

The Board of Mifflin County Commissioners met for their Regular Meeting on Thursday, August 15, 2024 at 9:00 a.m. In attendance were Commissioners Robert Postal; Kevin Kodish; Noah Wise; Chief Clerk Cathy Romig; and Fiscal Assistant Charity Larson. Solicitor Steve Snook was absent.

Guests present were, Treasurer Diane Griffith, Human Services Director Melissa Stewart, Children and Youth Administrator Nicole Patkalitsky, Planning Director James Lettiere, Grants Liaison Michael Fonti, SEDA-Cog Director of Community Development Tyler Dombroski, Carol High from SEDA-Cog, Mike Hannon, Cathy Waylon, Bob Henry and Mara Wise and Carter Lynn from MCTV.

The meeting was called to order at 9:00 a.m. by Commissioner Postal.

- 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 Kodish to accept the minutes of the Regular Meetings of August 1, 2024. Commissioner Wise seconded the motion. The motion was unanimously approved.

IV. Approval of Bills:

- 1. *General Fund, Accounts Payable*
Ck. #'s 147266-147410 and EFT #'s 602069-602173 in the amount of \$1,143,184.98
- 2. *Payroll Account*
Ck. #'s 79883-79887 and Direct Deposit Advice #'s 57147-57363 in the amount of \$343,421.16
- 3. *911 Account*
Ck. #'s 52854-52859 and EFT #'s 80086-80087 in the amount of \$3,921.96
- 4. *Local Use Account*
EFT # 70004 in the amount of \$180,388.98
- 5. *CDBG Account*
Ck. # 1749-1750 in the amount of \$9,520.19

Motion was made by Commissioner Kodish to approve payment of bills as listed above. Commissioner Wise seconded the motion. The motion was unanimously approved.

v. Treasurer's Report:

**TREASURER'S REPORT
7/31/2024-8/13/2024**

General Account Starting Balance	\$876,670.30
DEBITS	
Deposits Receipts #121868-122060	786,126.72
Transfer from 911	0.00
Voided Checks	729.11
Transfer from LEPC	370.93
Interest	6,037.27
TOTAL DEBITS	\$793,264.03
CREDITS	
Bills Paid CK #'S147266-147410 EFT #'S 602069-602173	1,143,184.98
Transfer to Payroll CK 79883-79887 DD 57147-57363	343,421.16
Adjustment	0.00
NSF Check	0.00
Transfer to Coroner	1,650.00
TOTAL CREDITS	\$1,488,256.14
Ending Balance (Interest @ 4.550% as of 8/13/2024)	\$181,678.19
Capital Reserve Account	
Invested at JV Bank @ 4.550% as of 8/13/2024	\$17,156,721.87
Report Subject to Audit	

Motion was made by Commissioner Kodish to approve the Treasurer's Report as received, subject to audit. Commissioner Wise seconded the motion. The motion was unanimously approved.

VI. Meetings and Events:

Chairman Postal:

- CCAP Community and Economic Development*
- CCAP Board and Committees*
- CCYC Executive Committee*
- Meeting with County Architect*
- Workshop Meeting*
- Teamster Contract Negotiations*
- Meeting with Enterprise Fleet Management*
- MC Housing Rehabilitation Program Meeting*
- Steelworker Contract Negotiations*
- Mifflin County Airport Authority*
- Opioid Trust Workshop*
- SEDA-COG Joint Rail Authority*
- Internal (Veterans; Elections; Planning; Tax Services; Maintenance; Personnel; DHS)*

Commissioner Kodish:

- Meeting with County Architect*
- Workshop Meeting*
- Teamster Contract Negotiations*
- CARS Board*
- Meeting with Enterprise Fleet Management*
- MC Housing Rehabilitation Program Meeting*
- Steelworker Contract Negotiations*
- Developing Economically Sustainable Sites Meeting*
- Event at Mifflin County Youth Park*

Commissioner Wise:

- Event at Mifflin County Youth Park*
- Workshop Meeting*
- Opioid Advisory Committee Meeting*
- Night Out at Kish Park*
- Meeting with Enterprise Fleet Management*
- MC Housing Rehabilitation Program Meeting*
- Mifflin County Library Visit*

VII. Public Comment:

None

VIII. New Business:

- A. Offer for Parcel No. 16,03-0120A-,000 located in Derry Township that is currently in repository for unsold properties - \$750.00

Motion was made by Commissioner Kodish to approve the item. Commissioner Wise seconded the motion. The motion was unanimously approved.

