

Lewistown, PA

October 1, 2020

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, October 1, 2020 at 9:00 a.m. In attendance were Commissioners Mark Sunderland, Robert Postal and Kevin Kodish; Chief Clerk Cathy Romig and Assistant Chief Clerk Angela Shuey. Solicitor Stephen Snook, BMZ Law was absent.

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; Children & Youth Director Dana Bubb; Chief Probation Officer Nick Wolfkiel; Community Development Administrator Chastity Fultz; Public Safety Director Phil Lucas; Human Services Director Allison Fisher; Rhonda Moore, Chamber of Commerce; Jim Zubler, Downtown Lewistown, Inc.; Lucas Parkes; Maddie Myers and Gabby Wolfkiel, 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 September 17, 2020. Commissioner Kodish seconded the motion. The motion was unanimously approved.

Commissioner Postal pointed out that he made an error when he discussed the bridge program at the last meeting. He announced there are nine bridges being rehabilitated using the \$5 Local Use Fee, not five as he previously mentioned.

IV. Approval of Bills:

1. General Fund, Accounts Payable:

Cks. #129703 to 129872 and EFTs # 26915 to 26931 in the amount of \$958,314.90

2. Payroll Account:

Cks. #78970 to 78983 and Direct Deposit Advices # 33997 to 34230 in the amount of \$465,995.17

3. 911 Account:

Cks. # 52030 to 52034 and EFT #20733 to 20737 in the amount of \$6,479.51

4. CDBG Account:

Cks. # 1520 in the amount of \$5,970.81

5. Act 137 Account:

Cks. # 3084 to 3087 in the amount of \$18,404.44

6. LEPC Account:

Cks. # 1504 to 1505 in the amount of \$139.85

7. *Liquid Fuels Act 89 Account*

EFT # 8097 in the amount of \$64.04

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
09/16/2020-09/29/2020**

General Account Starting Balance	\$782,053.58
DEBITS	
Deposits Receipts #103444-103595	291,747.09
Transfer from 911	0.00
Transfer from Capital Reserve	550,000.00
Transfer from LEPC	0.00
Voided Checks	11,620.60
Interest	0.00
TOTAL DEBITS	\$853,367.69
CREDITS	
Bills Paid CK #'S 129703-129872, EFT'S # 26915-26931	958,314.90
Transfer to Payroll CKS 78970 - 78983, DD 33997 - 34230	465,995.17
Transfer to	0.00
NSF CHECKS	0.00
TOTAL CREDITS	\$1,424,310.07
Ending Balance (Interest @ 0.350% as of 09/29/2020)	\$211,111.20
Liquid Fuels	
Invested at JV Bank @ 0.350% as of 09/29/2020	\$441,896.23
Liquid Fuels - Act 89	
Invested at JV Bank @ 0.350% as of 09/29/2020	\$344,279.07
911 Telephone Account	
Invested at JV Bank @ 0.350% as of 09/29/2020	\$755,373.77
LEPC	
Invested at JV Bank @ 0.350% as of 09/29/2020	\$33,697.38
Local Use Fund	
Invested at JV Bank @ 0.380% as of 09/29/2020	\$339,977.69
M C CARES	
Invested at JV Bank @ 0.500% as of 09/29/2020	\$4,166,937.53
Capital Reserve Account	
Invested at JV Bank @ 0.950% as of 09/29/2020	\$12,694,283.53

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
Salary Board Meeting
Department Budget Meetings
CARES Meetings
Meeting with Assessment and GIS regarding software*

*Commissioner Postal: Board of Elections Meeting
Salary Board Meeting
Department Budget Meetings
SEDA-COG Natural Gas Board Meeting
Central Counties Juvenile Detention Center Meeting
Mifflin County Planning Commission Meeting
Mifflin County Housing Authority Meeting
JVBDS Citizen’s Advisory Committee Meeting
Emergency Food and Shelter Program Board Meeting*

*Commissioner Kodish: Board of Elections Meeting
Salary Board Meeting
Regional Services Corporation Board Meeting
Library Board Meeting
CCAP Deferred Compensation Advisory Board Meeting
SEDA-COG Board Meeting
Juniata River Valley Visitors Bureau Board Meeting*

VII. Public Comment:

None to report.

