

**COMMISSIONERS' MEETING MINUTES**  
**JULY 13, 2016**

Commissioner Chairman Michael A. Baker called the regular meeting of the Indiana County Commissioners to order at 10:35 a.m. in the Courtroom #1.

**ROLL CALL**

Chairman Michael A. Baker, present  
Commissioner Sherene Hess, present

Commissioner Rodney D. Ruddock, present

Also in attendance were Solicitor Katie Haberl, Chief Clerk Robin Maryai and others. Members of the news media present were Randy Wells, Josh Widdowson and Rachel Jones.

**PLEDGE OF ALLEGIANCE**

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

**APPROVE MINUTES...JUNE 1, 2016 and JUNE 29, 2016**

A motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to approve the minutes of June 1, 2016 as submitted.

A motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to approve the minutes of June 26, 2016 as submitted.

**PUBLIC COMMENT**

Tammy Curry, Sandy Kinter, Robert Sweed, Debra Miller, Gretta Moyer, Michele Rapach, Dean Cunkelman, Sheri Cunkelman, Jamie Wetzell, Bob Colgan, Charles Johnson, Ron Bevin, Carol Bevin, Jan Starry, Larry Schutt, Trina Flamm, Brenda Lampert, Richard Wilhelm, Jr. and Vicki Mills made comments regarding tax reassessment, the Jimmy Stewart Airport and economic development.

**EXECUTIVE SESSIONS**

There was an Executive Session held on May 31, 2016 at 1:30 p.m. to discuss legal matters.

**CONTRACT...GINA M. RYEN, ESQ. / COURTS**

At the request of Christy Donofrio, Court Administrator, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a contract with Gina M. Ryen to provide representation of parents of children in dependency cases in the amount of \$1,500.00 per month. Contract term is July 1, 2016 through June 30, 2017.

**CONTRACT...KATRINA KAYDEN, ESQ. / COURTS**

At the request of Christy Donofrio, Court Administrator, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a contract with a Kayden to provide representation of parents of children in dependency cases in the amount of \$1,500.00 per month. Contract term is July 1, 2016 through June 30, 2017.

It is estimated that by entering into these agreements, the county will save over \$30,000 per year compared to paying attorneys on an hourly basis.

### **EQUIPMENT PURCHASE...AUTOCLEAR / COURTS**

At the request of Christy Donofrio, Court Administrator, a motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously to approve the purchase of a magnetometer and screening/x-ray device in the amount of \$24,970.00 from Autoclear, Greensburg, PA. This is being purchased under Federal GSA Contract #GS-07F-910D. The Administrative Offices of Pennsylvania Courts (AOPC) will reimburse the County in the amount of \$21,500 towards the purchase

### **MEMORANDUM OF MUTUAL AID AGREEMENT BETWEEN ARMSTRONG AND INDIANA COUNTY / JAIL**

At the request of Sam Buzzinotti, Warden, a motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously to approve a Memorandum of Mutual Aid Agreement between Armstrong and Indiana County. Each County will have the right to determine, in the event of a disaster, if they can have capabilities to house prisoners and/or offer available correctional staff on a temporary emergency basis until operations are re-established at the affected facility.

### **CONSULTANT CONTRACT...MISSION CRITICAL PARTNERS / EMA**

At the request of Tom Stutzman, Director of EMA, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Consultant Contract with Mission Critical Partners (MCP) in the amount not to exceed \$125,000.00 for technical support of our Regionalized CAD effort. As with other regional projects within our area, this project is intended to support each of our partner counties working on a shared CAD Solution. The partners for this project include Armstrong, Fayette, Somerset, and Greene Counties. Each partner county cost is anticipated to not exceed \$25,000.00. Indiana County, acting as the fiduciary county for this group, will submit for the Regional 9-1-1 funding. Each of our partner counties are in different stages of New World CAD implementation or upgrade. A similar project is underway in Lawrence, Mercer, Venango and Butler Counties, however, they have yet to select a CAD vendor. If they choose New World CAD we may be able to consolidate our Regional Projects into a single project. Funding for this contract has been applied for through the State Regional 9-1-1 project Fund. If the County is not successful in obtaining these Regional Project Funds a notice to proceed will not be issued to the provider and the contract will expire without cost to the county.

### **GRANT AGREEMENT BETWEEN THE PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY AND INDIANA COUNTY FOR FY 2015 PRE-DISASTER MITIGATION GRANT PROGRAM / EMA**

At the request of Tom Stutzman, Director of EMA, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Pre-Disaster Mitigation Grant in the amount of \$50,000.00 to re-write the Hazard Mitigation Plan which must be updated every four years. This is a 75/25 matching grant, with FEMA providing \$37,500.00 and the County matching the final \$12,500.00 with local funds. This grant will provide for the retention of an independent consultant, with review and assistance from PEMA, to meet all the Federal requirements of gathering information, providing for public comment, collection of municipal project data, and final submission to PEMA and FEMA for final adoption. The Indiana County Disaster Planning Committee will play a vital role in reviewing data and historical information needed for updating this plan.

