

Lewistown, PA

July 16, 2020

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, July 16, 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

Bradley Kreitzer of The Sentinel/County Observer was the only representative present from the news media.

Guests present: Treasurer Deb Civitts; Director of Children & Youth Dana Bubb; Community Development Administrator Chastity Fultz; Director of Human Services Allison Fisher; Chief Probation Officer Nick Wolfkiel; Specialty Court Coordinator Erica Hargenrader; Probation Officer Samantha Wolfley; Juvenile Probation Supervisor Hillary Worley; Adult Probation Supervisor Colton Spade; Angie VanScyoc; Malachi Scott; 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 July 2, 2020. Commissioner Kodish seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #128902 to 129047 and EFTs # 26576 to 26671 in the amount of \$1,088,693.44

2. Payroll Account:

Cks. # 78923 to 78932 and Direct Deposit Advices # 32818 to 33052 in the amount of \$353,740.36

3. 911 Account:

Cks. # 51997 to 52002 and EFT #20711 to 20715 in the amount of \$20,060.99

4. CDBG Account:

Cks. # 1508 to 1510 in the amount of \$8,003.60

5. Act 137 Account:

Ck. # 3078 in the amount of \$1,032.00

6. Liquid Fuels Account:

Ck. # 1682 in the amount of \$1,600.00

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:*

TREASURER'S REPORT
07/01/2020-07/14/2020

General Account Starting Balance **\$619,947.08**

DEBITS

Deposits Receipts #102404-102543	816,357.72
Transfer from 911	28.51
Transfer from Capital Reserve	1,000,000.00
Transfer from LEPC	148.88
Voided Checks	0.00
Interest	0.00

TOTAL DEBITS **\$1,816,535.11**

CREDITS

Bills Paid CK #'S 128902-128947, EFT'S # 26576-26671	1,088,693.44
Transfer to Payroll CKS 78923-78932, DD 32818-33052	353,740.36
Transfer to Capital Reserve	0.00
NSF CHECKS	2,304.80

TOTAL CREDITS **\$1,444,738.60**

Ending Balance (Interest @ 0.400% as of 07/14/2020) **\$991,743.59**

Liquid Fuels

Invested at JV Bank @ 0.400% as of 07/14/2020 \$445,629.28

Liquid Fuels - Act 89

Invested at JV Bank @ 0.400% as of 07/14/2020 \$344,241.98

911 Telephone Account

Invested at JV Bank @ 0.400% as of 07/14/2020 \$236,538.26

LEPC

Invested at JV Bank @ 0.400% as of 07/14/2020 \$39,826.96

Local Use Fund

Invested at JV Bank @ 0.400% as of 07/14/2020 \$535,125.31

Capital Reserve Account

Invested at JV Bank @ 0.950% as of 07/14/2020 \$13,584,524.56

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: Meeting with Architect – Annex Project
Department Head Meeting
Human Services Quarterly Meeting*

*Airport Authority Meeting
Conference call with SEDA-COG
Operation Fairness Meeting
Meeting with TIU personnel – Jail programs
COVID Block Grant Meeting
Conference Call with Bond Counsel Joe Muscatello*

*Commissioner Postal: Meetings with Architect and others on Annex/CARES
Various CCAP Conference Calls
SEDA-COG Natural Gas Co-Op Board and Executive
Committee Meetings
SEDA-COG Joint Rail Authority Meeting
Meeting with TIU personnel – Jail programs
Department Head Meeting
Human Services Quarterly Meeting
Meeting with Lewistown Borough staff regarding blight
remediation
Youth Park Association Meeting
Mifflin County Academy Meeting
DLI Executive Committee Meeting
Senator Toomey and Congressman Keller Event*

*Commissioner Kodish: Meeting with Architect – Annex project
Operation Fairness Meeting
Meeting with TIU Personnel – Jail programs
Department Head Meeting
Human Services Quarterly Meeting
Meeting regarding County Block Grant Professional
Services Agreement
Regional Services Property Committee Meeting*

VII. Public Comment:

Angie VanScyoc, a resident of Lewistown Borough, spoke about a petition of public support in reference to a repository property located on Chestnut Street. She and her business partner, Edward Tome, would like to invest in a property in Downtown Lewistown close to the Five Points. She cares very strongly about historic preservation and restoration. She feels there is still potential on Valley Street, Third Street and Chestnut Street to create a walkable community. She's a lifelong resident of Mifflin County and acknowledges the challenges facing those geographical areas. She became aware that Habitat for Humanity had plans to acquire 18, 20, 22 & 24 Chestnut Street from the repository and tear it down. She feels it could be preserved as other properties in the Five Points area have been. She spoke in support of a local business owner who put in a sealed bid and encouraged the acceptance of his sealed bid over that of Habitat for Humanity. She passed out a flyer and mentioned she has started a petition. She spoke about this at the Lewistown Borough Council meeting and plans to speak at the Mifflin County School Board meeting as well. She is just an advocate at this point, but she and her business partner plan to start a business that works toward supporting revitalization.

