

Lewistown, PA

June 30, 2022

*The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, June 30, 2022 at 9:00 a.m. In attendance were Commissioners Mark Sunderland, Robert Postal and Kevin Kodish; Chief Clerk Cathy Romig; and Fiscal Assistant Charity Larson.*

*Guests present were Treasurer Diane Griffith, Maintenance Director Lonnie Griffith, Chastity Fultz and Doug Marks from CDBG, Jim Zubler from Downtown Lewistown, Inc., Lucas Parkes of the EADS Group, Josiah Sechler, Tamara and Scott Sechler, Beverly and Thomas Sechler, Auditor Helen Kirk, and Roger Herto 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 June 16, 2022. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

**IV. Approval of Bills:**

**1. General Fund, Accounts Payable**

*Ck. #'s 137954-138059 and EFT #'s 29746-29766 in the amount of \$709,056.00*

**2. Payroll**

*Ck. #'s 79415-79426 and Direct Deposit Advice #'s 44989-45211 in the amount of \$454,601.41*

**3. 911 Account**

*Ck. #'s 52384-52398 and EFT #'s 20924-20929 in the amount of \$47,979.47*

**4. LEPC Account**

*Ck. # 1558 in the amount of \$55.81*

**5. CDBG Account**

*Ck. # 1606 in the amount of \$467.38*

*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**

**6/15/2022-6/28/2022**

**General Account Starting Balance**

**\$10,712,953.16**

**DEBITS**

Deposits Receipts #111674-111878	343,764.20
Transfer from	
Transfer from CAPITAL RESERVE	0.00
Transfer from 911	0.00
Voided Checks	55.00
Transfer from LEPC	0.00
Interest	0.00
<b>TOTAL DEBITS</b>	<b>\$343,819.20</b>

**CREDITS**

Bills Paid CK's 137816-137953 EFT #'s 29640-29745	709,056.00
Transfer to Payroll CKS 79408-79414, DD 44770-44988	454,601.41
ADJUSTMENT	0.00
Transfer to SFPP	0.00
<b>TOTAL CREDITS</b>	<b>\$1,163,657.41</b>

Ending Balance (Interest @ 1.310% as of 6/28/2022)	<b>\$9,893,114.95</b>
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**Liquid Fuels**

Invested at JV Bank @ 1.510% as of 6/28/2022	\$320,839.72
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**Liquid Fuels - Act 89**

Invested at JV Bank @ 1.510% as of 6/28/2022	\$461,291.15
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**911 Telephone Account**

Invested at JV Bank @ 1.510% as of 6/28/2022	\$959,729.97
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**LEPC**

Invested at JV Bank @ 1.510% as of 6/28/2022	\$21,562.10
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**Local Use Fund**

Invested at JV Bank @ 1.510% as of 6/28/2022	\$656,802.08
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**Capital Reserve Account**

Invested at JV Bank @ 0.350% as of 6/28/22	\$8,035,643.38
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:*

*MC Salary Board  
MC Election Board  
Penn state Extension Staff Meeting  
MC Bridge Project Meeting  
MC Enterprise Fleet Meeting*

*Commissioner Postal:*

*MC Salary Board  
SEDA-COG Natural Gas Co-op Board  
Greater Lewistown Corporation/Leases  
Mifflin County Housing Authority*

*Penn State Ag Extension  
US HUD Congressional Webinar  
MJ HS State Food Purchasing Program  
Mifflin County Planning Commission  
EMS/Broadband/Allensville Study  
Department of Drug & Alcohol Roundtable  
JVRCC Event at the Whitehall Store  
JVBDS Cabinet Meeting  
MC Enterprise Fleet Meeting  
SEDA-COG JRA Special Meeting  
MC Children & Youth Services  
MC Correctional Facility  
ARPA Funding Application Process  
MC Tax Services  
MC Veterans Affairs*

*Commissioner Kodish:*

*MC Board of Elections  
MC Salary Board  
Regional Services Board  
ARPA Funding Application Process  
MC Library Board  
SEDA-COG Board  
Penn State Extension Review  
MC Bridge Program Review  
MC Enterprise Program Review  
Chamber of Commerce Awards Event*

