

AGENDA
COMMISSIONERS CONFERENCE
OCTOBER 22, 2024

I Call to Order

II Unfinished Business/Correspondence

III Motion by _____, second by _____, to approve the minutes of the meeting dated October 1, 2024 as presented.

Vote called: Aye _____ Nay _____ Abstain _____

IV Motion by _____, second by _____ to approve invoices in the amount of \$2,651,163.31 for the period September 20,

Vote called: North _____ Humes _____ Pisarcik _____

V Motion by _____, second by _____ to approve actual payroll in the amount of \$320,421.05 for the period of September 8, through September 21, 2024.

Vote called: North _____ Humes _____ Pisarcik _____

VI Motion by _____, second by _____ to approve the actual payroll in the amount of \$313,286.71 for the period of September 22, through October 5, 2024.

Vote called: North _____ Humes _____ Pisarcik _____

VII Motion by _____, second by _____ to approve Engineering Amendment C23-01 for FFY 2023 CDBG Borough of Punxsutawney – Community Center’s Fitness Center Roof Project in the amount of \$18,000 to Gwin, Dobson & Foreman, Inc.

Vote called: North _____ Humes _____ Pisarcik _____

VIII Motion by _____, second by _____, to approve Engineering Amendment C23-02 for FFY 2023 CDBG Borough of Reynoldsville – Worth Street Waterline Replacement Project in the amount of \$27,000 to Gwin, Dobson & Foreman, Inc.

Vote called: North _____ Humes _____ Pisarcik _____

IX Motion by _____, second by _____, to adopt Resolution Number 2024-11 adopting an amendment to the Articles of Incorporation for the Area Transportation Authority of North Central PA to extend its term of existence for a period not to exceed 50 years from the date of the approval of the Articles of Amendment.

Vote called: Aye _____ Nay _____ Abstain _____

COMMISSIONERS CONFERENCE

OCTOBER 22, 2024

PAGE TWO

- X Motion by _____, second by _____, to adopt Resolution Number 2024-12 that discrimination in the sale, rental, leasing, financing of or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex is prohibited in Jefferson County.

Vote called: Aye _____ Nay _____ Abstain _____

- XI Motion by _____, second by _____ to adopt Resolution Number 2024-13 approving an application for financial assistance under the FFY 2024 Community Development Block Grant Program and authorizing its submission to the Pennsylvania Department of Community and Economic Development.

Vote called: Aye _____ Nay _____ Abstain _____

- XII Motion by _____, second by _____ to approve the Language Access Plan & Certification for the County of Jefferson. The county will coordinate with the 54th District Court language access coordinator to provide translation services when required.

Vote called: Aye _____ Nay _____ Abstain _____

- XIII Motion by _____, second by _____ proclaiming October through Veterans Day on November 11, 2024 a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service and encourages all citizens to recognize their importance by displaying green lights in a window or their place of business from November 4, through November 11, 2024.

Vote called: Aye _____ Nay _____ Abstain _____

- XIV Motion by _____, second by _____ to authorize advertising of the Commissioners desire to adopt Resolution Number 2024-04 modifying its municipal boundaries to provide for the portion of Falls Creek Borough currently within Clearfield County to be incorporated into Jefferson County, upon mutual agreement of the respective counties.

Vote called: North _____ Humes _____ Abstain _____

- XV Motion by _____, second by _____ to re-appoint Jeff Ginther to the Jefferson County Housing Authority for a 5-year term. Mr. Ginther's term will expire October 31, 2029.

Vote called: Aye _____ Nay _____ Abstain _____

COMMISSIONERS CONFERENCE
OCTOBER 22, 2024
PAGE THREE

XVI Motion by _____, second by _____, to award the JC-27 Bridge Rehabilitation Project repairs to NorthRock Construction, Inc. from Cranberry, PA in the amount of \$87,768.00.

Vote called: North _____ Humes _____ Pisarcik _____

XVII Motion by _____, second by _____, to proclaim the month of October 2024 as "Domestic Violence Awareness Month" in Jefferson County.

Vote called: Aye _____ Nay _____ Abstain _____

XVIII Public Comments – Pam Streich, Workforce Solutions

Chris Clark, Jefferson County 911 Center

XIV Close Public Comments

XX Motion by _____, second by _____, that the meeting be adjourned.

