

Lewistown, PA

March 4, 2021

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, March 4, 2021 at 9:00 a.m. In attendance were Commissioners Mark Sunderland, Robert Postal and Kevin Kodish; and Chief Clerk Cathy Romig. Solicitor Alina Reed was absent.*

*There were no representatives present from the new media.*

*Guests present: Treasurer Deb Civitts; Community Development Administrator Chastity Fultz; Physical Plant Director Lonnie Griffith; GIS Director, Laura Simonetti, Human Services Director Allison Fisher, Crime Victim Services Coordinator Jami Glick; County Auditor Helen Kirk; Register & Recorder Barb Stringer; Trent Shade and Treston Yoder, 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 February 18, 2021. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

*1. General Fund, Accounts Payable:*

*Cks. #131609 to 131811 and EFTs # 27528 to 275497 in the amount of \$972,634.22*

*2. Payroll Account:*

*Cks. #79074 to 79084 and Direct Deposit Advices # 36596 to 36830 in the amount of \$432,837.02*

*3. 911 Account:*

*Cks. # 52118 to 52124 and EFTs #20781 to 20783 in the amount of \$8,160.78*

*4. CDBG Account:*

*Cks. # 1540 to 1541 in the amount of \$23,907.00*

*5. Act 137 Account*

*Ck. # 3108 in the amount of \$200.00*

*6. LEPC Account*

*Ck. # 1520 in the amount of \$90.59*

*7. Liquid Fuels Account*

*Ch. # 1692 in the amount of \$941.28*

8. *Liquid Fuels Act 89 Account*

*EFT # 8102 in the amount \$79.73*

*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**  
**02/17/2021-03/02/2021**

**General Account** Starting Balance **\$390,006.74**

**DEBITS**

Deposits Receipts #105315-105446	1,412,498.91
Transfer from PAYROLL	0.00
Transfer from CAPITAL RESERVE	650,000.00
Transfer from LEPC	0.00
Voided Checks	14,150.02
Transfer from 911	0.00
Interest	146.78

**TOTAL DEBITS** **\$2,076,795.71**

**CREDITS**

Bills Paid CK #'S 131609-131811, EFT'S # 27528-27549	972,634.22
Transfer to Payroll CKS 79074-79084, DD 36596-36830	432,837.02
Transfer to	0.00
NSF CHECKS	0.00

**TOTAL CREDITS** **\$1,405,471.24**

Ending Balance (Interest @ 0.290% as of 03/02/2021) **\$1,061,331.21**

**Liquid Fuels**

Invested at JV Bank @ 0.290% as of 03/02/2021 \$440,821.88

**Liquid Fuels - Act 89**

Invested at JV Bank @ 0.290% as of 03/02/2021 \$382,469.92

**911 Telephone Account**

Invested at JV Bank @ 0.290% as of 03/02/2021 \$518,221.57

**LEPC**

Invested at JV Bank @ 0.290% as of 03/02/2021 \$31,098.94

**Local Use Fund**

Invested at JV Bank @ 0.290% as of 03/02/2021 \$471,512.96

**Capital Reserve Account**

Invested at JV Bank @ 0.950% as of 03/02/2021 \$8,009,481.88

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: Salary Board Meeting  
JVBDS Joinder Board Meeting  
Mifflin County Municipal Authority Meeting  
Mifflin County Extension Meeting  
Meeting with Representative Hershey's staff member  
Various Internal Meetings*

*Commissioner Postal: Department meetings with Elections, Human Services, Mapping, Tax Services, Court, Correctional Facility and Maintenance  
Meeting with Representative Hershey's staff member  
JVBDS Joinder Board Meeting  
JVBDS Executive Committee Meeting  
Mifflin County Planning Commission  
Mifflin County Municipal Authority Meeting  
Mifflin County Recreation Council  
CCAP Policy Task Force  
Salary Board Meeting*

*Commissioner Kodish: Salary Board Meeting  
JVBDS Joinder Board Meeting  
Regional Services Board  
CARS Board  
Regional Services Property Committee Meeting  
SEDA-COG Board Meeting  
Meeting with Representative Hershey's staff member  
Various Internal Meetings*

