

**COMMISSIONERS' MEETING MINUTES**  
**OCTOBER 12, 2016**

Commissioner Chairman Michael A. Baker called the regular meeting of the Indiana County Commissioners to order at 10:33a.m. in the Commissioners Hearing Room.

**ROLL CALL**

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

Commissioner Rodney D. Ruddock, present

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

**PLEDGE OF ALLEGIANCE**

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

**APPROVE MINUTES...SEPTEMBER 28, 2016**

A motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve the minutes of September 28, 2016 as submitted.

**PUBLIC COMMENT**

Sam Serian, Trina Flamm and Tom Short made comments regarding the tax reassessment and the economy.

**EXECUTIVE SESSIONS**

There were no Executive Sessions.

**PROCLAMATION...DOMESTIC VIOLENCE AWARENESS MONTH**

After a proclamation in recognition of the work done by agencies and organizations that provide services to victims of domestic violence and to honor survivors was read by Ms. Hess, a motion was made, seconded by Mr. Ruddock and unanimously carried to proclaim the month of October as Domestic Violence Awareness Month. The Commissioners urged all citizens to work towards the elimination of domestic violence in our community and the empowerment of survivors.

**PROCLAMATION...NATIONAL BUSINESS WOMEN'S WEEK**

After a proclamation recognizing of the critical role women have played in the development and success of Indiana County's business community was read by Mr. Ruddock, a motion was made, seconded by Ms. Hess and unanimously carried to proclaim the week of October 17 – 21, 2016 as National Business Women's Week. The Commissioner encouraged all citizens to recognize the many ways in which women have contributed to the success of our businesses and the advancement of their professions.

**PROCLAMATION - NATIONAL COMMUNITY PLANNING MONTH**

After a proclamation was read by Mr. Ruddock, a motion was made, seconded by Ms. Hess and unanimously carried to proclaim October as Community Planning Month in Indiana County. October has been designated as National Community Planning Month by the American Planning Association (APA) as a way to highlight the role of planners and planning in each community. This year's theme "Civic Engagement," acknowledges that thoughtful local planning cannot

happen without meaningful community engagement. The month-long celebration is an opportunity to recognize how planning shapes Indiana County and the work of planners and the planning profession in creating communities of lasting value.

#### **BUDGET REVISION #1 – 2011 CDBG INDIANA COUNTY “OBO” INDIANA BOROUGH / 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 Budget Revision #1 for Indiana Borough’s 2011 CDBG Entitlement allocation. The motion also includes approval for Commissioner Baker to sign all required paperwork. The 2011 CDBG contract is expiring on January 31, 2017 and final budget adjustments must be completed and approved by the Pennsylvania Department of Community and Economic Development prior to the deadline. The budget revision is within the Program Administration Budget Line that has a \$34,864.00 allocation. This total line item for Program Administration does not change but the various administrative activity amounts within the budget line require adjustment. The budget revision decreases the administrative planning line by \$15,000.00 and increases the general administrative line by the same amount. The planning line is adjusted from \$15,000.00 to \$0.00 and the general administration line from \$16,364.00 to \$31,364.00. The pre-agreement and audit costs remain unchanged.

#### **CONTRACT AGREEMENT – 2016 EMERGENCY SOLUTIONS GRANT / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve entering into a \$225,366.00 contract agreement with the Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) for the Emergency Solutions Grant Program. Indiana County’s service provider for this contract is the Indiana County Community Action Program. This is an 18-month contract that will provide \$84,449.00 in financial assistance for operations at the Pathway Homeless Shelter in Black Lick; \$127,466.00 for Rapid Re-Housing assistance and services; \$5,000 for data collection and entry; and \$8,451.00 for administration expenses. The original application request was for \$275,000.00, however, due to the statewide requests for assistance, DCED reduced the amount by \$49,634.00. Of the \$49,634.00 reduction, \$45,114.00 was eliminated from the operations budget of the Pathway Homeless Shelter.

