

Lewistown, PA

May 21, 2020

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, May 21, 2020 at 9:00 a.m. In attendance were Commissioners Mark Sunderland, Robert Postal and Kevin Kodish; and Chief Clerk Cathy Romig. Solicitor Stephen Snook, BMZ Law was absent from the meeting

There were no members present from the news media.

Guests present: Treasurer Deb Civitts; Public Safety Director Phil Lucas; Grant Writer Lisa Stalnaker; Director of Children and Youth Dana Bubb; Housing Rehabilitation Specialist Doug Marks; Community Development Administrator Chastity Fultz; Director of Voter Registration and Elections Pamela Powell; Kari Coble; 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 May 7, 2020. Commissioner Kodish seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #128296 to 128427 and EFTs # 26434 to 26448 in the amount of \$643,717.52

2. Payroll Account:

Cks. # 78886 to 78892 and Direct Deposit Advices # 31879 to 32109 in the amount of \$313,575.59

3. 911 Account:

Cks. # 51968 to 51974 and EFT #20696 to 20698 in the amount of \$3,933.91

4. LEPC Account:

Cks. # 1490 to 1494 in the amount of \$2,431.57

5. Liquid Fuels Account:

Ck. # 1680 in the amount of \$2,924.10

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

05/06/2020-05/19/2020

General Account Starting Balance **\$1,739,477.45**

DEBITS

Deposits Receipts #101913-103112	885,373.38
Transfer from 911	0.00
Transfer from Capital Reserve	0.00
Transfer from LEPC	0.00
Voided Checks	1,107.97
Interest	0.00

TOTAL DEBITS **\$886,481.35**

CREDITS

Bills Paid CK #'S 128296-128427, EFT'S # 26434-26448	643,717.52
Transfer to Payroll CKS 78886-78892, DD 31879-32109	313,575.59
Transfer to Capital Reserve	1,500,000.00
NSF CHECKS	0.00

TOTAL CREDITS **\$2,457,293.11**

Ending Balance (Interest @ 0.380% as of 05/19/2020) **\$168,665.69**

Liquid Fuels

Invested at JV Bank @ 0.380% as of 05/19/2020 \$385,899.69

Liquid Fuels - Act 89

Invested at JV Bank @ 0.380% as of 05/19/2020 \$326,657.79

911 Telephone Account

Invested at JV Bank @ 0.380% as of 05/19/2020 \$671,845.89

LEPC

Invested at JV Bank @ 0.380% as of 05/19/2020 \$37,340.63

Local Use Fund

Invested at JV Bank @ 0.380% as of 05/19/2020 \$427,927.04

Capital Reserve Account

Invested at JV Bank @ 0.950% as of 05/19/2020 \$14,854,909.88

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: Internal Department Meetings

*Commissioner Postal: Central Counties Youth Detention Board Meeting
Senator Toomey and Senator Casey Call-In
SEDA-COG Natural Gas Executive Committee Meeting
CCAP Department of Health Briefing
CCAP Board Meeting attended by Governor Wolf*

*National Association of Counties Call-In
DLI Executive Committee Meeting
Internal Department Meetings*

*Commissioner Kodish: Area Agency on Aging Board Meeting
Solid Waste Authority Board Meeting
Internal Department Meetings*

VII. Public Comment:

Commissioner Postal encouraged Mifflin County citizens to self-respond to the 2020 census. He discussed that Pennsylvania has a 62% response rate. Mifflin County has a response rate of 63%. Menno, Union and Brown Townships lead the municipalities at about a 77% response rate, which is great for the Big Valley area. The more people that self-respond, the less the census workers have to follow up door to door. It's important that the county gets a complete count because many grants are based on population.

VIII. New Business:

A. Update from Phil Lucas, Director of Emergency Management

Mr. Lucas thanked the staff in the 911 Center as this week is National EMS Week. The 911 Center is the first of the first responders. Our staff continues to work diligently to ensure the safety of our community and make sure our first responders are dispatched appropriately and timely.

On COVID-19, there are several difficulties in dealing with the statistics provided by the Department of Health due to timeliness and accuracy. Sometimes the numbers are provided three days after they are posted by the individual agencies. Other days, there are significant interpretation issues in how the numbers are provided to the public and other levels of government. As a side note, the Department of Health had to postpone providing numbers yesterday because they had a recognized error in how the data was being collected. At this point, it's not known how that will be fixed. The State website that deals with various postings of information is also showing numerous errors. Mr. Lucas then went over specific statistics on COVID-19 positive cases in Mifflin County and surrounding counties. He also discussed COVID-19 statistics on local hospitals, nursing homes and correctional facilities. One significant note, the CDC officially published their reopening America guidelines. It is hoped the State will use this document to move forward with reopening PA. One notable factor is the CDC is recommending a 14-day examination of positives along with other data to base what that current decision is. Currently, Pennsylvania has a red, yellow and green light system, but it's not known how often counties will be examined when they move from red to yellow or green. The State hasn't released any guidance on what will be required of counties in order to move to the green phase. We are waiting on the Department of Health to publish what they're looking at and what time schedule. We continue to plan on social distancing of some sort through the summer. Media reports are showing various governments around the world are beginning to plan for resurgence of COVID-19 as part of the cold and flu season in the fall. The regional task force and regional healthcare coalition are working on preparing various care facilities including nursing homes and home healthcare agencies for that. The Department of Health didn't include nursing homes in much of the initial planning response and they continue to not recognize or are just now recognizing critical activities that need to be associated with the response to personal care homes and home healthcare agencies. There has been discussion recently on State facilities and State agencies that are not reporting to the Department of Health as they have largely been ignored in the planning response and distribution of PPE. Across the State, many counties have been supporting many State agencies that are not being provided for by the Department of Health.

