

Lewistown, PA

October 7, 2021

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, October 7, 2021 at 9:00 a.m. In attendance were Commissioners Kevin Kodish; Mark Sunderland; Robert Postal; Chief Clerk Cathy Romig; Treasurer Deb Civitts; and Fiscal Affairs Assistant Makyla Henry.*

*No one was present from The Sentinel.*

*Guests present were Jenn Hepner, Chastity Fultz, Doug Marks, Craig Bubb, Human Services Director Allison Fisher, Decatur Township Supervisor Tim Goss, Rebecca Wills and Crystal Paige from The Abuse Network, Tanner Ferguson and Simon Peachey from MCTV.*

*The meeting was called to order at 9:00 a.m. by Commissioner 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 30, 2021. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

*1. General Fund, Accounts Payable*

*Ck. #'s 134622-134701 and EFT #'s 28434-28532 in the amount of \$333,957.30*

*2. Payroll Account*

*Ck. #'s 79224-79231 and Direct Deposit Advice #'s 40510-40750 in the amount of \$353,821.35*

*3. 911 Account*

*EFT #'s 20847-20848 in the amount of \$903.17*

*4. Liquid Fuels Act 89 Account*

*Ck. # 8109 in the amount of 55.32*

*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**  
**09/29/2021-10/05/2021**

**General Account** Starting Balance **\$201,676.64**

**DEBITS**

Deposits Receipts #108436-108536	147,063.51
Transfer from	0.00
Transfer from CAPITAL RESERVE	650,000.00
Transfer from LEPC	0.00
Voided Checks	100.00
Transfer from 911	231.16
Interest	0.00

**TOTAL DEBITS** **\$797,294.67**

**CREDITS**

Bills Paid CK #'S 134622-134701, EFT'S # 28434-28527	333,957.30
Transfer to Payroll CKS 79224-79231, DD 40510-40750	353,821.35
Transfer to Act 137	0.00
NSF CHECKS	0.00
TRANSFER TO ACT 152	0.00

**TOTAL CREDITS** **\$687,778.65**

Ending Balance (Interest @ 0.290% as of 10/05/2021) **\$311,192.66**

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**Liquid Fuels**

Invested at JV Bank @ 0.29% as of 10/05/2021 \$227,678.25

**Liquid Fuels - Act 89**

Invested at JV Bank @ 0.29% as of 10/05/2021 \$402,932.95

**911 Telephone Account**

Invested at JV Bank @ 0.29% as of 10/05/2021 \$782,606.39

**LEPC**

Invested at JV Bank @ 0.29% as of 10/05/2021 \$26,668.42

**Local Use Fund**

Invested at JV Bank @ 0.29% as of 10/05/2021 \$407,058.65

**Capital Reserve Account**

Invested at JV Bank @ 0.350% as of 10/05/2021 \$13,598,461.79

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  
Record Improvement Fund  
Prison Board*

*Commissioner Postal:*

*Salary Board  
Mifflin County Bank Ribbon  
Cutting  
Budget Meetings: Human  
Services  
Dept Meetings: MCCF, EMS*

*Commissioner Kodish:*

*Salary Board  
2022 Budget Meetings  
Record Improvement Fund  
CARS Board  
Regional Services Property  
Committee  
Prison Board*

**VII. Public Comment:**

*Craig Bubb, former Director of Municipal Authority Borough of Lewistown, new Director of Mifflin County Municipal Authority, took over operations of the water authority on October 1, 2021 came to the meeting to thank the commissioners for holding places on the board and for all their support.*

**VIII. New Business:**

- A. *Proclamation – October, 2021 is Domestic Violence Awareness Month*  
***Domestic Violence Awareness Month***  
***2021***

***Proclamation***

*WHEREAS, individuals and communities across the Commonwealth are committed to working towards a society free of domestic violence; and*

*WHEREAS, domestic violence, which can be physical, sexual, emotional or economic abuse, does not discriminate based on gender, race, religion, sexual orientation, gender identity, disability or socio-economic status; and*

*WHEREAS, in the United States, more than 10 million women and men are victims of domestic violence every year; and*

*WHEREAS, studies show that children are adversely affected when they witness or experience violence in their homes. The fear of retribution and feelings of guilt and self-blame often prevent victims from seeking services for themselves or leaving abusive relationships; and*

*WHEREAS, our youth, transgender and disabled communities, including those who are deaf, are experiencing significantly higher rates of victimization across the state than other people; and*