VIII. New Business:

A. Proclamation – July 19-25, 2020 is Pretrial, Probation and Parole Supervision Week

PROCLAMATION

WHEREAS, the week of July 19-25, 2020 has been established to honor Pretrial, Probation and Parole week; and

***WHEREAS**, the Probation and Parole Officers of Mifflin County are dedicated employees who are charged with the duty of helping to preserve the safety of the citizens of Pennsylvania by maintaining contact with probation and parolees, supervising their behavior, ensuring their strict adherence to mandated conditions including appearance in court and assuring appropriate interventions for non-compliance of probation and parole conditions; and*

***WHEREAS**, Officers are an essential part of the justice system and uphold the law with dignity, while recognizing the importance of safeguarding the public from criminal activity, as well as protecting crime victims; and*

***WHEREAS**, officers work towards changing lives by working with probation and parolees to help them find solutions to problems and to help them live a safe, healthy and productive life; and*

***WHEREAS**, officers work collaboratively with local law enforcement, treatment providers, social service agencies and a variety of other programs, group and individuals to promote prevention, intervention and advocacy; and*

***WHEREAS**, pretrial, probation and parole week is a time to recognize and celebrate the dedicated and caring individuals in the community who work tirelessly to make the County of Mifflin safer for all citizens and to give probation and parolees a second chance to be a productive member of society.*

Now, therefore, we the Mifflin County Commissioners, do hereby proclaim July 19-25, 2020 as:

Pretrial, Probation, and Parole Supervision Week

Proclaimed this 16th day of July 2020

Motion was made by Commissioner Postal to approve the Proclamation – July 19-25, 2020 is Pretrial, Probation and Parole Supervision Week. Commissioner Kodish seconded the motion. The motion was unanimously approved.

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

- Brown Township Tax Collector Cheryl Hartzler - 90*
- Union Township Tax Collector Herb Zook – 15*
- Armagh Township Tax Collector Linda Marks – 5*
- Oliver Township Tax Collector Sherry Miller – 2*
- Decatur Township Tax Collector Cindy McKnight - 71*

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

C. Offer for Parcel No. 21,22-0206D-,001, located in Wayne Township that is currently in repository for unsold properties - \$5.00

Motion was made by Commissioner Kodish to accept the offer for Parcel No. 21,22-0206D-,001, located in Wayne Township that is currently in repository for unsold properties. Commissioner Postal seconded the motion. The motion was unanimously approved.

Commissioner Kodish explained this is a unique situation. The property is a dilapidated mobile home on a parcel of land owned by someone else. The landowner would now like to do something with the land. This would allow the landowner to tear down the uninhabitable home.

D. *Application for County Aid – 2020 Liquid Fuels Allocation*

- *Brown Township - \$5,072.35*

Motion was made by Commissioner Postal to approve the application for County Aid – 2020 Liquid Fuels Allocation. Commissioner Kodish seconded the motion. The motion was unanimously approved.

E. *Resolution No. 46 of 2020 moving money from CDBG FFYs 2017 and 2018 from Single-Family Housing Rehabilitation to the Wayne Township Infrastructure Improvements Project*

**RESOLUTION NUMBER 46- 2020
RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC)
APPROVING BUDGET REVISIONS TO THE FFY 2017 and
FFY 2018 CDBG PROGRAM**

WHEREAS, *the MCC funded the single-family, housing rehabilitation program in FFYs 2017 and 2018 in the amount of \$94,859.74 and \$114,287.00 respectively;*

WHEREAS, *the MCC are desirous of deleting the FFYs 2017 and 2018 single-family housing rehabilitation projects and propose the creation of the Wayne Township Infrastructure Improvements Project in the amount of \$209,146.74;*

WHEREAS, *it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to revise the Mifflin County FFYs 2017 and 2018 program funding budgets, so as to complete the following actions:*