**VII. Public Comment:**

*None.*

**VIII. New Business:**

**A. Proclamation honoring Josiah Sechler**

**PROCLAMATION FOR JOSIAH SECHLER**

WHEREAS, Mifflin County is proud to recognize the extraordinary achievements of dedicated and courageous young adults who serve as an inspiration for others in the community; and  
WHEREAS, in the 2022 spring track and field season Josiah Sechler was one of the top high school boys javelin throwers in the country; and  
WHEREAS, Josiah was a 2022 PIAA District 6 and PIAA State Champion in the javelin event; and  
WHEREAS, Josiah was a high school javelin qualifier for the 2022 Penn Relays in Philadelphia; and  
WHEREAS, Josiah captured Mid-Penn Conference championships in the javelin and long jump at the 2022 conference championship meet; and  
WHEREAS, Josiah's hard work has brought local and state attention not only to him but to his high school, teammates, and community, and his unselfishness has influenced his teammates to strive to be better athletes, students and individuals.  
NOW, THEREFORE, ON THIS 30TH DAY OF JUNE, 2022, the Mifflin County Commissioners do hereby commend Josiah Sechler for his training, his commitment to his goals, and his achievements in track and field and extend best wishes for his continued success in the future.

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

*Josiah Sechler spoke and stated he wanted to thank the Commissioners and everyone in the county for supporting him through his training and for having his back.*

*B. Request for exoneration of 2022 county portion per capita taxes:*

- Oliver Township Tax Collector Sherry Miller – 29*
- Granville Township Tax Collector Billi Weaver – 92*

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

*C. Resolution No 2022-18 supporting MCIDC's request for a Keystone Community Enterprise Zone Designation for the period 2022-2027*

**RESOLUTION 2022-18**

WHEREAS, Mifflin County Industrial Development Corporation (MCIDC) is applying to the Pennsylvania Department of Community and Economic Development under the Keystone Communities Enterprise Zone Program; and

WHEREAS, the Program guidelines require the acknowledgement, designation, and support from a municipality; and

WHEREAS, with support from Mifflin County, the County would have access to the Program's benefits; and

WHEREAS, Mifflin County has agreed to support MCIDC within its discretion for the period of the designation (2022-2027);

NOW THEREFORE, BE IT RESOLVED, that the Mifflin County Commissioner's agree to support MCIDC's request for a Keystone Community Enterprise Zone Designation; will collaborate with MCIDC in the Keystone Communities Enterprise Zone Program; approve a Business Plan and Strategy to be developed as part of the application; and authorize MCIDC to represent the County of Mifflin within the guidelines of the Keystone Communities Enterprise Zone Program.

*Mr. Jim Zubler stated that in consultation with their funding agency, Pennsylvania Department of Community and Economic Development, it was recommended they look at a Keystone Communities Enterprise Zone Designation along with their regular designation for the four municipalities. Essentially MCIDC is the coordinator of the enterprise zone. Mr. Zubler reiterated he is simply coordinating all the information for the zones. Commissioner Postal asked what the benefits would be for the county. Mr. Zubler replied the benefits are great. Through the past several years they have received tax credits of \$350,000 for Nittany Paper, \$195,000 for Clayton Homes Lewistown, and \$163,000 for the set up and beginning of Shy Bear Brewing. They are also expecting to hear about a tax credit for another local company by November. Mr. Zubler stated tax credits alone benefit local industries and the county alike. Commissioner Postal made a statement to clarify there would not be any obligation for the county for any costs. Mr. Zubler confirmed this as correct. Commissioner Kodish pointed out this started as a Borough of Lewistown Initiative and has now been expanded to include the four municipalities. Mr. Zubler also confirmed that as correct.*

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

*D. Professional Services Agreement with MCM Consulting Group, Inc., State College, PA for an assessment on the impact of a broadband tower being placed adjacently to a current 911 tower - \$7,500.00*

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

- E. Resolution No. 19 of 2022 resetting a Fair Housing policy for the County of Mifflin and on behalf of the Armagh, Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council*

**RESOLUTION NUMBER 2022-19**

**RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS AND  
ON BEHALF OF THE LEWISTOWN BOROUGH COUNCIL, AND  
THE ARMAGH, BROWN, DERRY AND GRANVILLE TOWNSHIP SUPERVISORS  
RESTATING A FAIR HOUSING POLICY**

**LET IT BE KNOWN TO ALL PERSONS** of the County of Mifflin, and on behalf of The Borough of Lewistown and the Townships of Armagh, Brown, Derry and Granville that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act) and the Pennsylvania Human Relations Act adds the additional protected classes of age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. It is the policy of Mifflin County and on behalf of The Borough of Lewistown and the Townships of Armagh, Brown, Derry and Granville to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. Therefore, the County of Mifflin, and on behalf of The Borough of Lewistown and the Townships of Armagh, Brown, Derry and Granville do hereby pass the following resolution.