VIII. New Business:

A. Proclamation – October 2020 is Local Chamber of Commerce Month

PROCLAMATION

October 2020 “Local Chamber of Commerce Month”

WHEREAS, Pennsylvania has nearly 200 local chambers that work every day to support their area businesses and secure new opportunities for economic growth; and

WHEREAS, in many ways, local chambers are the lifeblood of Pennsylvania’s cities and towns and have proven to be invaluable partners in efforts to promote growth for businesses new and old; and

WHEREAS, local chambers of commerce play a critical role in supporting the needs of business communities, and are essential to continued economic growth and advancement; and

WHEREAS, while local chambers are independent organizations, they often work in partnership with other entities to advocate for pro-business issues; and

WHEREAS, the celebration of “Local Chamber of Commerce Month” provides an opportunity to publicly recognize the participation and dedication of Pennsylvania’s local chambers, and, more specifically, the Juniata River Valley Chamber of Commerce;

NOW, THEREFORE, BE IT RESOLVED THAT, the month of October 2020, in conjunction with Governor Tom Wolf’s declaration, is hereby designated as “Local Chamber of Commerce Month” in the County of Mifflin.

Adopted this first day of October 2020.

Motion was made by Commissioner Kodish to approve the Proclamation – October 2020 is Local Chamber of Commerce Month. Commissioner Postal seconded the motion. The motion was unanimously approved.

Ms. Moore with the Juniata Valley Area Chamber of Commerce thanked the Commissioners for the declaration and for acknowledging the work of the Chamber. She says that the Chamber has worked very hard through the pandemic to keep its members educated on available resources. The Chamber has also advocated for different legislation brought forth to help local businesses. She mentioned some of the services and opportunities the Chamber continues to offer through the pandemic and stated they will continue to support local business and industry.

B. Federal Fiscal Year 2020 CDBG second public hearing

This item was skipped initially and was revisited at 9:15 a.m.

Ms. Fultz began the FFY 2020 CDBG Second public hearing. The purpose of the hearing is to discuss potential projects the County is considering funding with the CDBG 2020 grant. The 2020 allocation is \$231,203.00 with \$41,616.00 for administration and \$189,587.00 for project and delivery. Four applications were submitted to the Planning Commission meeting on July 23, 2020 as follows: Borough of Juniata Terrace Storm water Phase 3 & 4 Project - \$222,172.00; Borough of Newton Hamilton Church Street Bridge Replacement - \$150,000.00; Oliver Township Storm water Project - \$49,500.00 and Armagh Township ADA Access Improvement Project - \$17,500.00. The CDBG Advisory Committee reviewed the applications and ranked them on July 31, 2020. The Committee recommends allocating all of the 2020 project and delivery funds toward the Juniata Terrace Storm water project. Juniata Terrace will commit the required \$30,847.00 difference plus engineering fees. This will complete the full storm water project in Juniata Terrace as Phases 1 and 2 were funded with 2019 CDBG funding. Ms. Fultz will ask the Commissioners to adopt the cumulative resolution for FFY 2020 projects at the October 15, 2020 Commissioners’ Meeting. The application is due to PA-DCED on October 28, 2020. This project could potentially start at the end of 2021 or beginning of 2022.

C. Request for refund of the 2020 County real estate taxes:

- *Parcel No. 14,14-0311 located in Brown Township – parcel was approved for Veteran’s exempt status - \$741.82*

Motion was made by Commissioner Postal to approve the request for refund of the 2020 county real estate taxes for Parcel No. 14,14-0311 located in Brown Township – parcel was approved for Veteran’s exempt status - \$741.82. Commissioner Kodish seconded the motion. The motion was unanimously approved.