1. *Delete the FFY 2017 single-family housing rehabilitation project in the amount of \$94,859.74*
2. *Create the FFY 2017 Wayne Township Infrastructure Improvements Project in the amount of \$94,859.74*
3. *Delete the FFY 2018 single-family housing rehabilitation project in the amount of \$114,287.00*
4. *Create the FFY 2017 Wayne Township Infrastructure Improvements Project in the amount of \$114,287.00*

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

1. *That the program budget revisions affecting the County's FFYs 2017 and 2018 program budgets are approved by the MCC 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.*

Ms. Fultz explained that the CDBG department was recently awarded a competitive bid for an infrastructure improvement project in the Lucy Furnace area of West Wayne Township. Part of the conditional award is that some of the regular entitlement CDBG funding would be committed to the project to make it complete. This Resolution will move funds from the Single-Family Housing Rehabilitation to the Wayne Township Infrastructure Improvements Project. The competitive award was \$800,000 toward the project and the project is estimated to be about \$1Million. This will improve water lines, sewer and storm water.

Motion was made by Commissioner Postal to approve Resolution No. 46 of 2020 moving money from CDBG FFYs 2017 and 2018 from Single-Family Housing Rehabilitation to the Wayne Township Infrastructure Improvements Project. Commissioner Kodish seconded the motion. The motion was unanimously approved.

F. *Bids for the Armagh Township Municipal Building and Lewistown Borough South Brown Street ADA Ramps for a CDBG Project*

Ms. Fultz discussed there are two projects that were put out for bid. The bids were due last Friday, July 10, 2020. There will be ADA ramp improvements done on South Brown Street in Lewistown Borough and at the Armagh Township Municipal Building in Milroy. She is asking for approval of the low bids and authorization for Chairman Sunderland to sign the appropriate notices of award, contracts and notices to proceed. The low bids came in from Solid State Masonry as follows: Armagh Township Municipal Building \$17,800.00 and Lewistown Borough \$31,700.00 for a project total of \$49,500.00.

Commissioner Postal added there was a wide spread in the bids. The contractor confirmed his bid prices.

Motion was made by Commissioner Postal to accept the low bids for the Armagh Township Municipal Building and Lewistown Borough South Brown Street ADA Ramps for a CDBG Project. Commissioner Kodish seconded the motion. The motion was unanimously approved.

G. *Medical Assistance Transportation Program (MATP) Grant Agreement with Call-A-Ride Service and allocation for the fiscal year 2020-2021 - \$430,920.00*

Ms. Fisher mentioned this is the yearly contract done with Call-A-Ride Services in order to provide services to the community.

Motion was made by Commissioner Kodish to approve the Medical Assistance Transportation Program (MATP) Grant Agreement with Call-A-Ride Service and allocation for the fiscal year 2020-2021 - \$430,920.00. Commissioner Postal seconded the motion. The motion was unanimously approved.

H. *Grant Agreements for the Homeless Assistance Program (HAP) for the period July 1, 2020 through June 30, 2021:*

• Mifflin-Juniata Human Services	Case Management	\$5,800.00
• Mifflin-Juniata Human Services	Rental/Utility	\$4,942.00
• Shelter Services, Inc.	Emergency Shelter	\$9,000.00
• The Abuse Network, Inc.	Emergency Shelter	\$5,000.00
• Mifflin-Juniata Human Services	Administration	<u>\$2,749.00</u>
		\$27,491.00

Ms. Fisher explained this is the annual contract with each of the agencies in order to provide homeless prevention services to the community.

Motion was made by Commissioner Postal to approve the grant agreements for the Homeless Assistance Program (HAP) for the period July 1, 2020 through June 30, 2021. Commissioner Kodish seconded the motion. The motion was unanimously approved.

I. *Human Services Department Fund (HSDF) Agency Contracts for the period July 1, 2020 through June 30, 2021:*

• Mifflin-Juniata Regional Services	Training Clearinghouse	\$2,500.00
• Lumina Center	Mentoring Program	\$5,225.00
• The Abuse Network, Inc.	Case Management	\$3,458.00
• Clear Concepts Counseling	Counseling	\$2,430.00
• Mifflin-Juniata Human Services	County Administration	\$5,000.00
• Mifflin-Juniata Human Services	Service Coordination	<u>\$31,387.00</u>
		\$50,000.00

Ms. Fisher discussed these are the annual contracts for the HSDF funds that were put out for bid. Proposals were received and these are the agencies that have asked for funding.

