

Lewistown, PA

June 4, 2020

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, June 4, 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; Planning Director Mark Colussy; Housing Rehabilitation Specialist Doug Marks; Community Development Administrator Chastity Fultz; Human Services Director Allison Fisher; Domestic Relations Director Jennifer Cherry and Cindy Sunderland, Call-A-Ride Service*

*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 21, 2020. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

**1. General Fund, Accounts Payable:**

*Cks. #128428 to 128518 and EFTs # 26449 to 26466 in the amount of \$208,303.12*

**2. Payroll Account:**

*Cks. # 78893 to 78903 and Direct Deposit Advices # 32110 to 32345 in the amount of \$442,171.10*

**3. 911 Account:**

*Cks. # 51975 to 51979 and EFT #20699 to 20700 in the amount of \$763.85*

**4. Act 137 Account:**

*Cks. # 3075 to 3076 in the amount of \$1,792.21*

**5. LEPC Account:**

*Cks. # 1495 in the amount of \$99.64*

**6. Liquid Fuels Act 89 Account:**

*EFT # 8093 in the amount of \$72.41*

*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**

**05/20/2020-06/02/2020**

**General Account** Starting Balance **\$168,665.69**

**DEBITS**

Deposits Receipts #102122-102263	483,377.64
Transfer from 911	0.00
Transfer from Capital Reserve	400,000.00
Transfer from LEPC	161.44
Voided Checks	3,806.72
Interest	288.04

**TOTAL DEBITS** **\$887,633.84**

**CREDITS**

Bills Paid CK #'S 128428-128518, EFT'S # 26449-26466	208,303.12
Transfer to Payroll CKS 78893-78903, DD 32110-32345	442,171.10
Transfer to Capital Reserve	0.00
NSF CHECKS	0.00

**TOTAL CREDITS** **\$650,474.22**

Ending Balance (Interest @ 0.390% as of 06/02/2020) **\$405,825.31**

---

**Liquid Fuels**

Invested at JV Bank @ 0.390% as of 06/02/2020 \$447,570.16

**Liquid Fuels - Act 89**

Invested at JV Bank @ 0.390% as of 06/02/2020 \$344,193.87

**911 Telephone Account**

Invested at JV Bank @ 0.390% as of 06/02/2020 \$673,913.33

**LEPC**

Invested at JV Bank @ 0.390% as of 06/02/2020 \$40,024.18

**Local Use Fund**

Invested at JV Bank @ 0.390% as of 06/02/2020 \$534,944.19

**Capital Reserve Account**

Invested at JV Bank @ 0.950% as of 06/02/2020 \$14,869,493.90

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:* *Board of Elections Meeting*  
*Various Insurance Coverage Meetings*  
*Prison Board Meeting*  
*CDBG Meeting*

*Salary Board Meeting  
Various Internal Meetings  
Election Night Returns  
ESG Cares Meeting*

*Commissioner Postal: Board of Elections Meeting  
Various Insurance Coverage Meetings  
Prison Board Meeting  
CDBG Meeting  
CCAP and NACO Legislative Webinars  
Armagh Township Memorial Day Event  
JVBDS Executive Committee Meeting  
United Way Board Meeting  
JVBDS Consumer Advisory Board Meeting  
SEDA-COG Joint Rail Authority Board Meeting  
PSU Agriculture Extension Broadband Webinar*

*Commissioner Kodish: Various Insurance Coverage Meetings  
PIMCC Board Meeting  
Salary Board Meeting  
Board of Elections Meeting  
CARS Board Meeting  
Prison Board Meeting  
CDBG Meeting*

## **VII. Public Comment:**

*Commissioner Postal mentioned that the 2020 Census continues. All that have received notices should mail in, phone in or go online to respond to prevent census workers from having to go door to door. Menno Township continues to be the leader in responses from Mifflin County. Much of the grant funding received by the county is based on population.*

*Ms. Fisher added that the Human Services Department received a grant to help with publicity of the census. One area of concern is post office boxes. Post cards have gone out to all post office boxes in Mifflin County to let those residents know how to respond to the census. These residents will not receive the same form that everyone else has gotten from the census.*

