Coordinator to Juvenile Probation Supervisor effective March 30, 2020*
- Promotion of Erica Hargenrader from Probation Officer to Specialty Court Coordinator effective March 30, 2020*

Motion was made by Commissioner Postal to accept the above personnel items. Commissioner Kodish seconded the motion. The motion was unanimously approved.

Announcements:

Chairman Sunderland announced that PA Cleanways has postponed all of their clean ups until May 1.

Commissioner Kodish announced that normally during the meetings, he welcomes the students from MCTV. Today, he'd like to thank Roger Herto for being here since the schools are closed.

Commissioner Postal announced that in regard to the election, the State Government is advising people to consider a mail-in ballot. Doing this limits travel and exposure to the poll-workers. He also mentioned that the invitations to participate in the census have been sent. He encouraged everyone to complete the census questionnaire when they receive it.

Ms. Fisher announced that Mifflin County received a grant to help spread the news about the census. The grant was written before COVID-19 closed everything down. A lot of the grant was to provide flyers for the school district and the Library. With those institutions now closed, the Human Services Department is trying to revamp the grant. The State has given us the opportunity to do that because they realize that most folks who applied for the grants planned to send things home through the schools and that's no longer an option. She stated that if there are agencies out there who are still in communication

with lots of clients and have a way to get the information out, please notify her and she can get the information out.

Chairman Sunderland announced beginning Monday, the Mifflin County Courthouse will no longer be open to the public.

Commissioner Postal added that appointments can be made with various departments if needed, but the Courthouse will be closed to the public. County business will continue and we'll try to accommodate business as best we can.

Solicitor Snook announced the Supreme Court closed all Courts in the Commonwealth until April 3, except for emergencies.

Commissioner Postal stated this is being met about daily, and he cannot give a definite date on when this will end. It will continue to be evaluated daily.

Chairman Sunderland added the Commissioners have been in numerous meetings about this every day. There may be further steps taken as time goes on.

Attorney Searer felt it was important to point out that the Recorder of Deeds and Prothonotary's Office will still take filings because the economy is dependent on those two offices and have a system for verifying the taxes/delinquent tax notices via email with the Tax Claim Bureau. He applauded the Commissioners for limiting the access to only things that are essential to do transactions to keep the economy rolling because there is going to be a lot of money lent out. There has to be a system to get things into these offices and also for the essential people that render the opinions on what's in those offices to see them. It won't be every lawyer, but a few of them and a few of the people they rely upon. He feels it's important to point out those essential offices that serve the financial system of Mifflin County are still going to be operating even if it's without everyone coming in to do non-essential business.

IX. Adjournment:

With no other business on the agenda, Chairman Sunderland adjourned the meeting at 9:24 a.m.

Secretary

ATTEST:

Chief Clerk