#### **RESOLUTIONS – 2016 CDBG COOPERATION AGREEMENTS / 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 resolutions for each of the County’s designated Community Development Block Grant (CDBG) Entitlement communities. These communities are Indiana Borough and the Townships of Burrell and Center. The resolutions approve that the County enters into a Cooperation Agreement with each of the municipalities to submit the 2016 CDBG applications on their behalf and to administer the programs in accordance with all federal, state and local regulations.

#### **REQUIRED CDBG COMPLIANCE REGULATIONS / 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 the following plan statements and goals for the 2016 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%.
- Minority and Women Owned Business Enterprise Plan
- Citizen Participation Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Language Access Plan
- Grievance Procedure Americans with Disabilities Act
- Grievance Procedure Section 504 of the Rehabilitation Act of 1973

**RESOLUTION - INDIANA COUNTY ADA COORDINATOR / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to designate Lisa Spencer, Executive Director of the Indiana County Department of Human Services, as the County’s Americans with Disabilities Act Coordinator. Ms. Spencer’s duties will include receiving all grievances from disabled people that believe they were discriminated against for services, programs or activities provided by Indiana County. A public notice will be advertised identifying the County’s ADA Coordinator and the process of filing a grievance.

**RESOLUTION – INDIANA COUNTY SECTION 504 COORDINATOR / 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 designate Robin Maryai, Chief Clerk, as Indiana County’s Section 504 Coordinator. Mrs. Maryai will oversee the grievance procedure that has been developed in accordance with other applicable laws including the Architectural Barriers Act of 1968 that requires buildings that are constructed or assisted with federal funds be accessible to and usable by handicapped persons; and Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) that prohibits discrimination in housing-related transactions on the previously described basis as well as familial status and disability.

**NOTIFICATION OF CDBG COMPLIANCE DUTIES / PLANNING**

A motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to publicly identify the following personnel be responsible for specific CDBG/HOME compliance for environmental reviews and labor standards.

LuAnn Zak, Assistant Director, is the designated environmental review officer and is responsible for compliance with the National Environmental Policy Act of 1969 (NEPA). The environmental review officer is responsible for environmental review, decision-making and action under NEPA and HUD regulations at 24 CFR PART 58 and the statutes and authorities contained in 24 CFR Part 58.5 for the administration of the programs.

David A. Morrow, Chief, Community Development & Housing Section, is the designated labor standards officer. Mr. Morrow is responsible for compliance with labor standards as set forth in Section 110 of the Housing and Community Development Act of 1974, as amended, and HUD's implementing regulations. These standards include the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, the Copeland Anti-Kickback Act, and the U.S. Department of Labor regulations at 29 CFR Parts 1,3,5,6 and 7.

#### **CHANGE ORDER...CENTURY LINK 9-1-1 TELEPHONE SYSTEM / EMA**

At the request of Tom Stutzman, Emergency Management Agency, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a \$0 job change order for the CenturyLink 9-1-1 Telephone System. CenturyLink has offered the change to satisfy requirements of the original contract for fail over survival of our 9-1-1 telephone switching equipment. This change will permit for internal control of network failures within the East Servers Network.

#### **2016 EMERGENCY MANAGEMENT PERFORMANCE GRANT / EMA**

At the request of Tom Stutzman, Emergency Management Agency, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve an agreement and accept the funds for the 2016 Emergency Management Performance Grant in the amount of \$84,329.00. This grant is provided by the Department of Homeland Security to PEMA and Indiana County as a sub-grantee receives these funds to offset a share of the EMA Director and EMA Deputy Directors salary and benefits paid directly by the county.

#### **GRANT APPLICATION...CENTRAL BOOKING EQUIPMENT / DISTRICT ATTORNEY**

At the request of Diana Rostis, District Attorney's Office, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a grant application to the Pennsylvania Chiefs of Police Association to purchase central booking equipment that would be located at the Indiana County Jail. It would be staffed by jail personnel and will be available 24 hours 7 days a week for all municipal police departments, Indiana University of Pennsylvania Police Department as well as Indiana County Sheriff's Office for charges which require lodging the defendant at the jail. The cost of the center will be absorbed into salary/benefit costs of the Indiana County Jail and a \$50.00 booking fee will be charged for all defendants with misdemeanors and above.