Commissioner Postal mentioned that the Carnegie Mellon risk analysis was published and is available to view on Governor Wolf's website. This analysis will show the ranking per county.

B. Request for exoneration of 2020 county portion per capita taxes:

- Granville Township Tax Collector Billi Weaver – 96*
- Newton Hamilton Borough Tax Collector Melody Kane – 2*
- Juniata Terrace Borough Tax Collector Jeri Dukes – 5*
- Union Township Tax Collector Herb Zook – 23*
- Armagh Township Tax Collector Linda Marks - 14*

Motion was made by Commissioner Kodish to approve the requests for exoneration of 2020 county portion per capita taxes. Commissioner Postal seconded the motion. The motion was unanimously approved.

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

- Parcel No. 01,06-412--,000 located in Lewistown Borough – house was removed from parcel and will be re-billed with the August supplemental billing - \$271.24*

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

D. Request for refund of a portion of County real estate taxes:

- Parcel No. 12,21-0117 located in Armagh Township – error in calculation of square footage on cabin - \$202.67 (2017-2019)*

Motion was made by Commissioner Kodish to approve the requests for refund of a portion of County real estate taxes. Commissioner Postal seconded the motion. The motion was unanimously approved.

E. Amending the action taken on April 16,2020 to exonerate Derry Township Tax Collector Bret Treaster from collecting 2020 county real estate tax bill – corrected amount of tax to be exonerated \$1,644.02

Motion was made by Commissioner Postal to amend the action taken on April 16, 2020 to exonerate Derry Township Tax Collector from collecting 2020 county real estate tax bill – corrected amount of tax to be exonerated \$1,644.02. Commissioner Kodish seconded the motion. The motion was unanimously approved.

F. Rescind action taken from the February 20, 2020 meeting accepting the offers on parcel numbers 16,42-0048--,000 and 16,42-0072--,000 for \$602.00 each

Motion was made by Commissioner Postal to rescind action taken from the February 20, 2020 meeting accepting the offers on parcel numbers 16,42-0048--,000 and 16,42-0072--,000 for \$602.00 each. Commissioner Kodish seconded the motion. The motion was unanimously approved.

G. Provider Agreement and Consulting Services with Avanco International, Inc., Clifton, VA, for the Child Accounting and Profile System (CAPS) for the period of July 1, 2020 through June 30, 2021 for a fee not to exceed \$28,315.16

Ms. Bubb gave a brief description of the provider. She mentioned this is an annual contract that is amended every year.

Motion was made by Commissioner Postal to approve the provider agreement and consulting services with Avanco International, Inc., Clifton, VA for the Child Accounting and Profile System (CAPS) for the period of July 1, 2020 through June 20, 2021 for a fee not to exceed \$28,315.16. Commissioner Kodish seconded the motion. The motion was unanimously approved.

H. Professional Services Agreement with Affordable Services, Inc. for CDBG lead based paint risk assessments, radon and asbestos testing for the period May 21, 2020 through May 20, 2023

Mr. Marks explained this was done through an RFQ process for the CDBG program. The RFQ's were reviewed by the CDBG staff and a recommendation was made to the Commissioners to enter into a contract with Affordable Services, Inc. The contract was reviewed by Solicitor Snook and Mike Baker. Mr. Marks added that the CDBG, HOME and Act 137 programs pay for the risk assessments/testing for homes in said programs.

Motion was made by Commissioner Kodish to approve the professional services agreement with Affordable Services, Inc. for CDBG lead based paint risk assessments, radon and asbestos testing for the period May 21, 2020 through May 20, 2023. Commissioner Postal seconded the motion. The motion was unanimously approved.

I. Continuation of the VOCA (Victim of Crime Act) Grant for the period October 1, 2020 through September 30, 2023 – \$189,063.00

Ms. Stalnaker stated this grant is received every year or two-year period. PCCD provides money to local county governments and nonprofits to provide direct services to victims and witnesses of crime. This is a continuation of services of last year's plan with the addition of legal and peer support services. In 2018, Mifflin County received a PCCD Competitive VOCA grant that included legal services and peer support. That grant ends September 30, 2020 and this one begins on October 1, 2020.

Motion was made by Commissioner Postal to approve continuation of the VOCA (Victim of Crime Act) Grant for the period October 1, 2020 through September 30, 2023 - \$189,063.00. Commissioner Kodish seconded the motion. The motion was unanimously approved.

