

COMMISSIONERS' MEETING MINUTES
NOVEMBER 18, 2015

Commissioner Chairman Rodney D. Ruddock called the regular meeting of the Indiana County Commissioners to order at 10:30 a.m. in the Commissioners' Hearing Room.

ROLL CALL

Chairman Rodney D. Ruddock, present Commissioner Michael A. Baker, present
Commissioner Patricia A. Evanko, present

Also in attendance were Solicitor Michael Clark, Chief Clerk Robin Maryai, and others. Members of the news media present were Randy Wells, Greg Reinbold and Josh Widdowson.

PLEDGE OF ALLEGIANCE

Commissioner Ruddock led those present in reciting the Pledge of Allegiance to the American Flag.

APPROVE MINUTES...NOVEMBER 12, 2015

A motion was made by Mr. Baker, seconded by Ms. Evanko and unanimously carried to approve the minutes of November 12, 2015 as submitted.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There were no executive sessions.

PROCLAMATION...HONORING OUR INDIANA COUNTY VETERANS

After a proclamation was read by Mr. Ruddock, a motion was made, seconded by Mr. Baker and unanimously carried to proclaim Saturday, December 12, 2015, as Honor Our Indiana County Veterans Day and asked Indiana County residents to support this effort. Sandy Dill was present to accept the proclamation and said the goal is to place a fresh evergreen wreath at the entrance of each Indiana County cemetery to honor our Indiana County Veterans who sacrificed so much. She also explained that a ceremonial wreath will be laid at the Indiana County Courthouse Veteran's Wall and Churches throughout Indiana County are encouraged to ring their church bells at noon on December 12th.

AGREEMENT...KOVALCHICK CONVENTION & ATHLETIC COMPLEX

A motion was made by Mr. Baker seconded by Ms. Evanko and unanimously carried to approve an agreement with the Kovalchick Convention & Athletic Complex for use of the Toretti Auditorium on this date in the amount of \$450.00 plus costs for security to hold the Commissioners Public Meeting.

**ADMINISTRATIVE SERVICES AGREEMENT BETWEEN SOUTHWEST
BEHAVIORAL HEALTH MANAGEMENT AND ARMSTRONG-INDIANA
BEHAVIORAL AND DEVELOPMENTAL HEALTH PROGRAM / BDHP**

At the request of Tammy Calderone, Executive Director of the Armstrong Indiana Behavioral and Developmental Health Program (AIBDHP), a motion was made by Mr. Baker, seconded by

Ms. Evanko and unanimously carried to approve a 2-year agreement between Southwest Behavioral Health Management and BDHP effective January 1, 2016. The agreement details the administrative functions that AIBDHP is responsible for related to administrative oversight, service management, fiscal management, IT support and oversight of the consumer family satisfaction needs.

CONTRACT...PAUL A. BELL, II / DRO

At the request of Amy Dougherty, Director of the Domestic Relations Office, a motion was made by Mr. Baker, seconded by Ms. Evanko and unanimously carried to approve a contract with Paul A. Bell, II. Under the agreement Mr. Bell will provide the Domestic Relations Office legal services to assist in the establishment and enforcement of support orders. The agreement is required by the Bureau of Child Support Enforcement and the salary of Mr. Bell will be set by the salary board.

BUDGET REVISION #1 – ARCADIA WATER TREATMENT COMPLIANCE

PROJECT / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Baker, seconded by Ms. Evanko and unanimously carried to approve a budget revision to Indiana County's 2013 Competitive Community Development Block Grant contract for the Arcadia Water Treatment Plant Compliance Project. The motion also includes approval for Commissioner Ruddock to sign any necessary forms for final approval by PA DCED. The project was completed as originally planned and the total construction budget was under the estimated project costs. The total contract amount is \$370,000.00 with an original construction budget allocation of \$325,000.00 and \$45,000.00 for pre-agreement and general administration. The requested revision reduces the construction line by \$4,580.13 to \$320,419.87 and increases the administration line by the same amount for a revised total of \$49,580.13.

CHANGE ORDER #3 – UPSTREET ARCHITECTS, INC. / VETERANS COMMUNITY GARDENS PROJECT / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Baker, seconded by Ms. Evanko and unanimously carried to approve Change Order #3 to the contract with UpStreet Architect, Inc. for the Veterans Community Gardens Project. The request is to reduce the total contract amount by \$1,820.00 revising the contract total from \$67,784.52 to \$65,964.52. The reduction in the contract amount is because anticipated fees were not incurred during the design process. The architectural contract was paid from the 2011 HOME contract. The \$1,820.00 saved was utilized for construction costs on the project.

REQUIRED CDBG COMPLIANCE REGULATIONS / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Baker, seconded by Ms. Evanko and unanimously carried to approve the following plan statements and goals for the 2015 CDBG program to meet compliance requirements with the federal and state mandates of the Pennsylvania Department of Community and Economic Development for all Community Development recipients. This approval includes the Borough of Indiana and the Townships of Burrell and Center as CDBG entitlement municipalities of the Commonwealth of Pennsylvania.

- Affirmative Action Plan for Indiana County

- Section 3 – U.S. Housing and Urban Development Act of 1968 for Employment Opportunities for Local Business and Low Income Persons
- County of Indiana Statement of Goals: This is the Section 3 requirement of the U.S. Housing Act of 1968 for the Community Development Block Grant Program that sets forth the County’s goals for contract to Indiana County based businesses at 15%.

INDIANA COUNTY LANGUAGE ACCESS PLAN – COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Baker, seconded by Ms. Evanko and unanimously carried to adopt the attached Language Access Plan for Limited English Proficiency (LEP) Persons in order to comply with Executive Order 13166 as it relates to Title VI of the Civil Rights Act of 1964. This federal law 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.