- B. Ratification of application for the Election Integrity Grant - \$133,672.78

Motion was made by Commissioner Kodish to approve the item. Commissioner Wise seconded the motion. The motion was unanimously approved.

- C. Human Services Block Grant Plan, Budget and Assurance of Compliance for the 2024-2025 Human Services Plan

Human Services Director Melissa Stewart stated the total budget for this item is \$1,716,144.00. The Block Grant Plan covers substance abuse assistance, homeless assistance, and Human Services development.

Motion was made by Commissioner Kodish to approve the item. Commissioner Wise seconded the motion. The motion was unanimously approved.

- D. Medical Assistance Transportation Program 4th Quarter Reports

Human Services Director Melissa Stewart specified the Program logged 398 trips for the quarter at \$36,151.00.

Motion was made by Commissioner Kodish to approve the item. Commissioner Wise seconded the motion. The motion was unanimously approved.

E. Purchase of Service Agreement for use, if needed, by Children and Youth

Children and Youth Administrator Nicole Patkalitsky presented the following for approval:

- a. Raystown Developmental Services, Huntingdon, PA at \$74.68 - \$98.92 per hour
- b. Child Welfare Information System Data Sharing Agreement with the Pennsylvania Department of Human Services
- c. Summit Early Learning, Lewistown, PA at \$13.50 - \$51.50 per day
- d. Cornell Abraxas Group, LLC, Pittsburgh, PA at \$370.76 - \$543.56 per day
- e. KidsPeace National Centers, Schnecksville, PA at \$120.49 - \$802.23 per day
- f. Families United Network, Inc., Muncy, PA at \$21.79 - \$282.5 per day
- g. Diakon Child, Family and Community Ministries, Topton, PA at \$46.00 - \$101.63 per day

Motion was made by Commissioner Kodish to approve the item. Commissioner Wise seconded the motion. The motion was unanimously approved.

F. Change Order No. 4 with Jay Fulkroad & Sons, Inc. for Phase II of the Juniata River Trail Project – decrease of \$25,734.40 for quantity and price adjustments

Planning Director James Lettiere stated this change order includes a change of timeframe from the originally expected completion date of November 17, 2023 to August 23, 2024. It also includes a decrease of funds in the amount of \$25,734.00.

Motion was made by Commissioner Wise to approve the item. Commissioner Kodish seconded the motion. The motion was unanimously approved.

G. CDBG Project Certification – Wayne Township Water Meter Replacement \$222,473.00

Tyler Dombroski SEDA-COG Director of Community Development Program explained this is a follow up to action previously taken. Originally four proposals were received. Two of those four had to be removed due to them needing to be redirected to other municipalities. Community Block Grant Entitlement funding for the Wayne Township Water Meter Replacement project is in the amount of \$187,973.00 plus \$34,500.00 in SEDA-COG Administration fees resulting in a total of \$222,473.00

Motion was made by Commissioner Wise to approve the item. Commissioner Kodish seconded the motion. The motion was unanimously approved.

H. Mifflin County CDBG Residential Anti-Displacement and Relocation Assistance Plan

Tyler Dombroski stated there is a Masterfile for Mifflin County that is a procedures manual of sorts for CDBG. It is a requirement that the Masterfile be kept up to date. Upon SEDA-COGs recent review of the Masterfile it was discovered a number of subjects were in need of updating. Agenda items lettered H through L are all due to this need for updates. Complete copies of the updated Masterfile items have been provided to the Commissioners for approval.