Vote called: Aye _____ Nay _____ Abstain _____

ANNOUNCEMENTS

Due to unforeseen circumstances, the polling location in Sykesville Borough has been changed permanently from the Town Hall to the Sykesville Volunteer Fire Department located at 106 East Liberty Street in Sykesville, PA

Commissioners Special Meeting – October 31, 2024 – 10:30 a.m. – Jefferson Place

Election Day – November 5, 2024

All County offices will be closed on Monday, November 11, 2024 in observance of Veterans Day

Commissioners Meeting – November 12, 2024 – 10:30 a.m. – Jefferson Place

Jefferson County Invoice Approval
09/20/2024 through 10/17/2024

Vendor	Invoice Description	Amount
Fund 10 - GENERAL FUND		
THOMAS E. & PAULA J. PANGALLO	ASSMT/TC-Refund of Tax Overpayment-Receipt# 145928	1,000.00
1033 - AFLAC	Employee Premiums - Sept 2025	1,643.96
1062 - SCOTT C. ALLEN	PD - Assistant/Juv PD - October 2024	2,125.00
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Buy-Up Dental - Oct. 2024 - Group 080417-001	2,022.18
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Dental - October 2024 - Group 080417-000	2,721.15
1118 - ANDERSON & KIME EMPLOYEE BENEFITS, INC.	Highmark - October 2024 - Group 105352-17	175,425.98
1218 - BATTAGLIA PRINTING	ELECT - Official Election Ballots	8,122.38
1273 - BERKHEIMER TAX ADMINISTRATOR-LIT-QTR	2024 Q3 EIT - Pine Creek Twp	6,574.16
1273 - BERKHEIMER TAX ADMINISTRATOR-LIT-QTR	2024 Q3 EIT - Brookville	13,726.65
1425 - BROOKVILLE MUNICIPAL AUTHORITY	JAIL-Acct# 07-125.00*00 Water/Sewage 8/9 to 9/10	3,085.96
1536 - CAMPBELL DURRANT, P.C.	HR-General Labor/Personnel Counsel 8/12/24 to 8/28/24	2,984.50
1536 - CAMPBELL DURRANT, P.C.	HR - Special Labor Counsel 8/1/24 to 8/31/24	3,579.78
1702 - CLEARFIELD-JEFFERSON COUNTIES REGIONAL AIRPORT	County Allocation - October 2024	6,666.67
1703 - CLEARFIELD-JEFFERSON DRUG & ALCOHOL	PROTH - Title 75 DUI - September 2024	3,296.51
1703 - CLEARFIELD-JEFFERSON DRUG & ALCOHOL	AD PROB-Q1 RP Grant#43907 Care Coord-Sept 2024	10,410.97
1704 - COMMUNITY CONNECTIONS OF CLFLD-JEFF CO (MH/MR)	Jefferson County's Share of Matching Funds 2024 Q4	24,850.00
1706 - CLEARFIELD WHOLESALE PAPER COMPANY INC.	JAIL-TP and Paper Towels PO# 08282024/4210	1,615.34
1735 - PA MUNICIPAL RETIREMENT SYSTEM-PMRS	Employee Contributions - September 2024	52,462.90
1735 - PA MUNICIPAL RETIREMENT SYSTEM-PMRS	Minimum Municipal Obligation for 33-000-1 N	652,696.00
1738 - COMMUNITY ACTION	2024 Q3 Jefferson County Allocation	17,500.00
1738 - COMMUNITY ACTION	2024 Q4 Jefferson County Allocation	17,500.00
1738 - COMMUNITY ACTION	ERAP II - 08.2024	57,400.66
1738 - COMMUNITY ACTION	MATP - August 2024	111,011.78
1791 - COURIER EXPRESS/MCLEAN PUBLISHING	ASSMT/TC - Legal Advertisements 8/22/24 - Upset	12,358.96
1820 - FIRST COMMONWEALTH BANK CREDIT CARD	#2678 - IT-Zoom Annual & Monthly Fees	2,247.30
2034 - ECOLAB	JAIL-Cleaners, Disinfectants, Hand Soap-PO# 2024-9/184230	1,823.53
2145 - FERRARO, KRUK & FERRARO LLP	TREAS-Legal Services-Rodeway Inn Hotel Tax Lawsuit	3,223.75
2673 - INFOCON CORPORATION	CTS - Monthly Service/Devices - August 2024	1,037.40
2673 - INFOCON CORPORATION	CTS - Monthly Service/Devices September 2024	1,037.40