*WHEREAS, through public awareness, the County of Mifflin seeks to assist The Abuse Network in supporting survivors and promoting safe and healthy relationships and communities among all County and Commonwealth citizens,*

*THEREFORE, We, The Commissioners of Mifflin County, do hereby proclaim the month of October, to be Domestic Violence Awareness Month and urge all citizens of the County and Commonwealth to be cognizant of this event and participate fittingly in its observance.*

*Crystal Paige from The Abuse Network spoke at the meeting and thanked the commissioners for all their support over the last 37 years. The fountain square and circle have 109 flags placed. They represent the lives lost in PA during 2020. There was 59 females, and 50 males. If you break it out by age group there was 1 child from ages 1-12, and 13 for 65 and older.*

*Motion was made by Commissioner Kodish to be approved. Commissioner Postal seconded the motion. The motion was unanimously approved.*

*B. Mifflin County Bridge Program – Recognition of the Completion of Decatur Township Bridge*

*Township Supervisor Timothy Goss came to the meeting to thank us for all our help and support. He said with the current heavy rain and flooding we had they will be back for more help. Commissioner Postal added that this is the 4<sup>th</sup> bridge completed under the local use fee. He said they are in the process of finishing up paper work for Granville and Oliver Township. In progress is Wayne and Brown Township. He said if any local township had damage from the most current flood we will be looking for your application.*

*C. Human Services Director Allison Fisher, Emergency Rental Assistance Program Grant Projections*

*Allison came to the meeting to give an update on the ERAP grant. It is a part of the Cares Funding. Mifflin County received a little over \$3 million for the ERAP program. She said we are projecting to spend nearly all of it. There will be some excess funding of \$430,000.00 and the federal government will take it back and use it in other communities. She also wanted to let landlords know the funds are still there. Unfortunately, the way the program was advertised it made it sound like landlords could put applications in, but they also have to have tenant cooperation. We can pay back 15 months of rent. She said I see this as a landlord support program. They encourage landlords to reach out to the office who are getting tenant cooperation as well. Tenants can call directly to 447-512 hotline for assistance. Online applications MUST be completed by the tenant.*

*Commissioner Postal mentioned that this program is for those who have been impacted by the pandemic. Such as if you lost your job due to COVID-19 or were unable to work. Allison also said that it's not free money, we all pay taxes to support it.*

*D. Resolution No. 17 of 2021 of the Mifflin County Commissioners and on behalf of Brown, Derry, and Granville Township Supervisors and Lewistown Borough Council to approve the federal fiscal year 2021 CDBG application*

**RESOLUTION NUMBER 2021-17**

*A resolution of the Mifflin County Commissioners, County of Mifflin, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant (CDBG) Program, as authorized under the Housing and Community Development Act [42 USC 5301 and 24 CFR Part 570], and further certifying compliance with the requirements of said program.*

*WHEREAS, it is necessary and in the public interest that the Mifflin County Commissioners and on behalf of the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant; and*

*WHEREAS, the Mifflin County Commissioners and on behalf of the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council have the legal authority and responsibility under Act 179 to apply for Community Development Block Grant Programs; and*

*WHEREAS, the Mifflin County Commissioners and on behalf of the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council have undertaken a considerable citizen participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Development Plan; and*

*WHEREAS, The Mifflin County Commissioners and on behalf of the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council are familiar with the requirements of the program as provided for in the Housing and Community Development Act (HCDA) and the CDBG regulations; and*

*WHEREAS, Mifflin County, Mifflin County, PA is eligible to apply for \$701,868.00 in federal funds from the Pennsylvania Department of Community and Economic Development under the FFY 2021 CDBG Entitlement program, and*

*WHEREAS, the Mifflin County Commissioners and on behalf of the Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council wish to apply for said funds.*

*NOW, THEREFORE, BE IT RESOLVED by the Mifflin County Commissioners as follows:*

*a. The FFY 2021 CDBG application is hereby approved for the proposed activities listed below:*

	<b>MIFFLIN COUNTY</b>	<b>PROJECT ACTIVITY</b>	<b>FUNDING AMOUNT</b>
1.	Single-Family Housing Rehabilitation	Housing rehabilitation for an income eligible single-family home owner (project and delivery costs)	\$191,083.00
2.	Administration	Planning and administration activities	\$41,945.00
	<b>Total Mifflin County CDBG Funding:</b>		\$233,028.00