Motion was made by Commissioner Wise to approve the item. Commissioner Kodish seconded the motion. The motion was unanimously approved.

I. Mifflin County, including the entitlements of Armagh Township, Brown Township, Derry Township, Granville Township, and Lewistown Borough Citizen Participation Plan for CDBG

Motion was made by Commissioner Wise to approve the item. Commissioner Kodish seconded the motion. The motion was unanimously approved.

J. Resolution No. 40 of 2024 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

FAIR HOUSING RESOLUTION NO. 40 of 2024

LET IT BE KNOWN TO ALL PERSONS of Mifflin County and Mifflin County of 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 (including gender identity and sexual orientation), 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 Mifflin County of 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 (including gender identity and sexual orientation), 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. Additionally, it is illegal to retaliate against a person who has filed a fair

housing complaint or assisted in a fair housing investigation. Therefore, Mifflin County and Mifflin County of behalf of the Borough of Lewistown and the Townships of Armagh, Brown, Derry, and Granville does hereby pass the following resolution.

BE IT RESOLVED, that within available resources Mifflin County and Mifflin County of 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 (including gender identity and sexual orientation), 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 Mifflin County and Mifflin County of 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 the federal programs

If you are a person with a disability or have Limited English Proficiency and require reasonable accommodation or document translation, please contact the business offices of Mifflin County, 20 North Wayne Street, Lewistown, PA 17044, (717) 248-6733, TTY, cromig@mifflincountypa.gov, www.co.mifflin.pa.us.

Approved at the regularly scheduled meeting of the Mifflin County Commissioners and Mifflin County of behalf of the Borough of Lewistown and the Townships of Armagh, Brown, Derry, and Granville held August 15, 2024.

Motion was made by Commissioner Wise to approve the item. Commissioner Kodish seconded the motion. The motion was unanimously approved.

K. Resolution No. 41 of 2024 authorizing SEDA-COG staff to execute, on behalf of Mifflin County, documents associated with Pennsylvania Department of Community and Economic Development Community Development Block Grant Entitlement and Competitive Grant Programs

RESOLUTION NO. 41 of 2024
MIFFLIN COUNTY

A Resolution of Mifflin County, Commonwealth of Pennsylvania, authorizing the SEDA-Council of Governments Community Development staff to execute, on behalf of Mifflin County, certain documents associated with the Pennsylvania Department of Community and Economic Development Community Development Block Grant Entitlement and Competitive Grant programs.

WHEREAS, SEDA-Council of Governments is organized pursuant to the Intergovernmental Cooperation Act of July 12, 1972, through which Mifflin County has transferred certain of their planning and development functions to SEDA-Council of Governments, and

WHEREAS, through this Act and transfer of duties, SEDA-Council of Governments serves as a governmental extension of each member County, of which Mifflin County is one, and

WHEREAS, certain administrative documents are maintained and filed by SEDA-Council of Governments on behalf of Mifflin County in the administration of, and repository for Mifflin County's Community Development Block Grant Program, and

WHEREAS, Mifflin County has the legal authority to designate an agent for filing and retaining these administrative documents, and

WHEREAS, Mifflin County receives and reviews copies of these documents.

NOW, THEREFORE, be it resolved by the Mifflin County Board of Commissioners that the SEDA-Council of Governments Community Development Program staff are hereby authorized to prepare, sign, and submit Community Development Block Grant administrative documents, as itemized on the attached schedule, to the Pennsylvania Department of Community and Economic Development, and

BE IT FURTHER RESOLVED, that this authorization and designation shall expire should there cease to be a Professional and Administrative Services Agreement by and between SEDA-Council of Governments and Mifflin County for administration of Mifflin County Community Development Block Grant Program.

Adopted by the Mifflin County Board of Commissioners, during its regular public meeting on August 15, 2024.

Motion was made by Commissioner Wise to approve the item. Commissioner Kodish seconded the motion. The motion was unanimously approved.