2673 - INFOCON CORPORATION	PROTH -Monthly Service/Devices/Imaging-August 2024	1,469.84
2673 - INFOCON CORPORATION	REG/REC-Monthly Serv/Imaging/Devices - Sept 2024	2,256.17
2728 - JEFFERSON COUNTY AREA AGENCY ON AGING	County Grant - October 2024	2,916.67
2728 - JEFFERSON COUNTY AREA AGENCY ON AGING	DRO-WDJ-PSU EXT - Rent - October 2024	4,375.00
2735 - JEFFERSON COUNTY CONSERVATION DISTRICT	County Appropriation 2024 Q4	20,984.25
2751 - JEFFERSON COUNTY LEGAL JOURNAL	ASSMT-Publication of Legal Notice 9/5/24-Upset Tax Sale	3,197.25
2763 - JEFFERSON COUNTY SOLID WASTE AUTHORITY	2024 County Allocation	17,000.00
2763 - JEFFERSON COUNTY SOLID WASTE AUTHORITY	2023 Sec 903 Co Recycling Coordinator Grant	40,317.19
3058 - SMITH PROPANE & OIL (was LOCKARD until 8/17)	Fuel for County Vehicles - 1,164.12 gal	2,975.86
3225 - MCCLEARY BUSINESS MACHINES	VA - Service/Supplies for Copier	1,314.78
3723 - PENELEC	Master Acct# 200 000 011 797 for 7/23 to 8/20	14,492.57
3726 - PENN STATE COOPERATIVE EXTENSION	County Appropriation - October 2024	5,426.25
4697 - UNITED MINE WORKERS - JAIL DUES	Employee Dues - September 2024	1,092.52
4853 - THOMSON REUTERS - WEST	LAW LIB - Online/Software Subscription - Sept 2024	2,725.69
4983 - ZELENKOSKE AXELROD LLC	FINANCE - Prof. Services - 2023 Audit	20,000.00
5269 - PCN-PITTSBURGH COMPANIES NORTH INC.	JAIL - Meals 9/1/24 to 9/13/24 - qty 4,437	14,508.99
5269 - PCN-PITTSBURGH COMPANIES NORTH INC.	JAIL - Meals 8/17/24 to 8/31/24 qty 5,297 - Cust# JCJ349	17,321.19
5269 - PCN-PITTSBURGH COMPANIES NORTH INC.	JAIL-Meals 9/14/24-9/30/24 qty 6,122 & Scoop-Cust JCJ349	20,037.45
5340 - SUSQUEHANNA SACS (GROUP ADVISORS)	FINANCE - 2023 Audit Prep - September 2024	5,445.32
5594 - BERKHEIMER TAX ADMINISTRATOR-LST-QTR	2024 Q3 LST - Brookville	1,736.00
5699 - SUPER LAUNDRY EQUIPMENT CORPORATION	JAIL - Repair Equipment-Parts & Labor	5,918.02
5717 - AVANCO INTERNATIONAL INC.	CAPS ANNUAL SUPPORT 23-24	27,399.47
5801 - PRIMECARE MEDICAL, INC.-JAIL	JAIL - Catastrophic Billing - Gibson, D	1,095.18
5801 - PRIMECARE MEDICAL, INC.-JAIL	JAIL-Infectious Disease Meds/Tests-June, July, Aug 2024	1,184.19
5801 - PRIMECARE MEDICAL, INC.-JAIL	JAIL - Catastrophic Billing - Stivers, M	4,970.50
6149 - TRIUMPH SALES INC.	JAIL-Misc Maint Supplies PO 2024 8/26-4230	4,116.34
6319 - ANGELA MASON, LCSW	PD - Greeley 7/29/24 to 9/3/24 Case 562 of 2023	4,685.87
6346 - J.D. RYAN LAW OFFICES	CTS - Counsel 2024-Q4	3,375.00
6346 - J.D. RYAN LAW OFFICES	COMM - Solicitor 2024 Q4	7,500.00
6393 - SPRINGHILL GROUP	911 - Rent-October 2024-Coolspring Tower	1,386.12
7016 - SECOND HARVEST FOOD BANK	Emergency Food Assistance Program-Jan-Mar 2024	1,744.48
7272 - AREA TRANSPORTATION AUTHORITY-RENT	SDJ - Rent - November 2024	1,253.00
7755 - VIGILNET	AD PROB-Electronic Monitoring-Scram Cam-Sept 2024	4,450.50
8257 - THE LINCOLN NATIONAL LIFE INSURANCE CO	Life Ins Premium 10-2024 -Acct#JEFFERPA-BL-1582245	1,624.17
8484 - MCNEES WALLACE & NURICK LLC	COMM - Prison Construction Litigation - August 2024	14,588.76
8742 - DOMINION VOTING SYSTEMS INC.	ELECT-Flash Memory Cards qty 84/Cleaning Sheets qty 10	4,100.17