	<b>BROWN TOWNSHIP</b>	<b>PROJECT ACTIVITY</b>	<b>FUNDING AMOUNT</b>	
1.	Walnut Street Sidewalk Project from Main to Maple Street	Installation of new and replacement of existing sidewalks along Walnut Street that includes construction, easements, engineering and delivery of \$4,000.00.	\$76,979.00	
2.	Planning and Administration	Administrative salaries and benefits	\$16,897.00	
	<b>TOTAL CDBG FUNDING</b>		\$93,876.00	

	<b>DERRY TOWNSHIP</b>	<b>PROJECT ACTIVITY</b>	<b>FUNDING AMOUNT</b>
1.	Derry Township Senior Center Improvements	Renovations at the Derry Township Senior Center to include flooring replacement, entry door replacement, countertop replacement in restrooms, replacement of hot water heater, and repairs to exterior. Estimate includes construction, engineering and delivery of \$8,000.00.	\$72,587.00
2.	Single-Family Housing Rehabilitation	Housing rehabilitation for an income eligible single-family home owner, which includes project and delivery costs.	\$33,561.00
3.	Planning and Administration	Administrative salaries and benefits.	\$23,300.00
	<b>Total CDBG Funding</b>		\$129,448.00

	<b>GRANVILLE TOWNSHIP</b>	<b>PROJECT ACTIVITY</b>	<b>FUNDING AMOUNT</b>
1.	Hawstone Sewer Extension	Sewer line extension along Hawstone Road (SR 333) from approximately Tower Hill Road to Hilti House Lane. Estimate includes construction, engineering and delivery of \$5,000.00.	\$86,308.00
2.	Planning and Administration	Administrative salaries and benefits	\$18,945.00
	<b>Total CDBG Funding</b>		\$105,253.00

	<b>LEWISTOWN BOROUGH</b>	<b>PROJECT ACTIVITY</b>	<b>FUNDING AMOUNT</b>
1.	Road Reconstruction of Various Streets on South Side of Lewistown	Road reconstruction of Lincoln Avenue, 700/800 block of South Wayne Street, 700 block of South Grand Street, 400 block of South Juniata Street, West Fleming Avenue (Main Street to UGI Facility), Washington Avenue (Main Street to South Grand Street), 200 block of South Wayne Street that includes construction and delivery of \$8,000.00.	\$119,224.00
2.	Planning and Administration	Administrative salaries and benefits	\$21,039.00
	<b>Total CDBG Funding</b>		\$140,263.00

*b. That the Mifflin County Planning and Development Department is authorized and directed to have prepared the necessary forms and documents on behalf of the Mifflin County Commissioners to submit an application to the Department of Community and Economic Development for CDBG funds for the purposes aforesaid.*

c. *If CDBG funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, the Mifflin County Commissioners agree to repay the proportion deemed ineligible from non-federal resources.*

d. *The Community Development Plan was developed in coordination with low and moderate individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted.*

e. *The Chairman of the Board of Commissioners of Mifflin County as appropriate is empowered to place his/her signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of Mifflin County.*

*I HEREBY CERTIFY that the above is a true and correct copy of a resolution adopted at a regular meeting of the Mifflin County Commissioners held on Thursday, October 7, 2021.*

*Chastity spoke at the meeting and said this is the application to adopt all projects for the County, Brown, Derry, Granville, and Lewistown. Mifflin County is going to use our portion of CDBG funds for housing rehabilitation for income eligible single family homes in amount of \$191,083.00. Administration is going to come directly to County Planning and Development at \$41,945.00. Brown Township is going to do a sidewalk project along Walnut Street from Main Street to Maple Street and they are going to install new and replace existing sidewalks along that street. The cost for that project will be \$76,979.00. It will become a multi-year project and we will be putting next year's funding into the project as well. We will get administration funding of \$16,897.00 for the brown township portion.*

*Derry Township is going to do some improvements at the Yeagertown senior center. That project will include flooring replacement, entry door replacement, counter top replacement in restrooms, replacement of hot water heater and repairs to the exterior. Those projects will cost \$72,587.00. We will be putting funding into single family housing rehabilitation in the amount of \$33,561.00. Planning and administrative costs \$23,300.00 for Derry Township. Granville Township intends to do a sewer extension down Hawstone Road beginning at Tower Hill Road and extend to Hilti House Lane. We are putting this year's funding into it with a total of \$86,308.00. It is important to note this will follow up with a competitive application on behalf of CDBG and we were just given a total this week of 3.8 million estimated for the project. This is a huge benefit to residents of Hawstone to get public sewer. There is \$18,945.00 in planning and administrative for Granville Township funds. Lewistown Borough is going to do road on various streets of the Southside of Lewistown. This should complete everything going down Main Street along the right side. This project will be \$119,224.00. There is also planning and administrative funding of \$21039.00. The total application for everything is \$701,868.00, and the application will be submitted by October 28<sup>th</sup>.*