- L. Mifflin County Language Access Plan and Resolution 42 of 2024 appointing a Language Access Coordinator

**LANGUAGE ACCESS PLAN (LAP) FOR
MIFFLIN COUNTY
HOUSING AND URBAN DEVELOPMENT (HUD) FUNDED PROGRAMS**

Section I. Introduction and Purpose

In compliance with Section 601 of Title VI of the Civil Rights Act of 1964 and Executive Order 13166, Mifflin County has developed the following Language Access Plan (LAP) for individuals with limited English proficiency (LEP). A LEP individual is herein defined as any prospective, potential, or actual recipient of benefits or services from Mifflin County who has a limited ability to read, speak, write or understand the English language at a level that permits them to interact effectively with Mifflin County's Housing and Urban Development (HUD) funded programs or services.

Section II. History

Title VI of the Civil Rights Act of 1964 is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs that may violate Title VI's prohibition against national origin discrimination. Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English, may be entitled to language assistance to receive a particular service or benefit.

Executive Order 13166 mandates improved access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. The order also requires a Language Access Plan for the program or activity if a qualifying population is identified based on a Four-Factor Analysis.

Section III. Mifflin County Four-Factor Analysis

Mifflin County conducted a Four-Factor Analysis for Limited English Proficiency individuals to determine which language assistance measures will be required to guarantee access to Mifflin County's HUD funded programs by LEP individuals.

The following Four-Factor Analysis was used by Mifflin County to prepare this plan and will serve as the guide for determining which language assistance measures Mifflin County will undertake to guarantee access to HUD funded programs and services by LEP individuals.

1. **Number or proportion of LEP individuals served or encountered in the eligible service population.** The term "served or encountered" is used herein to include those persons who would be served or encountered by Mifflin County if the persons received adequate education and outreach, and Mifflin County provided sufficient language services. The threshold for meeting Factor 1 is the lesser of 1,000 people or 5% of the population. Mifflin County does not meet the Factor 1 threshold. Refer to Appendix A of this plan for a list of below are the municipalities, language, total number, and percentage of LEP individuals for Mifflin County.
2. **Frequency with which LEP individuals encounter the federally funded program.** This includes offering direct assistance to residents related to housing and other services. Mifflin County does provide direct assistance of this nature to residents.
3. **Nature and importance of the program, activity, or service provided by the program or activity.** This may include providing direct assistance to a program or activity service area, such as relocation, public services, and infrastructure projects, and therefore the nature of the activity or service is of significant importance to the proposed program or activity area residents. Mifflin County does provide programs or activities for service area beneficiaries in such a way that the nature of the activity or service is of significant importance to the proposed program or activity area residents.
4. **Resources available and costs.** Currently, internet sites can be utilized to translate some written materials. Additionally, local volunteers may be identified to provide oral translation services at public meetings and during conversations with LEP individuals

during the implementation of the proposed program or activity. Furthermore, many of the common forms used in the implementation of a HUD funded program or activity are available in multiple languages on Federal Department websites. Additionally, translation activities are an eligible administrative or delivery expense. The use of translation or interpretation services for LEP individuals will be utilized in a cost-effective manner as needed. Therefore, limited LEP measures are reasonable given the resources available to Mifflin County.

Section IV. Language Assistance Measures

The methodology chosen for language assistance will vary depending on the type of interaction the Mifflin County staff is having with the LEP individual, such as via phone, in person, or written communication. Mifflin County recognizes the importance of providing such services in a timely manner and in an appropriate place. Failure to do so may effectively delay or deny LEP residents' access to HUD funded programs, services, or information. Mifflin County will assess the need for large assistance based on the situation, unless otherwise provided for herein. Assistance measures may include, but are not limited to, posting the LAP or components thereof, and information regarding interpretation services where and when appropriate, providing "I Speak" cards or documentation to staff, volunteers, contractors, subcontractors, and/or subrecipients who may come in contact with LEP individuals, as well as offering translation services on all public notices.