Jefferson County Invoice Approval
09/20/2024 through 10/17/2024

Vendor	Invoice Description	Amount
9001 - EB EMPLOYEE SOLUTIONS LLC	Difference Card - August 2024	5,889.52
9001 - EB EMPLOYEE SOLUTIONS LLC	Difference Card - September 2024	5,946.15
9246 - SERVICE ACCESS & MANAGEMENT INC.	JAIL - Therapist - September 2024	8,140.91
9558 - THE SHAW LAW GROUP	PD - 390-Neves 2/13/2024 to 9/4/2024 - Conflict	1,591.66
9706 - CICCHINELLI FORTUNATO LLC	PD - Assistant PD - October 2024	2,500.00
9737 - ALL QUALITY ALUMINUM FOUNDRY	VA-Grave Markers- 40 Vet - 20 Vietnam - 10 Korea	1,129.95
9784 - ELAN FINANCIAL SERVICES	PARK - 911 SSL Cert., Language Line, Notary Exams	1,499.92
9784 - ELAN FINANCIAL SERVICES	OAKES - 3 Airline Tickets for Extradition & Meals	1,611.47
DELINQUENT TAX	June 2024	84,565.40
MISCELLANEOUS	MISC. UNDER \$1,000	47,397.89
C&Y EXPENDITURES	C&Y EXPENSES	949,709.31
		<u>2,599,117.81</u>
Fund 21 - LIQUID FUEL FUND		
7239 - LARSON DESIGN GROUP, INC.	JC-8 Bridge Kramer Rd-Project Engineering 6/2 to 8/3	12,169.21
4694 - UNITED ELECTRIC COOPERATIVE INC	LF Outdoor Lighting 8/15-9/15 Acct#5500450300	13.25
2411 - GWIN DOBSON & FOREMAN INC.	LF-Project 24051 Survey/Design through 9/28-Service Center Rd	7,001.16
2411 - GWIN DOBSON & FOREMAN INC.	LF-Project 23024 Drawing/Bid Prep-9/1-9/28-JC-27 Bridge Repairs	<u>2,142.25</u>
		21,325.87
Fund 35 - COMMUNITY DEVELOPMENT		
9226 - MID-STATE CONSTRUCTION INC.	Theatre Ceiling Construction 7/28/24 to 8/31/24 APP#2	22,989.51
MISCELLANEOUS	MISC. UNDER \$1,000	<u>6,796.41</u>
		29,785.92
Fund 73 - OFFENDER SUPERVISION FUND		
MISCELLANEOUS	MISC. UNDER \$1,000	<u>933.71</u>
		933.71
GRAND TOTAL		<u><u>2,651,163.31</u></u>

AMENDMENT “C23-01”
to
CONSULTING ENGINEERING SERVICES AGREEMENT
DATED July 30, 2024

between

COUNTY OF JEFFERSON
Jefferson Place, 155 Main Street, 2nd Floor
Brookville, PA 15825
and

GWIN, DOBSON & FOREMAN, INC.
3121 Fairway Drive
Altoona, PA 16602

The establishment of engineering services to be provided and the compensation to be paid for the FFY 2023 CDBG Borough of Punxsutawney – Community Center’s Fitness Center Roof Project.

ITEM 1B: BASIC DESIGN, PROCUREMENT, CONTRACTING, INSPECTIONS AND CONSTRUCTION ADMINISTRATION SERVICES

In accordance with the Consulting Engineering Services Agreement identified above, Gwin, Dobson & Foreman, Inc. will be compensated a **Lump Sum Fee of \$18,000** for providing the services identified in Item 1B (Basic Design, Procurement, Contracting, Inspections & Construction Administration Services) with the exception of Item 1B-15 (providing an experienced Resident Project Representative) for the Borough of Punxsutawney – Community Center’s Fitness Center Roof Project. Interim payments will be made to Gwin, Dobson & Foreman, Inc. based on the following schedule:

WORK COMPLETED	TOTAL PERCENTAGE OF LUMP SUM (NOT TO EXCEED) FEE THAT WILL BE DUE AT THE COMPLETION OF EACH STAGE
Preliminary Design	30%
Final Design	70%
Bidding process through notifying the contractor to proceed	75%
Construction & final inspection completed	95%
Acceptance by the COUNTY and Local Municipality (owner)	100%

ITEM 1C: ADDITIONAL SERVICES

At the present time, no additional services are anticipated.

AGREED TO THIS 30th DAY OF JULY, 2024.

GWIN, DOBSON & FOREMAN, INC.

WITNESS:

BOARD OF JEFFERSON
COUNTY COMMISSIONERS

Scott E. North, Chairman

Mark Humes, Vice Chairman

Jeffrey E. Pisarcik, Secretary

Karen L. Lupone, Chief Clerk

AMENDMENT “C23-02”
to
CONSULTING ENGINEERING SERVICES AGREEMENT
DATED July 30, 2024

between
COUNTY OF JEFFERSON
Jefferson Place, 155 Main Street, 2nd Floor
Brookville, PA 15825
and
GWIN, DOBSON & FOREMAN, INC.
3121 Fairway Drive
Altoona, PA 16602

The establishment of engineering services to be provided and the compensation to be paid for the FFY 2023 CDBG Borough of Reynoldsville – Worth Street Waterline Replacement Project.