*Commissioner Postal mentioned that Mifflin County received a \$20,000 grant to market and advertise the census. Ms. Fisher added that billboards containing census information have gone up. She mentioned that some of the municipalities have a very low response rate, so they are working to try and get the response rate up.*

## **VIII. New Business:**

### **A. CDBG Public Hearing**

*Ms. Fultz announced this is the first public hearing for the CDBG 2020 Allocation. She discussed that the purpose of the public hearing is to review the types of activities that could be eligible for funding under CDBG and review the allocations. Typical activities that CDBG funds are used for are water/sewer line replacements and improvements, housing rehabilitation, construction of affordable housing, construction/reconstruction of public, community and recreational facilities, public services that are new or provide quantifiable increases in delivery of those services, street improvements, historic preservation, removal of architectural barriers, code enforcement, economic development, acquisition and relocation, clearance and demolition and general administration of the program. This year, Mifflin County has received \$231,203.00, of which \$41,616.00 will be used for administration leaving \$189,587.00 available for*

project funding. Applications have been sent out and are available on the Mifflin County website. They can also be requested by calling the Mifflin County Planning Office. Applications are due by July 17, 2020 and will be reviewed at the July 23, 2020 Planning Commission Meeting. Everyone who applies will be required to attend and make a presentation on their proposed project. The Advisory Committee will then meet on August 4, 2020 to discuss and rank the projects. There is a second public hearing proposed for October 1, 2020, which will allow for public comment. Final adoption and resolution of not only Mifflin County's funds, but of the four municipalities that also receive individual funds, will occur on October 15, 2020. The application is due on October 28, 2020. PA-DCED has already extended the deadline from October 2, 2020 to October 28, 2020 because of the Coronavirus. In addition to the regular CDBG funds this year, Mifflin County is also receiving CDBG-CV funds which are in response to the Coronavirus through the CARES Act. Mifflin County is receiving \$166,152.00 of which \$29,907.00 will be used for administration and \$136,245.00 will be available for projects. This application is due July 31, 2020. It follows the same guidelines as the regular CDBG application, but it must be proven that these funds will be used directly to prepare for, respond to or prevent the Coronavirus. Several different options have been discussed including mortgage, rent and utility assistance for individuals, economic development such as small grants or loans for struggling small businesses and broadband expansion. There are a number of hurdles with each of these proposed projects. It was recognized recently during the shutdown of all PA schools that many Mifflin County School District students were not able to complete schoolwork online because students either did not have access to the internet or they did not have the proper equipment to complete their assignments at home. PA-DCED, the Mifflin County School District and Mount Union School District were contacted to discuss providing assistance for electronic equipment for students to be able to complete schoolwork at home. The Mifflin County School District would be interested in assistance for purchasing iPads or laptops. It has been discussed with Brown Township, Derry Township, Granville Township and Lewistown Borough to pool their funding together with Mifflin County to assist in one of these projects. So far, three of the five have agreed they would like to assist the school district. The CDBG staff is actively pursuing information currently to obtain funds to help pay for equipment for students in the Mifflin County School District. Ms. Fultz reiterated the deadline for this grant is July 31, 2020 and there is a lot of work still to be done. If all goes well, they may try to get a competitive application to provide even more devices to the school district.

Commissioner Kodish felt that all of the projects mentioned would be worthy projects, but with the very narrow timeline and the extensive qualification process, there could be many hurdles associated with some of the suggested projects. He thinks helping the school district is the easiest and most direct path to ensure that the funds don't go to waste.

Ms. Fultz indicated that the school district already qualifies their students through the free and reduced lunch program. Their income guidelines are very similar to the CDBG guidelines, and the school district already has a lot of the information available.

Ms. Fisher also mentioned that Human Services has received a lot of funding through other channels for rental assistance, so she doesn't feel that would be a need at this point.