### **PRIVATE PROVIDER CONTRACTS FY 15-16 / CYS**

At the request of Sarah Ross, Director of Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Private Provider Contract with Family Psychological Associates, LTC, Kittanning, PA for FY 15-16 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Sarah Ross, Director of Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Private Provider Contract with Harborcreek Youth Services, Inc., Harborcreek, PA for FY 15-16 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

### **PURCHASE OF SERVICE AGREEMENT...WESTERN PA SERVICE CO. / CYS**

At the request of Sarah Ross, Director of Children & Youth Services, a motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously to approve a contract for FY 16-17 with Western PA Service Co., Shelocta, PA snow plowing at the rate of \$118.00 per occurrence and shoveling/salting the sidewalk when plowing is not needed in the amount of \$31.00 per occurrence.

### **RIGHT-OF-ENTRY AGREEMENT – OBSTRUCTION REMOVAL PROJECT / AIRPORT**

At the request of Tom, Robertson, Indiana County Airport Authority, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve Right-of-Entry Agreement that will be utilized in the final phase of the Obstruction Removal Project at the Airport. The agreement will be executed between property owners and the County where trees that have been identified as obstructions will be trimmed or removed by the County contractor. The Multi-Modal Transportation Grant will provide the funds for this work with no local share. The Agreement has been prepared by the PA Bureau of Aviation and reviewed by the County Solicitor.

### **APPROVAL TO USE PRIVATE FUNDS AND ADVERTISE FOR BIDS – REPAIRS TO TAXIWAY / AIRPORT**

At the request of Tom Robertson, Airport Manager, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve use the funds, that total \$58,512.30, to repair the taxiway and to have the Airport Authority advertise for bids on the work. The new taxiway at the Airport was completed in 2013 under a \$1.2 million change order with Aarcon Enterprises, Inc. The asphalt pavement used on the taxiway was defective and is breaking apart. The failure of the pavement has created the potential for damage to aircraft that try to use the taxiway. The prime contractor (Aarcon Enterprises, Inc.) has agreed to contribute \$25,506.15, its subcontractor (Derry Construction Co.) has agreed to contribute \$25,506.15, and the project engineer (GAI Consultants, Inc.) has agreed to contribute \$7,500.00 to repair the taxiway.

### **MEMORANDUM OF UNDERSTANDING – R/W 11 END PLAN OF ACTION / AIRPORT**

At the request of Tom Robertson, Airport Manager, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a Memorandum of Understanding

between the PA Bureau of Aviation, the County, the Airport Authority, and the Indiana Country Club for the following plan of action at the Country Club:

Objective 1: Conduct a “demonstration cut” of an oak tree and a pine tree at the Indiana Country Club golf course. The intention is to provide a visual representation on how the additional tree mitigations will be performed aesthetically. Also, a walk-through of the impacted area at the Country Club will occur, clearly identifying which planned tree cuts will survive once each tree canopy is trimmed.

Objective 2: Finalize agreement among the four stakeholders mentioned above on exactly which group of trees will be cut and the approximate remaining height of each group of trees after cut.

### **INDIANA COUNTY EMA PAVING & FENCING PROJECTS / PLANNING**

Mr. Nick Rado, Office of Planning & Development, explained that bids were solicited on behalf of the Indiana County Emergency Management Agency for Paving and Fencing Projects. A motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to award a contract to Sharp Paving of Shelocta, PA in the amount of \$23,645.00 to complete the Paving Project. Three other bids were received ranging from \$31,690.82 to \$32,750.00. A motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously to award a contract to Penn Fencing of Home, PA in the amount of \$49,560.00 to complete the Fencing Project. This reflects a sole bid received for this project. Both projects were publically bid and involve bonding and prevailing wages as required. Both contracts total an expenditure of \$73,205.00 which is included in the EMA budget.

### **RESOLUTION AUTHORIZING SUBMISSION – PHARE FUNDS / PA HOUSING FINANCE AGENCY / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a resolution authorizing the submission of an application to the Pennsylvania Housing Finance Agency (PHFA) for Pennsylvania Housing Affordability and Rehabilitation Enhancement Funds (PHARE). The application will request \$200,000.00 of PHARE funds to undertake the +55 Home Efficiency Pilot Program (+55HEPP).

The program will target residents over the age of 55 with furnace replacements including the assessment of the home’s building envelope. Additional improvements may be provided to aid the efficiency of the new furnace. The program will be conducted on a countywide basis and will not be a first come first serve program. The applications will be prioritized according to need by the Housing Committee.

### **CONTRACT AMENDMENT – 2014 EMERGENCY SOLUTIONS GRANT / PLANNING**

At the request of LuAnn Zak, Office of Planning and Development, and on behalf of Indiana County Community Action Program (ICCAP), a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a contract amendment for the 2014 Emergency Solutions Grant (ESG). The requested contract amendment reduces the 2014 ESG contract amount by \$29,264.00 from \$375,264.00 to a revised total of \$346,000.00. The contract adjustment is needed to expend all contract funds by the August 20, 2016 deadline.