ITEM 1B: BASIC DESIGN, PROCUREMENT, CONTRACTING, INSPECTIONS AND CONSTRUCTION ADMINISTRATION SERVICES

In accordance with the Consulting Engineering Services Agreement identified above, Gwin, Dobson & Foreman, Inc. will be compensated a **Lump Sum Fee of \$27,000** for providing the services identified in Item 1B (Basic Design, Procurement, Contracting, Inspections & Construction Administration Services) with the exception of Item 1B-15 (providing an experienced Resident Project Representative) for the Borough of Reynoldsville – Worth Street Waterline Replacement Project. Interim payments will be made to Gwin, Dobson & Foreman, Inc. based on the following schedule:

WORK COMPLETED	TOTAL PERCENTAGE OF LUMP SUM (NOT TO EXCEED) FEE THAT WILL BE DUE AT THE COMPLETION OF EACH STAGE
Preliminary Design	30%
Final Design	70%
Bidding process through notifying the contractor to proceed	75%
Construction & final inspection completed	95%
Acceptance by the COUNTY and Local Municipality (owner)	100%

ITEM 1C: ADDITIONAL SERVICES

At the present time, no additional services are anticipated.

AGREED TO THIS 30th DAY OF JULY, 2024.

GWIN, DOBSON & FOREMAN, INC.

WITNESS:

BOARD OF JEFFERSON
COUNTY COMMISSIONERS

Scott E. North, Chairman

Mark Humes, Vice Chairman

Jeffrey E. Pisarcik, Secretary

Karen L. Lupone, Chief Clerk

**COUNTY OF JEFFERSON
COMMONWEALTH OF PENNSYLVANIA**

RESOLUTION No. 2024-11

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF JEFFERSON COUNTY, PENNSYLVANIA, TO ADOPT AN AMENDMENT TO THE ARTICLES OF INCORPORATION FOR THE AREA TRANSPORTATION AUTHORITY OF NORTH CENTRAL PENNSYLVANIA TO EXTEND ITS TERM OF EXISTENCE FOR A PERIOD NOT TO EXCEED 50 YEARS FROM THE DATE OF THE APPROVAL OF THE ARTICLES OF AMENDMENT AND TO TAKE ANY AND ALL OTHER ACTIONS RELATED THERETO.

WHEREAS, the Area Transportation Authority of North Central Pennsylvania (hereinafter “Authority”) is a body corporate and politic, incorporated by the Boards of Cameron County, Clearfield County, Elk County, Jefferson County McKean County and Potter County, and is existing under and is governed by the provisions of the Municipal Authorities Act. 53 Pa.C.S.A. §5601 et. seq., which codifies and amends the Municipal Authorities Act of 1945, as amended and supplemented (hereinafter the “Act”); and,

WHEREAS, by this duly adopted Resolution dated October 22, 2024, the Authority proposes to amend its Articles of Incorporation to add a provision to increase its existence to a date not to exceed fifty (50) years from the date of the approval of the Articles of Amendment pursuant to the powers vested in it by the Act; and,

WHEREAS, the Authority thereafter confirms that the County Boards consent to this amendment to its Articles of Incorporation by the Boards of Cameron County, Clearfield County, Elk County, Jefferson County, McKean County and Potter County, Pennsylvania, for adoption in accordance with the applicable provisions of the Act; and,

NOW THEREFORE BE IT RESOLVED that:

1. The Board of Commissioners of Jefferson County, Pennsylvania, hereby adopts this resolution proposed by the Authority to amend its Articles of Incorporation to add a provision to extend its existence to a date not to exceed a period of fifty (50) years from the date of the Authority's approval of the Articles of Incorporation.
2. This Resolution shall be effective immediately.

ADOPTED at a regular meeting of the Board of Commissioners of Jefferson County, Pennsylvania, held on October 22, 2024.

ATTEST:

COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

Karen Lupone, Chief Clerk

“SEAL”

Scott E. North, Chair

Mark H. Humes, Vice-Chair

Jeffrey E. Pisarcik, Commissioner



FAIR HOUSING RESOLUTION
RESOLUTION NO. 2024-12

LET IT BE KNOWN TO ALL PERSONS of the County of Jefferson 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 the County of Jefferson 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, the County of Jefferson does hereby pass the following resolution.

BE IT RESOLVED, that within available resources the County of Jefferson 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 the County of Jefferson 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 the County of Jefferson,
155 Main Street, 2nd Floor
Brookville, PA 15825
PHONE: 814-849-3047
FAX: 814-849-5049
EMAIL: egrovanz@jeffersoncountypa.gov
WEBSITE: www.jeffersoncountypa.gov

Approved at the regularly scheduled meeting of the County of Jefferson held on October 22, 2024.

Signature:

Chief Elected Official

Date

(SEAL)

A RESOLUTION of the JEFFERSON COUNTY BOARD OF COMMISSIONERS

RESOLUTION NO. 2024-13

A Resolution of the BOARD OF COMMISSIONERS OF JEFFERSON COUNTY, 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 JEFFERSON COUNTY Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Program; and

WHEREAS, the JEFFERSON COUNTY COMMISSIONERS has the legal authority and responsibility under Act 179 to apply for Community Development Block Grant funds; and

WHEREAS, JEFFERSON COUNTY COMMISSIONERS 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, JEFFERSON COUNTY COMMISSIONERS are familiar with the requirements of the program as provided for in the Housing and Community Development Act (HCDA) and the Community Development Block Grant regulations; and

WHEREAS, JEFFERSON COUNTY wishes to apply for said funds.