**BE IT RESOLVED**, that within available resources the County of Mifflin, and on behalf of The Borough of Lewistown and the Townships of Armagh, Brown, Derry and Granville will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, , religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

**BE IT FURTHER RESOLVED**, that the County of Mifflin, and on behalf of The Borough of Lewistown and the Townships of Armagh, Brown, Derry and Granville shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

**FURTHER ACTION** will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
  - (a) Public advertisements for vacancy or discussing the program
  - (b) Applications for assistance
  - (c) Contracts
  - (d) Municipal letters dealing with federal programs.

*Chastity Fultz stated this resolution has to be approved on a yearly basis for the CDBG application process.*

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

- F. Resolution No. 20 of 2022 appointing a Section 504 Compliance Officer and establishing a grievance procedure for the County of Mifflin and on behalf of the Armagh, Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council*

**RESOLUTION NUMBER 2022-20**

**RESOLUTION OF THE MIFFLIN COUNTY COMMISSIONERS AND  
ON BEHALF OF THE LEWISTOWN BOROUGH COUNCIL, AND  
THE ARMAGH, BROWN, DERRY AND GRANVILLE TOWNSHIP SUPERVISORS  
APPOINTING A SECTION 504 COMPLIANCE OFFICER AND  
ESTABLISHING A GRIEVANCE PROCEDURE**

**WHEREAS**, Mifflin County, Pennsylvania and the Armagh, Brown, Derry, and Granville Township Supervisors and the Lewistown Borough Council (hereinafter referred to as OBO's), are recipients of federal funds from the Pennsylvania Department of Community and Economic Development (PA- DCED), through the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program, authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended;

**WHEREAS**, Mifflin County and its OBO's are statutorily required to develop administrative procedures and regulations in accordance with 24 CFR Part 8 of the Code of Federal Regulations as effectuated on July 11, 1988, to implement Section 504 of the Rehabilitation Act of 1973;

**WHEREAS**, Mifflin County and the OBO's must designate a Section 504 Compliance Officer who will serve of the County's designated representative for any and all complaints regarding 24 CFR Part 8 of the Code of Federal Regulations and adopt grievance procedures;

**WHEREAS**, Mifflin County outreached with interested parties to solicit input and feedback regarding the County's compliance with administrative rules and regulations related to Section 504 of the Rehabilitation Act of 1973 during 2014;

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

1. The Housing Rehabilitation Specialist/Construction Manager, Douglas Marks, of the Mifflin County Planning and Development Department is hereby designated as the County's Section 504 Compliance Officer for 2022 – 2023.
2. The County has adopted a grievance procedure for any and all complaints regarding accessibility to all county owned facilities.
3. The County Commissioners procured the EADS Group Inc. in January 1998 to conduct a comprehensive analysis of all county owned facilities as related to Title II of the American with Disabilities Act. These reports are on file in the Planning and Development Department of the Mifflin County Courthouse.
4. Since 1998 the County Commissioners made modifications to all county owned facilities which comply with Title II of the American with Disabilities Act.
5. The Armagh, Brown, Derry and Granville Township Supervisors and the Lewistown Borough Council are responsible for complying with Title II of the American with Disabilities Act for all municipal facilities and all facilities are ADA compliant.

*Chastity Fultz stated this is another required resolution. It states all county facilities must have ADA compliant facilities.*

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

*G. Engineering Agreement with Buchart Horn on behalf of Brown for the Walnut Street Sidewalk Project Phase 2 – not to exceed \$27,000.00*

*Chastity Fultz specified this is the second sidewalk project in Brown Township. It will extend from Main to Maple Street and is basically three blocks long. Phase 1 of the project is under engineering now and they anticipate phase 2 going out for bid this fall with construction next summer. Commissioner Postal asked what CDBG year was being dealt with for this project. Ms. Fultz defined it as 2020-2021.*

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

*H. Quotes from CO-Stars Dealers as per CDBG Requirements for the Lewistown Borough CDBG-CV Project at the corner of Catherine and North Walnut Streets:*