**VII. Public Comment:**

*None to report.*

**VIII. New Business:**

**A. GIS Director, Laura Simonetti gave a Pictometry Project Update:**

*Ms. Simonetti wanted to give an update on the final status of the Operation Fairness project that started in 2016. The first part was the local Census updating the per capita records. The second part of Operation Fairness was the Pictometry project. The goal was to bring our tax records and property information up to date as well as make it fair across the board. Ms. Simonetti stated they received new imagery and started to compare the imagery with the property cards and when there was a change it got flagged and field verified. Not everyone's taxes increased, some decreased. The total revenue between the county, municipalities and the school district increased by \$1,000,049.88. That total included supplemental billing. Some of the supplemental bills were dated back two years. Without the supplemental bills the total increased by \$635,298.67. This past Monday they received updated imagery from PEMA. The plan moving forward is to use that imagery to keep the property records up to date. Ms. Simonetti wants to thank Chief Assessor Merry Bratton and the Tax Services staff, the GIS Staff and the municipalities for everyone's hard work and cooperation.*

*Commissioner Postal added that going forward the County's revenues will increase \$173,037.56, the School District's revenues will increase \$404,090.91 and the municipalities will increase \$58,170.20.*

*B. Request for exoneration of 2018-2020 delinquent real estate taxes and relieve Rebecca Ganoë, Tax Claim Bureau Director from collecting these taxes:*

- Parcel No. 12,28-0627,001 located in Armagh Township – mobile home was removed from the tax rolls in October 2020*

*Motion was made by Commissioner Postal to approve the request for exoneration and relieve Rebecca Ganoë, Tax Claim Bureau Director from collecting these taxes. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*C. Request for exoneration of 2021 county real estate tax bills and relieve the Tax Collectors from collecting these bills:*

- Parcel No. 16,23-0157 located in Derry Township – Property is listed in the County's Repository - \$315.40*
- Parcel No. 18,08-0207 located in Menno Township – Veteran's exempt status – \$779.83*
- Parcel No. 14,01-0106BX located in Brown Township – parcel was created as an estimate and should have been deleted prior to printing tax bills - \$406.08*

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

*D. Assurance of Compliance for the 2020-2021 Human Services Plan for the Emergency Rental Assistance Program*

*Mifflin-Juniata Human Services Director Allison Fisher stated this is the assurance of compliance is for the new Emergency Rental Assistance Program. It is the new rental assistance program. The state promised the system will be live on March 8, 2021 and will be on the County website as well. There is a lot of paperwork with it. Anyone needing more information can call 717-447-5121. There is not a financial limit but there is limit of twelve months assistance. The program allow individuals to apply back from March 13, 2020 and go forward three months.*

*Motion was made by Commissioner Postal to approve the Assurance of Compliance for the 2020-2021 Human Services Plan for the Emergency Rental Assistance Program. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*E. Mifflin County Human Services Contract Addendum with Clear Concepts Counseling for an additional allocation of \$5,817.00*

*Mifflin-Juniata Human Services Director Allison Fisher stated the Human Services Development Fund meets yearly and had unallocated funds and Clear Concepts Counseling requested those funds.*

*Motion was made by Commissioner Postal to approve the Mifflin County Human Services Contract Addendum with Clear Concepts Counseling for an additional allocation of \$5,817.00. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*F. Resolution No. 3 of 2021 opening up the Mifflin County CHIRP account at Juniata Valley Bank*

*Motion was made by Commissioner Postal to approve Resolution No. 3 of 2021 opening up the Mifflin County CHIRP account at Juniata Valley Bank. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*G. 2021 Tax Claim Fees and Costs effective March 1, 2021*

*Motion was made by Commissioner Postal to approve the 2021 Tax Claim Fees and Costs effective March 1, 2021. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*H. Annex Project change order No. 1-006 with Lobar Inc., revising existing sprinkler piping in the basement – additional \$2,319.74*

*Physical Plant Director Lonnie Griffith explained this change order came about because there is an existing main that needs to be moved for ceiling height.*

*Motion was made by Commissioner Postal to approve the Annex Project change order No. 1-006 with Lobar Inc., revising existing sprinkler piping in the basement – additional \$2,319.74. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*I. Annex Project change order No. 1-007 with Lobar Inc., for door and frame revisions – additional \$1,585.88*

*Physical Plant Director Lonnie Griffith explained this change order is for the hardware and door gage changes for the interior doors.*

*Motion was made by Commissioner Postal to approve the Annex Project change order No. 1-007 with Lobar Inc., for door and frame revisions – additional \$1,585.88. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*J. Annex Project change order No. 4-001 with Lobar Inc., for fire alarm equipment, wire and device install – additional \$48,369.88*