NOW, THEREFORE, BE IT RESOLVED by the JEFFERSON COUNTY COMMISSIONERS that the DIRECTOR OF COMMUNITY DEVELOPMENT is authorized to have prepared the necessary forms and documents to submit an application to the PA Department of Community and Economic Development for Community Development Block Grant funds for the purposes aforesaid; and

BE IT FURTHER RESOLVED, 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, JEFFERSON COUNTY agrees to repay the proportion deemed ineligible from non-federal sources.

BE IT FURTHER RESOLVED that 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; and

BE IT FURTHER RESOLVED that the CHAIRMAN of the JEFFERSON COUNTY COMMISSIONERS is empowered to place his/her signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of JEFFERSON COUNTY.

Adopted by the JEFFERSON COUNTY COMMISSIONERS at the regular meeting on October 22, 2024.

Scott North, Chairman

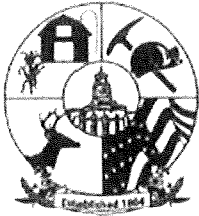
Date

Mark Humes

Date

Jeffrey E. Pisarcik

Date



OFFICE OF COUNTY COMMISSIONERS
JEFFERSON COUNTY

LANGUAGE ACCESS PLAN & CERTIFICATION

for

The County of Jefferson, Pennsylvania

As a result of the preceding Four-Factor Analysis, the County of Jefferson has identified the following types of language assistance to be provided by the Grantee throughout the implementation of its Community Development Block Grant (CDBG) Program and Home Investment Partnerships Program (HOME) dependent on need:

All CDBG/HOME citizen participation materials, public notices, and project-related resolutions, will be published/posted in the LEP language(s) identified, on bulletin boards at the offices and meeting location of the grantee, on the grantee website and in public places throughout the proposed project area(s) and/or the community, especially those areas with high concentration of the affected population.

Additionally, all published/posted citizen participation notices will include a statement in the identified LEP language(s) indicating that other "program materials are available in the LEP language(s) upon request". This statement will be in the language(s) that have been identified during the county's analysis.

All citizen participation notices will include a statement that translators will be available at public meetings upon at least 72 hours' notice. This will be in the identified LEP language(s) in the English notification and also in the complete LEP language(s)' notification.

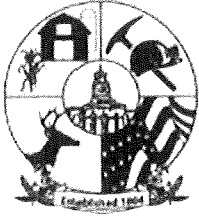
All public notices of income surveys and the income survey itself will be provided in the LEP language(s) identified when an activity is proposed in an area identified as having an LEP population.

All direct assistance program application documents and outreach materials will be provided in the LEP language(s) identified upon at least 72 hours' notice.

For direct assistance intakes, if needed, a translator will be retained to provide oral translation at the site of the income survey or intake to assist in filling out the intake documents and explaining the program. The grantee may not require the LEP applicant to provide their own translator, though the applicant may bring someone if they choose.

The 54th Judicial District, which includes all of Jefferson County, has previously adopted a Language Access Plan and appointed a language access coordinator. The county will coordinate with the 54th District Court language access coordinator to provide translation services when notified that these services will be required.

If other populations of LEP persons are identified in the future, Jefferson County will provide additional measures to serve the language access needs of those persons.



OFFICE OF COUNTY COMMISSIONERS
JEFFERSON COUNTY

The Jefferson County Director of Community Development will be responsible for the implementation and administration of the Language Access Plan.

This Language Access Plan will be reviewed annually for possible updates and revisions.

ADOPTED THIS 22nd DAY OF OCTOBER, 2024

Scott North, Chairman

Jeffrey E. Pisarcik

Mark Humes

**CERTIFICATION OF COMPLETION OF A FOUR-FACTOR ANALYSIS
FOR LIMITED ENGLISH PROFICIENCY PERSONS**

and

**CERTIFICATION OF THE ACTIVITIES TO BE INCLUDED IN
THE LANGUAGE ACCESS PLAN**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

and

HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

Purpose:

In compliance with Section 601 of Title VI the Civil Rights Act of 1964 (LEP Statutory Authority) and Executive Order 13166, Jefferson County has conducted the following Four Factor Analysis for Limited English Proficiency (LEP) persons for the federally funded programs listed above.

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 that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs 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 under Title VI in order to receive a particular service, benefit, or encounter.

Executive Order 13166 (Issued in the Federal Register 65 FR 50121 on August 16, 2000) 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 determined. To determine if there is an affected population of beneficiaries having limited English proficiency, all grantees receiving federal financial assistance must conduct the four-factor analysis as outlined below.