D. Request for refund of a portion of the 2018 and 2019 County real estate taxes:

- *Parcel No. 17,26-0219 and 17,12-0334 located in Granville Township – Stipulations of settlement defining amount of taxes to be paid - \$1,190.69*

Motion was made by Commissioner Postal to approve the request for refund of a portion of the 2018 and 2019 county real estate taxes for Parcel No. 17,26-0219 and 17,12-0334 located in Granville Township – Stipulations of settlement defining amount of taxes to be paid - \$1,190.69. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- E. *Contract renewal with Vision Benefits of America (VBA) for employee group vision coverage for the period January 1, 2021 through December 31, 2022*

Motion was made by Commissioner Postal to approve the contract renewal with Vision Benefits of America (VBA) for employee group vision coverage for the period January 1, 2021 through December 31, 2022. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- F. *Resolution No. 52 of 2020 approving the first amendment to the cooperation agreement between the County and Decatur Township for the bridge replacement and rehabilitation*

**RESOLUTION NO. 52 OF 2020
MIFFLIN COUNTY BOARD OF COMMISSIONERS
APPROVING THE FIRST AMENDMENT TO THE COOPERATION AGREEMENT
BY AND BETWEEN MIFFLIN COUNTY AND DECATUR TOWNSHIP
FOR BRIDGE REPLACEMENT AND REHABILITATION**

WHEREAS, County of Mifflin and Decatur Township entered into a Cooperation Agreement for bridge replacement and rehabilitation dated October 28, 2019 (hereinafter “Cooperation Agreement”); and

WHEREAS the parties now wish to amend the Cooperation Agreement and amend the total project cost for the subject bridge and reallocate the portions as provided for in the First Amendment to Cooperation Agreement attached hereto as “Exhibit A” and made a part hereof.

RESOLVED AND ENACTED this 1 day of October , 2020, by the Board of Commissioners of Mifflin County at a regular meeting held October 1, 2020.

Motion was made by Commissioner Postal to approve Resolution No. 52 of 2020 approving the first amendment to the cooperation agreement between the County and Decatur Township for the bridge replacement and rehabilitation. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- G. *First Amendment to the Cooperation Agreement between the County and Decatur Township for bridge replacement and rehabilitation*

Motion was made by Commissioner Postal to approve the First Amendment to the Cooperation Agreement between the County and Decatur Township for bridge replacement and rehabilitation. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- H. *Resolution No. 53 of 2020 approving the first amendment to the cooperation agreement between the County and Wayne Township for the bridge replacement and rehabilitation*

**RESOLUTION NO. 53 OF 2020
MIFFLIN COUNTY BOARD OF COMMISSIONERS
APPROVING THE FIRST AMENDMENT TO THE COOPERATION AGREEMENT**

**BY AND BETWEEN MIFFLIN COUNTY AND WAYNE TOWNSHIP
FOR BRIDGE REPLACEMENT AND REHABILITATION**

WHEREAS, County of Mifflin and Wayne Township entered into a Cooperation Agreement for bridge replacement and rehabilitation dated September 3, 2019 (hereinafter "Cooperation Agreement"); and

WHEREAS the parties now wish to amend the Cooperation Agreement and amend the total project cost for the subject bridge and reallocate the portions as provided for in the First Amendment to Cooperation Agreement attached hereto as "Exhibit A" and made a part hereof.

RESOLVED AND ENACTED this 1 day of October , 2020, by the Board of Commissioners of Mifflin County at a regular meeting held October 1, 2020.

Motion was made by Commissioner Kodish to approve Resolution No. 53 of 2020 approving the first amendment to the cooperation agreement between the County and Wayne Township for the bridge replacement and rehabilitation. Commissioner Postal seconded the motion. The motion was unanimously approved.

- I. First Amendment to the Cooperation Agreement between the County and Wayne Township for bridge replacement and rehabilitation*

Motion was made by Commissioner Postal to approve the First Amendment to the Cooperation Agreement between the County and Wayne Township for bridge replacement and rehabilitation. Commissioner Kodish seconded the motion. The motion was unanimously approved.