- George Ely Associates, Inc., - \$27,984.00*
- Recreation Resource USA - \$29,723.00*
- Playgrounds Etc., LLC - \$30,224.00*

*Doug Marks made known he and Chastity Fultz attended a meeting with the Lewistown Borough Representatives to discuss this project. The venture is a new park to be created at the corner of North Walnut and Catherine Streets. The spot previously hosted an apartment building that burned a number of years ago and was subsequently torn down leaving a lot vacant. The borough had talked about putting a park on the lot and now with the CV funds they are able to do so. They have obtained three quotes as per CDBG requirements. George Ely Associates, Inc. of Carlisle is the low bidder. The bidder will install a swing set, see saw, picnic table, bench, and trash receptacle on the site. Lewistown Borough will use their own funding to add fencing and other amenities. All equipment will be installed by George Ely Associates. Excavation and mulching will be taken care of by the Borough. Creation of the park will bring a new addition to the 5<sup>th</sup> Ward area of Lewistown.*

*Motion was made by Commissioner Postal to accept the bid from George Ely Associates, Inc. Commissioner Kodish seconded the motion. The motion was unanimously approved.*

*I. Notice of Intent – Requesting Election Security Grant Funds from Pennsylvania Department of State- \$3,304.82*

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

*J. Special Addendum to lease agreement with Greater Lewistown Corporation for cleaning services beginning July, 2022 - \$1,083.33 per month*

*Lonnie Griffith described this special addendum as due to the movement of the Domestic Relations Department from the old Danks building to the Mifflin County Courthouse. Mr. Griffith stated this is just a reduction in the cost of cleaning services at the Danks building. Commissioner Postal made a clarifying statement that it is a month to month lease which does not hold the county to any long-term cost. Mr. Griffith affirmed Commissioner Postal's statement.*

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

**K. Proposal from J-Way Architectural, Summerhill, PA for Mifflin County Library Capital Improvements Plan - \$5,900.00**

*Lonnie Griffith specified this is a study to have some updates and renovations done to the Mifflin County Library building.*

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

**L. Keystone Grant Agreement with The Pennsylvania Historical and Museum Commission - \$25,000.00**

*Commissioner Postal explained the county applied for a grant from the Historical and Museum Commission to do a study of the Mifflin County Historic Courthouse. We have a proposal from our architect, which will be taken up at a future meeting, for a capital improvement plan for the Mifflin County Historical Courthouse. The funds will be matched with money from the county. The county's match is about \$27,000.00. It is assumed the proposal will be approved at a future meeting since we have already received the grant. This does not obligate the county to any further improvements however it is the county's intent to look at what kinds of improvements are needed at the Historical Courthouse and finance them individually and independently from this grant.*

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

**M. Bids for the Black's Hospital Demolition Project:**

- *Jay Fulkroad & Sons, Inc. - \$578,833.00*
- *Earthmovers Unlimited, Inc. - \$229,873.00*
- *Ritenour & Sons Construction, Inc. - \$248,000.00*
- *Lycoming Supply, Inc. - \$298,129.41*
- *Reclaim Company, Inc. - \$263,880.00*

*Lonnie Griffith expounded this is a process that has been going on for a long time, well over five years, and is just now reaching the last piece of the puzzle. Mr. Griffith said he first wanted to thank the EADS Group for getting the project to where it is now. The recommendation would be to accept the bid from Earthmovers Unlimited, Inc. Commissioner Postal added the county has looked at various alternatives for the property including renovation, lease, and additions. None of the options were feasible. The most feasible action would be to raze the property and then dispose of the vacant lot.*

*Motion was made by Commissioner Postal to accept the bid from Earthmovers Unlimited, Inc. Commissioner Kodish added, subject to execution of the document, and then seconded the motion. The motion was unanimously approved.*

**N. Personnel:**

- *Promotion of Corrine Lawhorn from Children and Youth Caseworker I to Caseworker II effective July 11, 2022*
- *Resignation of part-time Corrections Officer Dominic Snyder effective June 23, 2022*
- *Resignation of part-time LPN Emily Solt-Marks effective July 10, 2022*
- *Hiring of John Folk for Security Guard effective July 7, 2022*
- *Resignation of Children and Youth Caseworker Corey Betush effective July 8, 2022*

*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, Commissioner Sunderland adjourned the meeting at 9:21 am.*

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*Secretary*

***ATTEST:***

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*Chief Clerk*