

**COMMISSIONERS' MEETING MINUTES**  
**OCTOBER 11, 2017**

Commissioner Chairman Michael A. Baker called the regular meeting of the Indiana County Commissioners to order at 10:35 a.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 13, 2017**

A motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve the minutes of September 13, 2017 as submitted.

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSIONS**

There were no Executive Sessions.

**LAST DAY TO APPLY FOR A CIVILIAN ABSENTEE BALLOT FOR THE NOVEMBER 7, 2017 MUNICIPAL ELECTION**

Robin Maryai, Chief Clerk, announced the last day to apply for a civilian absentee ballot is Tuesday, October 31, 2017 in the Voter Registration Office.

**PROCLAMATION...LOCAL CHAMBER OF COMMERCE MONTH**

After a proclamation was read by Mr. Ruddock, a motion was made, seconded by Ms. Hess and carried unanimously to proclaim October 2017 as Chamber of Commerce Month in recognition of its 105 years as the leading business organization in Indiana County. Jim Struzzi, Director of the Chamber of Commerce, was present to accept the proclamation and thanked the board for their continued support.

**AGREEMENT...CHILD ACCOUNTING & PROFILE (CAPS) APPLICATION SERVICE PROVIDER AGREEMENT FOR 17-18 / 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 the Child Accounting & Profile (CAPS) Application Service Provider Agreement for FY 17-18 at a prorated 9-month annual fee of \$23,779.80 paid through the Information & Technology Grant. This agreement provides CYS with 24-hour system access for up to 50 authorized users. It also provides secure

Client Data, backup and/or recovery of client data on a daily and weekly basis, and telephone support.

**HIPPA BUSINESS ASSOCIATE AGREEMENT ADDENDUM / CYS**

At the request of Sarah Ross, Director of Children & Youth Services, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a HIPPA Business Associate Agreement Addendum. The HIPPA Privacy and Security Rules required Indiana County Children & Youth Services to enter into this agreement with Avanco International, Inc. to obtain satisfactory assurances that Avanco International, Inc. will appropriately safeguard all protected health information that Avanco receives from, creates or receives on behalf of Indiana County Children & Youth. The purpose of this HIPPA Business Associated Agreement is to satisfy such standards and requirements of HIPPA and the PIPPA Regulations.

**PRIVATE PROVIDER AGREEMENT FY 17-18 / CYS**

At the request of Sarah Ross, Director of Children & Youth Services, a motion was made by Ms. Hess, seconded by Mr. Ruddock, and unanimously carried to approve a Private Provider Contract with Grow “n Learn Child Care LLC, Ford City, PA for FY 2017-2018 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 Lola’s Early Care and Education Center, Homer City, PA for FY 2017-2018 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 Yaroach Counseling, Greensburg, PA for FY 2017-2018 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

**PROJECT LIFESAVER / DISTRICT ATTORNEY**

At the request of Patrick Dougherty, District Attorney, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve Project Lifesaver. This program is offered by law enforcement and other emergency responders using radio technology and specially trained search and rescue teams to find citizens who are enrolled in the program when they become lost. Individuals enrolled in the program wear a small transmitter which emits a unique tracing signal. If the individual goes missing, search teams use their signal receiving equipment to track and locate the missing person. Any costs associated with the program will be paid from drug forfeiture money.

**AGREEMENT...MOTOROLA SOLUTIONS / EMA**

At the request of Thomas Stutzman, Emergency Management Agency, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve an agreement with Motorola Solutions, Inc. for Genesis – GenWatch hardware and software. This will provide all

ICORRS partners with the capability of tracking and logging historical data on end user radios and to capture and control end user radio programming and their use of talk-groups. The cost for the GenWatch installation package is \$39,315.50 with an annual recurring cost of \$9,586.83 for 10 years.

**LEASE AGREEMENT...INDIANA COUNTY PUBLIC SAFETY ACADEMY / EMA**

At the request of Thomas Stutzman, Emergency Management Agency, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a lease agreement between Indiana County and the Indiana County Public Safety Academy to provide Indiana County space for the alternate Emergency Operations Center and 9-1-1 Center at the rate of \$1,000 per month with a 2% annual increase. This is a 10-year agreement with the ability to extend the agreement for four additional five-year terms.

**RESOLUTION...ICORRS / EMA**

At the request of Thomas Stutzman, Emergency Management Agency, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a resolution that will bring Butler County on as an ICORRS partner county. Butler will be the seventh partner to the ICORRS Counsel. Other members include Armstrong, Lawrence, Fayette, Somerset and Westmoreland Counties. Discussion continues with other Pennsylvania counties that could be potential partners in all these regional efforts. The ability to share a common system controller allows for seamless interoperability for all users and still maintain the individuality of each county government.

**CROWN CASTLE LICENSE AGREEMENT – KINTER HILL / EMA**

At the request of Thomas Stutzman, Emergency Management Agency, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a license agreement between Crown Castle USA and Indiana County for the Kinter Hill tower site. The Commonwealth of Pennsylvania has contracted with Crown Castle USA to manage their tower facilities within Pennsylvania. This agreement formally transitions our notification and coordination of tower facility improvements from the state Radio Office to Crown Castle USA. No charges are noted within this agreement.