Commissioner Postal added these last four items are related to the \$5 Local Use fee that people pay. These are bridge replacement and rehabilitations for the townships.

- J. Juvenile Probation Services Grant Agreement for the period July 1, 2020 through June 30, 2021 - \$11,529.85*

Mr. Wolfkiel discussed this is a juvenile grant in aid received on an annual basis to assist in the implementation of evidence based practices. This is set to cover 5/12 of the year due to the COVID-19 pandemic. He is hopeful to get approved for the additional 7/12 of the year.

Motion was made by Commissioner Postal to approve the Juvenile Probation Services Grant Agreement for the period July 1, 2020 through June 30, 2021 - \$11,529.85. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- K. Resolution No. 54 of 2020 opening up the MC Housing Mitigation Fund checking account at the Juniata Valley Bank*

Motion was made by Commissioner Postal to approve Resolution No. 54 of 2020 opening up the MC Housing Mitigation Fund checking account at Juniata Valley Bank. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- L. Temporary Construction Easement Agreement and Permanent Boundary Line Easement Agreement between Mifflin County and Daniel and Christeena Kearns*

Motion was made by Commissioner Postal to approve the Temporary Construction Easement Agreement and Permanent Boundary Line Easement Agreement between

Mifflin County and Daniel and Christeena Kearns. Commissioner Kodish seconded the motion. The motion was unanimously approved.

Commissioner Postal discussed that this is in relation to the Annex Project that started this week.

M. State Food Purchase Program Contract Addendums:

- *Calvary Bible Church*
- *Hand of Grace*
- *Abuse Network*
- *Bible Baptist/New Life Church Food Pantry*
- *Bible Baptist/New Life Church Soup Kitchen*

Ms. Fisher stated the contracts are always prepared and ready to go to the various agencies on July 1 of every year, but the actual amounts from the State are not always known at that time. The addendums are done to adjust the amount received by the State. CARES funds have also been received for state food purchase. The CARES allocation is separate from the regular funding, but it all runs through the Department of Agriculture.

Motion was made by Commissioner Postal to approve the State Food Purchase Program Contract Addendums. Commissioner Kodish seconded the motion. The motion was unanimously approved.

N. CARES Act Fund Grants:

- *Small Business:*
 1. *BierHaus - \$25,000.00*
 2. *Dietz Electric - \$16,100.21*
 3. *Hometown Potters - \$3,793.00*
 4. *Square Café - \$18,473.14*
 5. *Yoder's Tees & More - \$8,793.00*
 6. *Lewistown Printworks - \$9,091.71*

Mr. Colussy discussed that the Planning Department is continuing to work on the County Relief Block Grant program. Applications for small businesses and nonprofits were due earlier last month, and since then, the internal team and professional consultants have continued to review them along with the associated paperwork. For consideration today are the listed six small business relief grants. The amounts of the grants vary because they are based on eligible expenses during the specified timeframe. Mr. Colussy recommends approving these grants contingent upon the execution of sub-recipient agreements.

Motion was made by Commissioner Postal to approve the CARES Act Fund Grants as presented contingent upon the execution of sub-recipient agreements. Commissioner Kodish seconded the motion. The motion was unanimously approved.

Mr. Colussy added that there are still applications from the first round being reviewed. He also indicated that roughly \$153,000.00 of the CARES funds have been approved to distribute year-to-date.

O. Miscellaneous Engineering Services for CDBG Funded Projects in Derry Township with Buchart Horn, Inc.

Ms. Fultz explained that for the CDBG program, an RFQ needs to be done to select an engineering service agreement. In Derry Township, this will cover any engineering services for any CDBG project over the next three years. Several RFQs were received and ranked by the Planning Department and Derry Township. Buchart Horn ranked highest, so the Derry Township Supervisors requested using them. She added that as is

mentioned in Item P., Brown Township went through the same RFQ process and selected Buchart Horn to provide engineering services for CDBG funded projects in Brown Township. Both Municipalities have approved executed their respective engineering service agreements.