Ms. Fultz discussed they need to be careful about not giving assistance to people who are already receiving assistance elsewhere. She also mentioned that the small business loan grant program being explored cannot be provided to businesses who have already received aid elsewhere. There are so many qualification criteria for CDBG funds, which make it more difficult to distribute funding.

Commissioner Postal agreed the school district is the option that should be focused on.

Chairman Sunderland concluded the CDBG public hearing at 9:17 a.m.

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

- *Armagh Township Tax Collector Linda Marks - 21*

*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. 13,08-0104AA located in Bratton Township – mobile home was incorrectly billed with this parcel and the mobile home will be re-billed to the correct owners and this parcel will be re-billed for land only - \$311.46*

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

- D. *Medical Assistance Transportation Program Participation Grant Agreement and Assurance of Compliance*

*Ms. Sunderland stated this grant agreement is done every year. This allows CARS (Call-A-Ride Service) to be the provider of transportation for Mifflin County. This year's agreement is very similar to last year's agreement. She pointed out who would sign which pages of the agreement.*

*Motion was made by Commissioner Kodish to approve the Medical Assistance Transportation Program Participation Grant Agreement and Assurance of Compliance. Commissioner Postal seconded the motion. The motion was unanimously approved.*

- E. *Mifflin County Domestic Relations Constable Agreement with Jeffrey Sprankle, for the period February 25, 2020 through September 30, 2020*

*Ms. Cherry is requesting to have this agreement signed so that if Mr. Sprankle picks up any individuals on behalf of Domestic Relations, she can submit for reimbursement to recover 66% of the cost.*

*Motion was made by Commissioner Postal to approve the Mifflin County Domestic Relations Constable Agreement with Jeffrey Sprankle, for the period February 25, 2020 through September 30, 2020. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- F. *Resolution No. 38 of 2020 Authorizing the Chairman to sign the Highway Safety Patrol Grant for sobriety checkpoints and expanded DUI/underage drinking enforcement*

*Commissioner Kodish explained that this grant continues a program that involves DUI and traffic-related enforcement provided by all four local police departments. Mifflin County Regional Police Department has been administering and will continue to administer the program with Mifflin County acting as the funnel for receiving and paying out the grant funds. Officer Andre French and Mifflin County Regional Police Secretary Karen Kahley have done a great job administering the program and the county looks forward to continuing to partner with them moving forward to ensure safety is a top priority in the county.*

*Motion was made by Commissioner Kodish to approve Resolution No. 38 of 2020 Authorizing the Chairman to sign the Highway Safety Patrol Grant for sobriety checkpoints and expanded DUI/underage drinking enforcement. Commissioner Postal seconded the motion. The motion was unanimously approved.*

**G. 2020 Liquid Fuels Distribution - \$62,433.76**

*Motion was made by Commissioner Postal to approve the 2020 Liquid Fuels Distribution - \$62,433.76. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*Commissioner Postal added this is another grant that is per mileage and per capita, so it relies on population data. The municipalities that are experiencing undercounts are not going to get the money they deserve. This is another reason the census is important.*

**H. Five-Year Grant Agreement for the State Food Purchase Program**

*Ms. Fisher mentioned this gets signed every five years with the State in order to administer the Department of Agriculture State Food Purchase Program. This allows a continuation of the relationship. Later this month, we've advertised for proposals in the community. There is a board that will review the proposals at the end of June. The subcontracts will then come through for the pantries in the community who will ultimately distribute the food that is received from the Department of Agriculture. Mifflin County also does a contract with the Central Pennsylvania Food Bank so that the pantries can purchase the food at a much lower cost per pound.*

*Motion was made by Commissioner Postal to approve the Five-Year Grant Agreement for the State Food Purchase Program. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**I. Personnel:**

- *Promotion of Tiffany Brought from Part-Time Planning Clerk to CDBG Fiscal Manager effective June 8, 2020*
- *Retirement of James Carter, Sr. from Part-Time Sheriff Deputy/Security Guard effective June 2, 2020*
- *Resignation of Nathan Beaver from Part-Time Corrections Officer effective June 3, 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 9:24 a.m.*

---

Secretary

ATTEST:

---

Chief Clerk