The reduction was necessary due to a shortened timeframe the 2014 ESG grantees were provided to obtain the expenditure reimbursements at the start of the contract. Indiana County was contracted on November 25, 2014 by the Commonwealth. The Office of Planning & Development had completed all required paperwork necessary to begin expending funds and receiving reimbursements by December 3, 2014. However, the Commonwealth did not release the 2014 ESG funds for reimbursements to the ESG grantees until May of 2015.

Indiana County was unable to front the expenditures necessary to operate the Rapid Re-Housing Component of the contract until expenditure reimbursements could be made in a timely manner. ICCAP did front the expenditures of the Shelter Component of the contract for four months to keep the Pathway Homeless Shelter open and operational.

### **INDIANA COUNTY WALKWORKS PROGRAM - WALKABILITY ASSESSMENTS / PLANNING**

At the request of Jeff Raykes, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously to officially accept and recognize the Walkability Assessments performed on Indiana County WalkWorks Program walking routes in the municipalities of Glen Campbell Borough, Ernest Borough, and White Township. Jeff Grim, professional transportation planner at IUP's Institute for Rural Health and Safety, performed the walkability assessments of the routes to ensure suitability for the WalkWorks Program and to provide suggestions for potential improvements that could be made to the walkable environment along the routes. This project was financed in part by a grant from the Community Conservation Partnerships Program, Keystone Recreation Park and Conservation Fund, under the administration of the Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation. The Indiana County Commissioners applied for and received this grant in December, 2015. The assessments being presented today are the result of the grant, and this is a final administrative step in closing out the grant.

### **CONTRACT WITH INDIANA COUNTY HUMAN SERVICES AND VOLUNTEER CENTER / HUMAN SERVICES**

At the request of Robin Maryai, Chief Clerk, on behalf of the Indiana County Department of Human Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a contract between the County of Indiana and Penn State Cooperative Extension/4H program adding them to the Volunteer Opportunities Listing.

### **TRI-COUNTY LOCAL WORKFORCE INVESTMENT AREA CHIEF LOCAL ELECTED OFFICIALS AGREEMENT**

A motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve the Tri-County Local Workforce Investment Area Chief Local Elected Officials Agreement between Armstrong, Butler and Indiana Counties. The purpose of the agreement is to accomplish by joint and cooperative action the objectives of, the Workforce Investment Act of 1997, the Workforce Innovation and Opportunity Act, and the Commonwealth workforce initiatives, which will promote maximum employment opportunities for job seekers and employers by providing programs of job training and employment opportunities in this three-county area. This agreement was originally made on the 21<sup>st</sup> day of December, 1999 and shall continue for an indefinite period and renewed at four (4) year intervals beginning July 1, 2008.

**PARTNERSHIP AGREEMENT BETWEEN THE COUNTIES OF ARMSTRONG, BUTLER, AND INDIANA AND THE TRI-COUNTY WORKFORCE INVESTMENT BOARD, INC.**

A motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Partnership agreement between the counties of Armstrong, Butler and Indiana and the Tri-County Workforce Investment Board, Inc. The purpose of the agreement is that the Tri-County Executive Board (TCEB) and the Tri-County Workforce Investment Board, Inc. (TCWIB) have come together to designate TCWIB, Inc. as the Workforce Investment Act and Workforce Innovation and Opportunity Act, grant sub-recipient/fiscal agent and jointly appoint the TCWIB, Inc. as the administrative entity for all of the Workforce Investment Act, Workforce Innovation and Opportunity Act, and Pennsylvania workforce initiatives operated within the Tri-County Local Workforce Investment Area, and to further outline the roles and responsibilities of the TCWIB, Inc. and the TCEB. This agreement was originally made on the 21<sup>st</sup> day of December, 1999 and shall continue for an indefinite period and renewed at four (4) year intervals beginning July 1, 2008.

**BOARD APPOINTMENT...TRICOUNTY WORKFORCE DEVELOPMENT BOARD**

A motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve the appointment of Denise McQuown-Hatter as business representative on the Tri-County Workforce Development Board; term to expire September 30, 2017.

**CONSULTING AGREEMENT...LISA BOWSER**

At the request of Robin Maryai, Chief Clerk, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Consulting Agreement with Lisa Bowser at the rate of \$50.00 per hour, not to exceed 50 hours annually. Ms. Bowser shall assist with the personnel transition of a Financial Supervisor by providing guidance and expertise on an as needed basis as directed by the Board of Commissioners.

**OTHER BUSINESS**

There was no other business.

**NEXT REGULAR MEETING...JULY 27, 2016 AT 10:30 A.M.**

The next regular scheduled Commissioners' Public Meeting will be held on Wednesday, July 27, 2016 at 10:30 a.m.

**ADJOURNMENT**

With no other business to come before the Board at this time, Commissioner Baker adjourned the meeting at 12:24 p.m.

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Sherene Hess, Secretary

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Michael A. Baker, Chairman