Grantee Four-Factor Analysis

The following Four-Factor Analysis serves as the guide for determining which language assistance measures the Grantee will be required to undertake to guarantee access to Grantee's Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) Programs by LEP persons.

Factor One - Methodology:

The Grantee utilized the PA Census tabulation for persons that speak English “Less than Well” provided by DCED to determine its municipalities’ LEP population(s). Based on this data, the Grantee has identified one municipality within its borders that meets the 1,000 or 5% LEP persons threshold for any language(s) identified.

<u>MUNICIPALITY</u>	<u>LANGUAGE</u>	<u>% Pop.</u>
Henderson Township	German, or Other West Germanic	8.8 %
McCalmont Township	German, or Other West Germanic	8.9%
Porter Township	German, or Other West Germanic	11.2%
Timblin Borough	German, or Other West Germanic	11.2%

Factor Two - The frequency with which LEP persons come into contact with the program or activity.

Some programs or activities that provide direct assistance to residents include but not be limited to acquisition, relocation, housing rehabilitation, water/sewer laterals and public services. Therefore, residents are likely to have direct contact with the program and its staff.

Factor Three - The nature and importance of the program, activity, or service provided by the program or activity.

Activities and projects may provide direct assistance to service area beneficiaries related to; housing rehabilitation, water/ sewer laterals and public services, therefore, the nature of the activity or service may be of significant importance to the proposed program and activity area(s) residents.

Factor Four - The resources available and costs to the recipient.

The county will display the language identification poster in the county offices that provide direct benefit services.

Those planning to attend meetings are asked to notify the county in advance so that arrangements can be made to provide oral translation services at the public meetings and during conversations with LEP residents during the implementation of the proposed project(s).

Those planning to apply for direct benefit services including but not limited to housing rehabilitation, water/ sewer laterals and public services, are asked to notify the county in advance so that arrangements can be made to provide oral and/or written translation services for use during the intake process with LEP residents during the implementation of the proposed project(s).

The 54th Judicial District, which includes all of Jefferson County, has previously adopted a Language access plan and appointed a language access coordinator. The county will coordinate with the 54th District Court language access coordinator to provide translation services when notified that these services will be required.

Any translation services required by LEP residents will be provided at no cost to the resident requesting such services.

Supporting Operation Green Light for Veterans

WHEREAS, the residents of Jefferson County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Jefferson County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, the Jefferson County Commissioners appreciate the sacrifices of our United States military personnel and believes specific recognition should be granted; therefore, be it

RESOLVED, with designation as a Green Light for Veterans County, Jefferson County hereby declares from October through Veterans Day, November 11, 2024 a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service; therefore, be it further

RESOLVED, that in observance of Operation Green Light, Jefferson County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 4th through the 11th, 2024.

JEFFERSON COUNTY COMMISSIONERS

Scott North, Chairman Date

Mark Humes Date

Jeffrey E. Pisarcik Date

**COUNTY OF JEFFERSON
COMMONWEALTH OF PENNSYLVANIA**

ORDINANCE No. _____

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON
COUNTY, PENNSYLVANIA, MODIFYING ITS MUNICIPAL BOUNDARIES TO
PROVIDE FOR THE PORTION OF FALLS CREEK BOROUGH CURRENTLY
WITHIN CLEARFIELD COUNTY TO BE INCORPORATED INTO JEFFERSON
COUNTY, PENNSYLVANIA, UPON MUTUAL AGREEMENT OF THE RESPECTIVE
COUNTIES.**

WHEREAS 2022 Act 41, provides that two or more abutting municipal corporations may, by the adoption of an Ordinance memorializing an agreement, transfer territory between counties to the extent necessary to align a portion of the county territorial boundary with the territorial boundary of a municipal corporation where the municipal corporation is divided by the existing county territorial boundary; and

WHEREAS Falls Creek Borough is a municipal corporation that is currently divided between Clearfield County, Pennsylvania and Jefferson County, Pennsylvania; and

WHEREAS the Boards of Commissioners of Clearfield County and Jefferson County are in agreement that Falls Creek Borough should be within the municipal territory of Jefferson County; and

WHEREAS the Counties accepted public comment on the proposed ordinance at a properly advertised special meeting at least ten days prior to the adoption of this ordinance.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Board of County Commissioners of Jefferson County, Pennsylvania, as follows:

1. The Jefferson County municipal boundary shall hereafter be as depicted in Exhibit "A" attached hereto and incorporated herewith.