Motion was made by Commissioner Postal to approve O. Miscellaneous Engineering Services for CDBG Funded Projects in Derry Township with Buchart Horn, Inc. and P. Miscellaneous Engineering Services for CDBG Funded Projects in Brown Township with Buchart Horn, Inc. Commissioner Kodish seconded the motion. The motion was unanimously approved.

P. Miscellaneous Engineering Services for CDBG Funded Projects in Brown Township with Buchart Horn, Inc.

Q. Resolution No. 55 of 2020 on behalf of Derry Township for budget modifications to the FFY 2018 CDBG Program

**RESOLUTION NUMBER 2020-55
RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS (MCC)
ON BEHALF OF THE DERRY TOWNSHIP SUPERVISORS (DTS),
APPROVING BUDGET MODIFICATIONS TO THE FFY 2018 CDBG PROGRAM**

WHEREAS, the DTS and the MCC on behalf of the DTS, funded the single-family, housing rehabilitation program in FFY 2018, in the amount of \$74,876.67;

WHEREAS, the DTS and the MCC on behalf of the DTS, funded the Hamilton Terrace/Lewistown Heights stormwater improvement project in FFY 2018, in the amount of \$16,946.33;

WHEREAS, the DTS and the MCC on behalf of the DTS, funded the Mifflin County Youth Park ADA Upgrades to Restrooms project in FFY 2018, in the amount of \$7,065.00;

WHEREAS, the DTS and the MCC on behalf of the DTS are desirous of reducing the FFY 2018 single-family housing rehabilitation project by \$67,811.67, leaving a balance of \$7,065.00; deleting the Hamilton Terrace/Lewistown Heights stormwater improvement project; deleting the Mifflin County Youth Park ADA Upgrades to Restrooms project; and propose the creation of the East Walnut Street Extended road reconstruction project in the amount of \$91,823.00;

WHEREAS, the DTS adopted a resolution on September 21, 2020 approving said budget modifications and authorized the Mifflin County Planning and Development Department to complete and submit said modification request and required documentation to the (PA- DCED) for review and approval;

WHEREAS, the DTS conducted a public hearing on Thursday, September 21, 2020, in accordance with the County's Citizen Participation Plan;

WHEREAS, it is the requirement of the Pennsylvania Department of Community and Economic Development (PA-DCED), to modify the Derry Township FFY 2018 program funding budget, so as to complete the following actions:

1. Decrease the FFY 2018 single-family housing rehabilitation project by the amount of \$67,811.67 and leaving a balance of \$7,065.00.
2. Delete the FFY 2018 Hamilton Terrace/Lewistown Heights stormwater improvement project in the amount of \$16,946.33.
3. Delete the FFY 2018 Mifflin County Youth Park ADA Upgrades to Restrooms project in the amount of \$7,065.00
4. Create the FFY 2018 East Walnut Street Extended road reconstruction project in the amount of 91,823.00.

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

1. That the program modifications affecting the Derry Township FFY 2018 program budget is approved by the MCC on behalf of the DTS 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.

Ms. Fultz explained that in Derry Township, a survey was completed on the E. Walnut Street extended area in need of road reconstruction and stormwater improvements. This area qualifies for a CDBG project. Derry Township has requested to move funds from their housing rehabilitation project, leftover funds from the Hamilton Terrace Stormwater Improvement Project and the Mifflin County Youth Park ADA upgrades to create the East Walnut Street extended road reconstruction project in the amount of \$91,823.00.

Motion was made by Commissioner Postal to approve Resolution No. 55 of 2020 on behalf of Derry Township for budget modifications to the FFY 2018 CDBG Program. Commissioner Kodish seconded the motion. The motion was unanimously approved.

R. *Purchase of Service Agreements for use, if needed, by Children and Youth:*

- Community Specialist Corporation, Pittsburgh, PA
- Adelphoi Village, Latrobe, PA
- Diversified Treatment Alternative Centers, LLC, Milton, PA
- Merakey, Harrisburg, PA

Ms. Bubb stated that these are all renewal agreements. She explained the services offered by each entity listed and gave a range of fees charged for said services. Said fees are governed by the State and dependent upon the level of service given.