*Physical Plant Director Lonnie Griffith explained originally they were going to do this in house and after reviewing it was determined it was more cost effective to use Lobar, Inc.*

*Motion was made by Commissioner Postal to approve Annex Project change order No. 4-001 with Lobar Inc., for fire alarm equipment, wire and device install – additional \$48,369.88. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*K. Award Notification for the RASA/VOJO Grant for the period January 1, 2021 through December 31, 2022 - \$153,223.00*

*Victim Witness Coordinator Jami Glick explained this grant is for the continued procedural operations in the Mifflin County Crime Victim Services Office serving victims of Adult and Juvenile crimes.*

*Motion was made by Commissioner Postal to approve the Award Notification for the RASA/VOJO Grant for the period January 1, 2021 through December 31, 2022 - \$153,223.00. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

L. *Professional and Administrative Services Agreement with SEDA-COG for the COVID-19 Hospitality Industry Recovery Program (CHIRP)*

*Commissioner Postal mentioned this is the new program that has been passed by the State and sent down to the Counties. This program will be kicked off next week and applications will open up on March 15<sup>th</sup>. SEDA-COG is the most efficient way to get the money out on the street.*

*Motion was made by Commissioner Postal to approve the Professional and administrative Services Agreement with SEDA-COG for the COVID-19 Hospitality Industry Recovery Program (CHIRP). Commissioner Kodish seconded the motion. The motion was unanimously approved.*

M. *Amendment No. 1 to the Professional and Administrative Services Agreement with SEDA-COG for the COVID-19 Hospitality Industry Recovery Program (CHIRP)*

*Commissioner Postal stated the reason for this amendment is that it was determined there are additional responsibilities increasing the application fee from \$300.00 to \$340.00 not to exceed \$16,725.00. The legislation allows SEDA-COG to charge \$500.00 for the application fee and they are only charging \$340.00. The fee is part of the program and is not paid by the applicants.*

*Motion was made by Commissioner Postal to approve Amendment No. 1 to the Professional and Administrative Services Agreement with SEDA-COG for the COVID-19 Hospitality Industry Recovery Program (CHIRP). Commissioner Kodish seconded the motion. The motion was unanimously approved*

N. *E-Recording Agreement with CSC, Wilmington, DE to Provide Electronic Recording in the Register & Recorder's Office*

*Ms. Stringer explained that this will allow the office to record more documents on the computer rather than handling the documents in person. This will help cut down on potential exposure to COVID-19. This agreement will be at no charge to the county. Any fees charged by CSC will be paid by the client. This agreement will go on indefinitely. This will be a convenient option for anyone wanting to record documents from their home or business.*

*Motion was made by Commissioner Postal to approve the E-Recording Agreement with CSC, Wilmington, DE to Provide Electronic Recording in the Register & Recorder's Office. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

O. *Personnel:*

- Promotion of Douglas Zimmerman from part-time Building and Grounds Assistant to Temporary full-time Maintenance Technician effective February 22, 2021*
- Resignation of Angela Snook from part-time Corrections Officer effective February 24, 2021*
- Hiring of Corrine Lawhorn for Children and Youth Caseworker effective March 8, 2021*
- Hiring of Andrea Alcade for part-time Deputy Coroner effective March 8, 2021*
- Hiring of Danny Klinger for part-time Security Guard effective March 8, 2021*
- Promotion of Todd Stewart from part-time to full-time Corrections Officer effective March 14, 2021*
- Hiring of Hunter Hepner for Children and Youth Caseworker effective March 15, 2021*
- Resignation of Samantha Wolfley from Probation Officer effective March 12, 2021*

- *Resignation of Brian Fleegal from Public Safety Operation and Training Officer effective March 12, 2021*
- *Hiring of Brian Fleegal for part-time 911 Telecommunicator effective March 14, 2021*
- *Hiring of Lucas Morningstar for part-time 911 Telecommunicator effective March 15, 2021*
- *Hiring of Ashlynn Sunderland for Voter Registration/Elections/Veterans Affairs Clerk effective March 15, 2021*
- *Hiring of Makyla Henry for part-time Fiscal Affairs Assistant effective March 15, 2021*

*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 9:27 a.m.*

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*Secretary*

***ATTEST:***

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*Chief Clerk*