2. All portions of Falls Creek Borough currently located within Clearfield County shall be and hereby are annexed into the County of Jefferson, Pennsylvania, for all purposes and the same shall hereafter be included within the territorial limits of Jefferson County and said land and the inhabitants thereof shall be hereafter entitled to all rights and privileges of all other citizens of the County of Jefferson, Pennsylvania, and shall be bound by the ordinances, resolutions, acts and regulations of Jefferson County.
3. This Ordinance shall be filed with the Clerk of Court and Board of Commissioners of both Clearfield County and Jefferson County, together with a plot, showing the courses and distances of the boundaries before and after the change.
4. The Solicitor is directed to notify the record owner of each impacted property in writing of this Ordinance.
5. The Solicitor, in consultation with the Clearfield County Solicitor, is directed to file a combined final report as set forth in 53 Pa.C.S. §719(a).
6. This Ordinance shall become effective January 1, 2025.

DULY ENACTED AND ORDAINED, this _____ day of October, 2024 by the Board of Commissioners of Jefferson County.

ATTEST:

COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

Karen Lupone, Chief Clerk

“SEAL”

Scott E. North, Chair

Mark H. Humes, Vice-Chair

Jeffrey E. Pisarcik, Commissioner

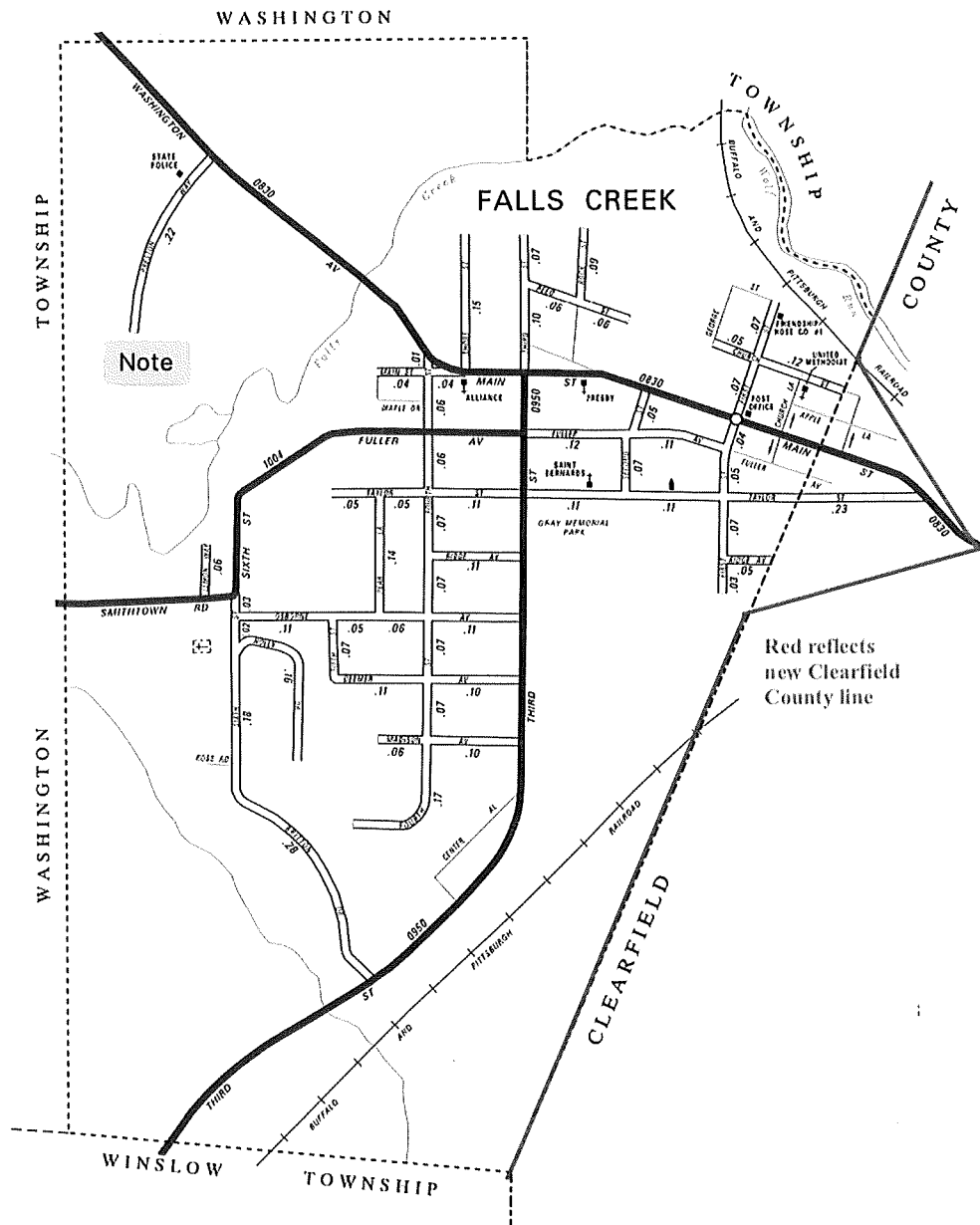


EXHIBIT "A"