Motion was made by Commissioner Postal to approve the purchase of service agreements. Commissioner Kodish seconded the motion. The motion was unanimously approved.

S. *Purchase of Service Agreement with Mark J. Remy, Esquire of the Law Offices of Knepp & Snook, Lewistown, PA, for Guardian Ad Litem in dependency cases for the period October 1, 2020 through December 31, 2020 at the rate of \$65.00 per hour*

Motion was made by Commissioner Postal to approve the purchase of service agreement with Mark J. Remy Esquire. Commissioner Kodish seconded the motion. The motion was unanimously approved.

T. *Purchase of Service Agreement with the Law Offices of Shoaf & Wencker, LLC, Huntingdon, PA, for Guardian Ad Litem in dependency cases for the period September 30, 2020 through December 31, 2020 at the rate of \$65.00 per hour*

Motion was made by Commissioner Postal to approve the purchase of service agreement with the Law Offices of Shoaf & Wencker, LLC. Commissioner Kodish seconded the motion. The motion was unanimously approved.

U. *Application for County Aid – 2020 Liquid Fuels Allocation:*

- Menno Township - \$2,932.51

Motion was made by Commissioner Postal to approve the application for county aid – Menno Township - \$2,932.51. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- V. *Change order No. 1 to the Motorola Solutions two-way radio dispatch and infrastructure upgrade contract to identify additional equipment and services at no additional cost*

Mr. Lucas stated this is a change order for a significantly delayed project due to COVID-19. Motorola is installing new radio consoles that will allow Mifflin County to have encrypted communications with law enforcement. The problem that occurred immediately prior to the COVID-19 outbreak was that the State would not allow Mifflin County to connect to their core system without transferring control of our radio network to them. We cannot trust the maintenance of our radio network to the State even though we're partnering with them in the system. Motorola has offered to provide additional services and equipment at no charge so the project can be completed. That's what this change order entails.

Motion was made by Commissioner Postal to approve Change Order No. 1 to the Motorola Solutions two-way radio dispatch and infrastructure upgrade contract to identify additional equipment and services at no additional cost. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- W. *Resolution No. 56 of 2020 and funding commitment letter to submit a Multimodal Transportation Fund Program Grant application for the Mifflin County Campus Streetscape Enhancements Project*

Resolution No. 56 - 2020

Be it RESOLVED that the County of Mifflin, hereby requests a Multimodal Transportation Fund grant of \$1,056,080 from the Commonwealth Financing Authority to be used for construction of the Mifflin County Campus Streetscape Enhancements.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Mark Sunderland, Chairman and Cathy L. Romig, Chief Clerk as the official(s) to execute all documents and agreements between the County of Mifflin and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Cathy L. Romig, duly qualified Chief Clerk of the County of Mifflin, Mifflin County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Mifflin County Board of Commissioners at a regular meeting held October 1, 2020 and said Resolution has been recorded in the Minutes of the County of Mifflin and remains in effect as of this date.

Motion was made by Commissioner Postal to approve Resolution No. 56 of 2020 and funding commitment letter to submit a Multimodal Transportation Fund Program Grant application for the Mifflin County Campus Streetscape Enhancements Project. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- X. *Resolution No. 57 of 2020 opening up the MC JAG REC checking account at the Juniata Valley Bank*

Motion was made by Commissioner Postal to approve Resolution No. 57 of 2020 opening up the MC JAG REC checking account at the Juniata Valley Bank. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- Y. *Personnel:*

- *Hiring of Janet Storm for part-time/temporary clerk in the Election Office effective September 23, 2020*
- *Transfer of Ashten Miller from an unpaid intern in Human Services to a part-time temporary Housing Resource Assistant effective September 21, 2020*
- *Resignation of part-time Corrections Officer Isaiah Reed effective October 9, 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 9:33 a.m.

Secretary

ATTEST:

Chief Clerk