#### **TIME EXTENSION...T-460 AULTMAN BRIDGE #3**

At the request of Robin Maryai, Chief Clerk, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a time extension for T-460 Aultman Bridge #3. Currently the District does not have the construction funding for this project, therefore, a time extension is necessary to finalize the plans for a 2017 Let date. The time of completion for Part II of the agreement would be changed from December 30, 2016 to December 29, 2017.

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

At the request of Holly Moyer-George, Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Private Provider Contract with Outside In School of Experiential Education, Inc., Greensburg, PA for FY 15-16 to provide placement services to Children & Youth Services and Juvenile Probation on an as needed basis.

### **PRIVATE PROVIDER CONTRACTS FY 16-17 / CYS**

At the request of Holly Moyer-George, Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Private Provider Contract with Miss Connie's Kid Care LLC, Clymer, PA for FY 16-17 to provide non-placement services to Children & Youth Services and Juvenile Probation on an as needed basis.

At the request of Holly Moyer-George, 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 Association, Kittanning, PA for FY 16-17 to provide non-placement services to Children & Youth Services and Juvenile Probation on an as needed basis.

At the request of Holly Moyer-George, Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Private Provider Contract with The Bair Foundation of Pennsylvania, New Wilmington, PA for FY 16-17 to provide placement services to Children & Youth Services and Juvenile Probation on an as needed basis.

At the request of Holly Moyer-George, Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Private Provider Contract with Bethany Christian Services of Western PA, Wexford, PA for FY 16-17 to provide placement services to Children & Youth Services and Juvenile Probation on an as needed basis.

At the request of Holly Moyer-George, Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Private Provider Contract with Childhelp, Inc., Lignum, VA for FY 16-17 to provide placement services to Children & Youth Services and Juvenile Probation on an as needed basis. This contract is contingent that they follow Pennsylvania Law for services.

At the request of Holly Moyer-George, Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Private Provider Contract with Children's Aide Home Programs of Somerset, Somerset, PA for FY 16-17 to provide placement services to Children & Youth Services and Juvenile Probation on an as needed basis.

At the request of Holly Moyer-George, Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Private Provider Contract with The Christian Home of Johnstown, Johnstown, PA for FY 16-17 to provide placement services to Children & Youth Services and Juvenile Probation on an as needed basis.

At the request of Holly Moyer-George, Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Private Provider Contract with Cornell Abraxas Group, Pittsburgh, PA for FY 16-17 to provide placement services to Children & Youth Services and Juvenile Probation on an as needed basis.

At the request of Holly Moyer-George, Children & Youth Services, a motion was made by Ms. Hess, seconded by Mr. Ruddock and unanimously carried to approve a Private Provider Contract with George Junior Republic in Pennsylvania, Grove City, PA for FY 16-17 to provide placement services to Children & Youth Services and Juvenile Probation on an as needed basis.

At the request of Holly Moyer-George, Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Private Provider Contract with LifeSpan Family Services of PA, Punxsutawney, PA for FY 16-17 to provide placement services to Children & Youth Services and Juvenile Probation on an as needed basis.

At the request of Holly Moyer-George, Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve a Private Provider Contract with Professional Family Care Services, Johnstown, PA for FY 16-17 to provide placement services to Children & Youth Services and Juvenile Probation on an as needed basis.

**OTHER BUSINESS**

Commissioner Ruddock said he would be traveling to Harrisburg on October 18<sup>th</sup> regarding Tax Fairness and Tax Reassessment in Pennsylvania. Mr. Ruddock said he also recently chaired a meeting regarding Veterans benefits, support and re-credentialing. Mr. Baker said he would be chairing a meeting in Harrisburg on October 17<sup>th</sup> for Cyber Security Meeting with CCAP.

**NEXT REGULAR MEETING...OCTOBER 26, 2016 AT 10:30 A.M.**

The next regular scheduled Commissioners' Public Meeting will be held on Wednesday, October 26, 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 10:55 a.m.

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Sherene Hess, Secretary

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Michael A. Baker, Chairman