Motion was made by Commissioner Kodish to approve the Human Services Department Fund (HSDF) Agency Contracts for the period July 1, 2020 through June 30, 2021. Commissioner Postal seconded the motion. The motion was unanimously approved.

J. Mifflin County State Food Purchase Program Agreements for the Fiscal Year 2020-2021:

• <i>Salvation Army</i>	<i>\$6,167.40</i>
• <i>Hand of Grace/Grace Covenant Church</i>	<i>\$22,244.00</i>
• <i>Abuse Network</i>	<i>\$6,000.00</i>
• <i>Bible Baptist/New Life Church Food Pantry</i>	<i>\$7,049.00</i>
• <i>Bible Baptist/New Life Church Soup Kitchen</i>	<i>\$1,000.00</i>
• <i>Calvary Bible Church</i>	<i>\$20,604.00</i>
• <i>Central Pennsylvania Food Bank</i>	<i>\$1,399.74</i>
	<i>Totaling \$64,464.14</i>

Ms. Fisher explained this is the annual allocation received from the Department of Agriculture to support the food distribution programs in the community. These are the entities that applied for this funding.

Motion was made by Commissioner Kodish to approve the Mifflin County State Food Purchase Program Agreements for the Fiscal Year 2020-2021 contingent upon all signatories signing the agreements. Commissioner Postal seconded the motion. The motion was unanimously approved.

K. Mifflin County Intermediate Punishment Plan Grant for the period July 1, 2020 through June 30, 2021 - \$95,000.00

Mr. Wolfkiel first thanked the Commissioners for their acknowledgement with the Proclamation and mentioned the Probation Office looks forward to serving the community in the future. As far as the grant, this is the annual Intermediate Punishment grant that runs from July 1, 2020 through June 30, 2021. This provides a range of evidence-based supervision options for the Courts. It provides substance abuse treatment for both drug and alcohol and helps reduce recidivism, while also preventing incarceration. This is a continuation of a grant already in place.

Motion was made by Commissioner Postal to approve the Mifflin County Intermediate Punishment Plan Grant for the period July 1, 2020 through June 30, 2021 - \$95,000.00. Commissioner Kodish seconded the motion. The motion was unanimously approved.

L. Memorandum of Understanding with Mifflin County Regional Police Department for administration of the Mifflin County Traffic Safety Enforcement Program

Commissioner Postal explained that Mifflin County is currently administering a grant for DUI Enforcement and Traffic Safety. These services are provided by all of the police departments in the county. It doesn't make sense for the county to be in the middle since the money is received and then sent back out. This is a memorandum of understanding with the Mifflin County Regional Police Department to administer that grant and continue working with all of the other police departments. Mifflin County will still be responsible for it, but won't have to complete all of the paperwork. It's a more efficient way of administering the grant.

Motion was made by Commissioner Postal to approve the Memorandum of Understanding with Mifflin County Regional Police Department for administration of the Mifflin County Traffic Safety Enforcement Program. Commissioner Kodish seconded the motion. The motion was unanimously approved.

M. Agreement with Zelenkofske Axelrod LLC, Harrisburg, PA to provide as needed technical assistance with CARES Act funding administration

Commissioner Postal discussed that all of the counties in Pennsylvania have received their CARES Act money. Mifflin County is looking at a process to distribute funds to eligible businesses and non-profits in addition to eligible projects. This is a proposal that was received from our auditors and would be on an as needed basis. This would not involve entering into a contract.

Motion was made by Commissioner Postal to approve the agreement with Zelenkofske Axelrod LLC, Harrisburg, PA to provide as needed technical assistance with CARES Act funding administration. Commissioner Kodish seconded the motion. The motion was unanimously approved.

N. Personnel:

- Resignation of Erica Rowland from Children and Youth Caseworker effective July 24, 2020*
- Revise the transfer date of Charity Larson to Children and Youth Eligibility Clerk from July 13, 2020 to July 20, 2020*
- Promotion of Cortney McMullen from Children and Youth Caseworker II to Children and Youth Caseworker III effective July 20, 2020*
- Hiring of Carli Boreman for Part-time Corrections Officer effective July 27, 2020*
- Resignation of Corrections Officer Kyle Kenepf effective July 24, 2020*

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

IX. Adjournment:

With no other business on the agenda, Chairman Sunderland adjourned the meeting at 9:29 a.m.

Secretary

ATTEST:

Chief Clerk