The Plan includes the Four-Factor Analysis of Indiana County that assisted with determining which language assistance measures the County will undertake to guarantee access to Indiana County’s Community Development Block Grant programs by Limited English Proficient persons. Indiana County was required to develop and adopt a Plan because four of the County’s municipalities have LEP populations of 5% or more as determined by the 2014 American Communities Survey. These municipalities are the Townships of East Mahoning, West Mahoning, South Mahoning and North Mahoning. The non-English language identified for all of the areas is “Other West Germanic Languages”.

FILING RESOLUTION – 2015 COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT APPLICATIONS / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Baker, seconded by Ms. Evanko and unanimously carried to adopt a resolution authorizing the filing of the 2015 Community Development Block Grant Entitlement application to the Pennsylvania Department of Community and Economic Development by the deadline date of December 11, 2015. The application submission includes Indiana County’s CDBG Entitlement and the three entitlement communities of Indiana Borough, and the Townships of Burrell and Center. The total application amount is \$590,103.00. This request includes approval for Commissioner Ruddock to sign all necessary forms to complete the application process.

AGREEMENT...ZELENKOFKSKE AXELROD LLC

At the request of Lisa Bowser, Financial Supervisor, a motion was made by Mr. Baker, seconded by Ms. Evanko and unanimously carried to approve an agreement with Zelenkofske Axelrod, LLC in the amount of \$6,000.00. Ms. Bowser explained that pursuant to the new uniform guidance requirements from the Office of Management and Budget, we are required to perform sub-recipient monitoring for our federal awards. In order to implement this requirement, Zelenkofske Axelrod, LLC will assist and advise in the development of a detailed sub-recipient monitoring implementation plan.

AGREEMENT...MARK AND CYNTHIA COLEMAN

At the request of Michael T. Clark, Solicitor, a motion was made by Mr. Baker, seconded by Ms. Evanko and unanimously carried to approve an agreement between Indiana County and Mark and Cynthia J. Coleman to provide 4,000 square feet office space and parking located at 20 Indiana Avenue, Homer City, PA for Magisterial District Judge Susanne Steffee. The terms of the lease will be for 7 years in the amount of \$4,000.00 per month with a 4% increase for each subsequent year. Indiana County also has the option to renew the term of this lease for three (3) five-year renewal terms. Mr. Clark explained that there will be a build out period and expects the office to be ready in July and at such time the rent payments will begin.

2016 GENERAL FUND BUDGET

Mr. Ruddock explained that the General, Capital and Liquid Fuels budgets have been on review for 20 days as required by law. Mr. Baker made the motion, seconded by Ms. Evanko and unanimously carried to approve the tentative General Fund Budget as follows:

Opening Balance.....	\$1,366,688
Total Revenues.....	\$32,593,098
Total Expenditures.....	\$33,959,786

The real estate tax will remain the same. This will allow a real-estate tax rate of 37.40 mills. 7.40 mills of 37.40 are applied to debt service with the remaining millage of 30.0 to general operating fund. The per-capita tax rate will remain at \$5.00.

Mr. Ruddock said this budget demonstrates a modest but net reduction from the 2015 level of funding. This budget will remain on display until December 9, 2015. The county has maintained a reasonable reserve fund through strong fiscal oversight and prudent application of tax dollars. The reserve fund was created with the intent to protect our operating costs as we continue through the reassessment process. We remain focused to provide services and program which are inherent to the mission of county government. Mr. Ruddock said that Lisa Bowser, Financial Supervisor, works daily with the department heads and elected officials to management their daily fiscal affairs and assures that the budget approved is compliant with the standards of the County and holds the departments accountable as well. He also thanked each department head and elected official for their common sense approach in the preparation of this year’s budget.

Commissioner Evanko said this was her last budget to work but also said it was the easiest because it wasn’t much different than 2015. The departments were phenomenal because they know we needed to keep a tight budget without any increases and came in flat lined or lower. If they came in higher it was because of costs beyond the control of the County. She also complimented Ms. Bowser for her work on the budget.

2016 CAPITAL FUND BUDGET

Mr. Baker made the motion, seconded by Ms. Evanko and unanimously carried to approve the tentative Capital Fund Budget as follows:

Opening Balance.....	\$119,000
Total Revenue.....	\$18,000
Capital Fund Expenditures.....	\$137,000

Commissioner Ruddock said this is a very modest budget for the facilities of Indiana County and \$137,000 is not a lot of money to maintain the integrity of our facilities. However, the county is looking into other areas in the budget to set aside dollars for long range concern specifically the two elevators in the courthouse.

2016 LIQUID FUELS BUDGET

Mr. Baker made the motion, seconded by Ms. Evanko and unanimously carried to approve the tentative Liquid Fuels Budget as follows:

Opening Balance.....	\$61,440
Total Revenue.....	\$370,560
Liquid Fuels Expenditures.....	\$432,000

Commissioner Ruddock said these are dollars that come in from the State that provides support servicing to bridge and road upgrades within Indiana County and its municipalities.

COURTHOUSE CLOSED...NOVEMBER 26 & 27, 2015 THANKSGIVING DAY HOLIDAY

Commissioner Ruddock announced that the courthouse will be closed November 26 & 27, 2015 in observance of the Thanksgiving Day Holiday.

OTHER BUSINESS

There was no other business.

NEXT REGULAR MEETING...DECEMBER 9, 2015 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Thursday, December 9, 2015 at 10:30 a.m. in the Commissioners' Hearing Room.

ADJOURNMENT

With no other business to come before the Board at this time, Commissioner Ruddock adjourned the meeting at 11:03 a.m.

Patricia A. Evanko, Secretary

Rodney D. Ruddock, Chairman