Section V. Oral Language Assistance and Translation

All public hearing notices published or posted by Mifflin County, as well as direct assistance outreach materials, will include information in English on accessing free oral translation services for any LEP individual. Should an LEP individual or population be identified as needing oral language assistance and translation, such services shall be provided based on the type of need and the availability of in-person translators in a timely manner. If in-person translators cannot be identified in the specific language, telephone translation services will be offered.

Section VI. Staff Training

Mifflin County's staff, volunteers, contractors, subcontractors, and/or subrecipients who may encounter LEP individuals will be trained as appropriate in the policies and procedures related to Mifflin County's Language Access Plan. Training may include, but is not limited to, language assistance services offered, the use of "I Speak" cards, LEP complaints received, and the corrective actions taken.

Section VII. Complaint Procedure

Any LEP person has the right to file a complaint against Mifflin County or its contractors, subrecipients or subgrantees in relation to its adherence to this LAP for HUD funded programs and services. Volunteers, contractors, subcontractors, and/or subrecipient of Mifflin County providing services or programs must comply with the Mifflin County's LAP.

The person designated to provide technical assistance and respond to inquiries and complaints from the public, otherwise known as the Language Access Coordinator, shall be affirmed by resolution of the Mifflin County Board of Commissioners. Such resolution is attached to this Plan as Appendix B.

Complaints regarding noncompliance with the LAP plan may be reported verbally or in writing to the Language Access Coordinator. The Language Access Coordinator will acknowledge receipt of the complaint by notifying the Complainant and will investigate the complaint. If the investigation results in a finding of compliance, the Language Access Coordinator will inform the complainant in writing, including the basis for determination. If the investigation results in a finding of noncompliance, the Language Access Coordinator will inform the complainant in writing of the steps that will be taken to correct the noncompliance. This summary of finding will be provided to the complainant within 30 days of the date the complaint was filed.

Persons may also file a complaint with HUD's local office of Fair Housing and Equal Opportunity (FHEO). Details on the complaint process may be found at:

<http://www.justice.gov/crt/about/cor/Pubs/TitleVIEng.pdf>

Section VIII. Monitoring and Updating the LAP

Mifflin County will review this LAP every year during the CDBG Entitlement application process to assess whether an update is warranted. The LAP will remain in effect unless modified or updated. Review of the following areas may indicate a need to update the LAP:

- Updated Census or American Community Survey data;
- Increase in the number of LEP individuals requesting interpretation, translation, or other language assistance;
- Current needs and programs to determine the services and documents that should be provided to LEP individuals;
- Feedback from LEP communities and stakeholders.

Any modifications or updates to the LAP will be communicated to all relevant personnel and stakeholders as indicated herein.

Motion was made by Commissioner Wise to approve the item. Commissioner Kodish seconded the motion. The motion was unanimously approved.

M. Personnel:

- Resignation of Lance Dressler from part-time Corrections Officer effective August 1, 2024
- Resignation of Shane Endres from part-time Corrections Officer effective August 3, 2024
- Hiring Christoff Noble for part-time Corrections Officer effective August 12, 2024
- Resignation of Children and Youth Caseworker Ashley Campbell effective August 13, 2024
- Resignation of Cameron Rhoades from part-time Corrections Officer effective August 17, 2024
- Hiring of George Hackenberry, Tara Manbeck, Thomas Sheaffer, and Fredy Espinal for part-time Corrections Officers effective August 19, 2024
- Resignation of Children and Youth Caseworker Abigail Yoder effective August 26, 2024
- Hiring of Carly Croyle for Judicial Assistant effective August 26, 2024

Motion was made by Commissioner Wise to approve the personnel items. Commissioner Kodish seconded the motion. The motion was unanimously approved.

IX. Adjournment:

With no other business on the agenda, Commissioner Postal adjourned the meeting at 9:34 a.m.

Secretary

ATTEST:

Chief Clerk