J. Grant Agreements for the 2020 Election Security Funds (HAVA) and 2020 CARES Act

Ms. Powell gave brief explanations of the HAVA and CARES Acts. Pennsylvania will receive \$15.1 Million from the HAVA grant and \$15 Million from the CARES grant. Both require a 20% state match. Portions of both grants will go directly to the State. \$7 Million of the HAVA funds and \$6 Million of the CARES funds will be distributed to the counties through a formula-based process in relation to voter registration numbers as of April 13, 2020. As a result, Mifflin County is entitled to receive \$20,506.39 in HAVA funds and \$17,572.19 from the CARES funds. Allowable expenditures for the HAVA grant must occur between December 21, 2019 and December 31, 2022. For the CARES grant, allowable expenditures must occur between January 20, 2020 and December 31, 2020. The HAVA funds can be used for increased personnel, equipment or other expenditures related to Act 77. The CARES funds are to be used for increased election expenses due to COVID-19. Funds from both grants are paid on a reimbursement basis.

Motion was made by Commissioner Postal to approve grant agreements for the 2020 Election Security Funds (HAVA) and 2020 CARES Act. Commissioner Kodish seconded the motion. The motion was unanimously approved.

Ms. Powell mentioned over 3,000 mail-in ballot applications have been received, with almost 1,300 applications returned. The deadline to turn in a mail-in ballot application is May 26, 2020 at 5:00 p.m. The ballot must be returned to the Courthouse by 8:00 p.m. on June 2, 2020. Only the voter can hand deliver their ballot. She also clarified that different groups have been sending out mail-in ballot applications to voters. The Elections Office never sends anything out to a voter unless it is to verify their voter record or the information has been requested by the voter.

- K. Resolution No. 37 of 2020 moving Derry Township 2019 CDBG funds from the Kish Park Restroom Project to Housing Rehab

**RESOLUTION NUMBER 37 of 2020
RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC)
ON BEHALF OF THE DERRY TOWNSHIP SUPERVISORS (DTS),
APPROVING BUDGET REVISIONS TO THE FFY 2019 CDBG PROGRAM**

WHEREAS, the DTS and the MCC on behalf of the DTS applied to the Pennsylvania Department of Community and Economic Development (PA-DCED) for the creation of the ADA removal of architectural barriers at Kish Park restrooms project in the amount of \$14,649.00 and PA-DCED has determined this project is not eligible for funding;

WHEREAS, the MCC on behalf of the DTS are desirous of deleting the ADA removal of architectural barriers at Kish Park restrooms project in the amount of \$14,649.00 because said project was deemed ineligible by PA-DCED for the FFY 2019;

WHEREAS, the MCC on behalf of the DTS are desirous of creating and funding the single-family housing rehabilitation project in the amount of \$14,649.00;

WHEREAS, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to revise the Derry Township Supervisors 2019 program budget, so as to complete the following actions:

1. Delete the FFY 2019 ADA removal of architectural barriers at Kish Park restrooms project in the amount of \$14,649.00;
2. Creating and funding the single-family housing rehabilitation project in FFY 2019 in the amount of \$14,649.00.

NOW, THEREFORE, BE IT RESOLVED, by the MCC on behalf of the DTS as follows:

1. That the program revisions affecting the Derry Township Supervisors 2019 program budgets are approved through the adoption of this Resolution.
2. That the Mifflin County Planning and Development Department is authorized to complete and submit said budget requests and required documentation to the (PA- DCED) for review and approval.

Motion was made by Commissioner Postal to approve Resolution No. 37 of 2020 moving Derry Township 2019 CDBG funds from the Kish Park Restroom Project to Housing Rehab. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- L. Updated Citizen Participation Plan allowing virtual meetings relating to the CDBG Program

Ms. Fultz discussed that DCED and HUD have issued some waivers because of the Coronavirus pandemic that virtual meetings can be held as long as the Citizen Participation Plan gets updated to indicate as such. The Citizen Participation Plan has been thoroughly updated. Once approved, public hearings for the CDBG application process will begin.

Motion was made by Commissioner Postal to approve the updated Citizen Participation Plan allowing virtual meetings relating to the CDBG Program. Commissioner Kodish seconded the motion. The motion was unanimously approved.

M. Communicable Diseases Policy

Mr. Lucas mentioned that as we move forward with opening more businesses in the county and the activities that employees of Mifflin County are participating in, one of the items that's been recognized is the fact that we need to ensure our staff has adequate protections. The Correctional Facility in the past has had an infection control policy but really didn't cover all the other employees outside of the Correctional Facility. Using a model from CCAP, we developed a recommended policy for Courthouse employees. We'll use that to support their activities and increase training and personal protective equipment for those agencies covered.

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

N. Personnel:

- *Hiring of Aaron Goss for Part-Time Corrections Officer effective June 1, 2020*
- *Hiring of Levi Bender for Part-Time Corrections Officer effective June 8, 2020*
- *Resignation of Children and Youth Caseworker Rachel Pastiloff effective June 19, 2020*

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

IX. Adjournment:

With no other business on the agenda, Chairman Sunderland adjourned the meeting at 9:30 a.m.

Secretary

ATTEST:

Chief Clerk