**CROWN CASTLE LICENSE AGREEMENT – CLYMER FIRE TOWER / EMA**

At the request of Thomas Stutzman, Emergency Management Agency, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a license agreement between Crown Castle USA and Indiana County for the Clymer Fire tower site. The Commonwealth of Pennsylvania has contracted with Crown Castle USA to manage their tower facilities within Pennsylvania. This agreement formally transitions our notification and coordination of tower facility improvements from the state Radio Office to Crown Castle USA. No charges are noted within this agreement.

**RESOLUTION/COOPERATION AGREEMENT WITH ICCAP – 2017 EMERGENCY SOLUTIONS GRANT PROGRAM / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development and on behalf of the Indiana County Community Action Program (ICCAP), a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a resolution to enter into a Cooperation

Agreement with ICCAP for the 2017 ESG Program. The Cooperation Agreement defines responsibilities to carry out the Emergency Solution Grant Program (ESG). ICCAP will be the County's service provider for the ESG program providing necessary homeless services for the residents of Indiana County. ICCAP will continue to operate and manage the emergency shelter program at the Pathway Shelter in the community of Black Lick in Burrell Township. ICCAP with the ESG funds will also provide rapid re-housing services to assist the homeless or near homeless residents of Indiana County.

#### **RESOLUTION – AUTHORIZATION TO FILE 2017 EMERGENCY SOLUTIONS GRANT APPLICATION / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development and on behalf of the Indiana County Community Action Program (ICCAP) a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a Resolution authorizing the filing of the 2017 Emergency Solutions Grant (ESG) program with the Pennsylvania Department of Community and Economic Development. The motion also includes approval for Mr. Baker to sign all required application forms. The application is requesting \$266,508.00 in 2017 ESG funding to be matched with other state and local funds provided by ICCAP. The project scope of the application includes operational funds for the Pathway Homeless Shelter, essential service components, rapid rehousing and administrative activities. The financial request is for eighteen months of funding assistance. A public meeting to accept comments was conducted on September 29, 2017 for the proposed project. No citizen comments were received. The application is due October 24, 2017.

#### **BUDGET REVISION #1 – 2016 EMERGENCY SOLUTIONS GRANT / PLANNING**

At the request of LuAnn Zak, Office of Planning and Development, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve Budget Revision #1 for the County's 2016 Emergency Solutions Grant (ESG) Contract. The total contract amount will remain as originally funded for \$225,366.00. The requested revision is within the Rapid Re-Housing Component that has a total funded amount of \$127,466.00 for three separate services. The requested changes are to decrease the rapid re-housing services by \$15,560.00 from \$39,466.00 to \$23,906.00.

The two other services will be increased by the same amount as follows:

- Increase the Financial Assistance for rapid re-housing by \$560.00 from \$13,000.00 to \$13,560.00.
- Increase the Rental Assistance for rapid re-housing by \$15,000.00 from \$75,000.00 to \$90,000.00.

The requested changes will provide for additional households to receive assistance.

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

At the request of Christina Coleman, 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 motion also includes approval for Mr. Baker to sign all necessary application documents. The application will request \$200,000.00 of PHARE funds to undertake the 55+ Roof and Heating System Replacement Program. The program will target income eligible Indiana County homeowners over the age of 55 with roof and furnace replacements. 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.

#### **LIQUID FUELS – COUNTY AID – PLUMVILLE BOROUGH / PLANNING**

At the request of Byron Stauffer, Office of Planning & Development, a motion as made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to authorize a revision to the previously approved Liquid Fuels Application for County Aid funding encumbrance to Plumville Borough of \$15,000.00 by adding an additional \$26,978.00 for a total allocation of \$41,978.00 to partially offset eligible project costs for scratch & leveling course, wearing course and curbing along Indiana Street. The total estimated project costs are \$48,000.00. The proposed County Aid allocation represents approximately 87% of the total project costs. The remaining project funding sources are from Plumville Borough.

#### **BOARD APPOINTMENT...HOUSING AUTHORITY OF INDIANA COUNTY**

A motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve the board appointment of Donald Lorelli, Blairsville, PA to the Housing Authority of Indiana County; term to expire January, 2022.

#### **BOARD APPOINTMENTS...TRI-COUNTY WORKFORCE INVESTMENT BOARD**

A motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve the board appointments of Denise McQuown-Hatter, Ronald Bowersox and Dr. Timothy Mack to the Tri-County Workforce Investment Board; terms to expire September 30, 2017.

#### **OTHER BUSINESS**

Commissioner Ruddock commented that the old Barretstown Bridge in Blairsville was recently renamed the Blairsville Area Memorial Veterans Bridge at a ceremony held on October 7<sup>th</sup>.

Commissioner Ruddock also commended Commissioner Baker, Coroner Jerry Overman and Sheriff Deputy Eric Lychalk for their quick actions in helping save a worker who was injured while repairing the stone in the front of the courthouse.

#### **NEXT REGULAR MEETING...OCTOBER 25, 2017 AT 10:30 A.M.**

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, October 25, 2017 at 10:30 a.m. in the Commissioners' Hearing Room.

#### **ADJOURNMENT**

With no other business to come before the Board at this time, Commissioner Baker adjourned the meeting at 11:06 a.m.

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Sherene Hess, Secretary

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Michael A. Baker, Chairman