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

#### *E. Mifflin County Language Access Plan for the CDBG Program*

*Chastity spoke at the meeting and said as a part of our CDBG compliance we must evaluate the county for persons of limited English Proficiency. According to the US Census Data Armagh, Brown, Menno and Union Township meet the threshold for having greater than 5% population of limited English proficiency. It is the Amish community. We must develop a language access plan saying we will work with these individuals and make sure we can communicate with them as needed.*

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*F. Award bid on the East Walnut Street extended CDBG project in Derry Township – Jay Fulkroad & Sons Inc.*

*Mr. Marks spoke and said this is the third time this project has been bid. The first time we received one bid, the second time there was a discrepancy in the bidding documents, so it was rejected. He said that this time it is thorough and adequate. They received three bids. The low bidder was Jay Fulkroad & Sons Inc. at \$43,384.45, second was HRI, Inc. at \$48,775.00, and third was Glenn O. Hawbaker at \$49,925.00. Derry Township has already approved the project.*

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*G. Inmate Commissary Agreement with Oasis Management Systems, Inc., Cumming, Georgia*

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*H. Application for County Aid – 2021 Liquid Fuels Allocation:*

- *Decatur Township - \$5,163.00*

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*I. Application for County Aid – Local Use Fee:*

- *Granville Township - \$184,500.00*

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

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

- *Centre County Youth Service Bureau*
- *Drug and Alcohol Rehabilitation Services, Inc.*
- *David Ray, M.Ed*
- *Children's Choice*
- *Diversified Treatment Alternative Centers*
- *Hope Haven Residential Services*
- *Community Specialists Corporation*
- *Pressley Ridge*

*Jenn said all of the service agreements are residential treatment facilities except for David Ray. They can be used by CYS or Juvenile Probation. The rates vary each one. They are all renewals.*

*Motion was made by Commissioner Kodish to be approved. Commissioner Postal seconded the motion. The motion was unanimously approved.*

*K. Reappointment of James Shilling, Reedsville, PA and Kevin Kodish, Lewistown, PA for one year terms on the SEDA-COG Board of Directors – terms expire December 31, 2022*

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- L. *Reappointment of Jim Shilling to the SEDA Foundation, Inc. Board of Trustees – term expires April 28, 2024*

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- M. *Reappointment of Russel Rager, Lewistown, PA to the Mifflin County Industrial Development Authority for a four year term – term expires September 29, 2025*

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- N. *Reappointments to the Mifflin County Solid Waste Authority for five year terms – terms expire December 31, 2026:*

- *Frank Welsh, Reedsville, PA*
- *Lonnie Griffith, Lewistown, PA*
- *Carl Smith, Lewistown, PA*

*Motion was made by Commissioner Kodish to be approved. Commissioner Postal seconded the motion. The motion was unanimously approved.*

- O. *Appointments to the Mifflin County Municipal Authority replacing the terms held by placeholders:*

- *Melvin E. Parker, Jr. (replacing Commissioner Sunderland) term expires December 31, 2021*
- *Barry L. Bargo (replacing Commissioner Kodish) term expires December 31, 2023*
- *Jeffery L. Rocco (replacing Commissioner Postal) term expires December 31, 2025*

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

- P. *Personnel:*

- *Hiring of Timothy Kenepf for Corrections Officer effective October 11, 2021*
- *Hiring of Danielle Barger for Case Coordinator II in the District Judges Office effective October 25, 2021*
- *Promotion of Douglas Zimmerman from Temporary Maintenance Technician to Permanent Maintenance Technician effective October 7, 2021*
- *Promotion of Brian Haubrick from temporary part-time Building and Grounds Assistant to permanent part-time Buildings and Grounds Assistant effective October 7, 2021*
- *Resignation of Children and Youth Director Dana Bubb effective October 22, 2021*
- *Promotion of Chelsey Berich from Probation Officer to Specialty Court Coordinator effective October 1, 2021*

*Motion was made by Commissioner Postal to be approved. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

## **IX. Adjournment:**

*With no other business on the agenda, Commissioner Sunderland adjourned the meeting at 9:26 am.*

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*Secretary*

*ATTEST:*

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*Chief Clerk*