

COMMISSIONERS' MEETING MINUTES
SEPTEMBER 26, 2018

Commissioner Chairman Michael A. Baker called the regular meeting of the Indiana County Commissioners to order at 10:31 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 Matthew T. Budash, Chief Clerk Robin Maryai and others. Members of the news media present were Josh Widdowson, Greg Rienbold and Chauncey Ross.

PLEDGE OF ALLEGIANCE

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

APPROVE MINUTES...SEPTEMBER 12, 2018

A motion was made by Mr. Ruddock, seconded by Ms. Hess and unanimously carried to approve the minutes of September 12, 2018 as submitted.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There were no Executive Sessions.

AGREEMENT AMENDMENT...T-MOBILE NORTHEAST, LLC / EMA

At the request of John Pividori, Emergency Management Agency, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve an agreement amendment with T-Mobile Northeast, LLC for the deployment of radio equipment at the Haven Drive tower site. At the request of the County EMA, T-Mobile was asked to move their installation lower on the tower structure. The annual rent payment at the start of the contract is \$11,340.00 per month. The contract allows for a two percent (2%) annual increase and four (4) automatic five (5) year renewals at the currently negotiated pricing and deployment. T-Mobile will also pay the one-time fee of \$1,500.00 for coverage of the county's costs for consulting engineers. This is a reduction in amount from the contract approved on July 11, 2018.

RESOLUTION TO FILE APPLICATION – HOME 2018 / 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 Department of Economic and Community Development for U.S. Department of Housing and Urban Development HOME Program funds. The application request will be for \$300,000.00 for housing accessibility modifications for permanently disabled homeowners throughout the County. All citizen participation requirements have been completed as required by the HOME regulations.

This request includes the approval of the Statement of Assurances and authorization for Commissioner Baker to sign all necessary application forms. Applications are due October 5, 2018.

RESOLUTIONS – 2018 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 2018 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 2018 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

All of the Plans are on file at the Office of Planning & Development and are available for public review.

RESOLUTION - INDIANA COUNTY ADA COORDINATOR / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously 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

LuAnn Zak, Office of Planning & Development, explained the Pennsylvania Department of Community and Economic Development requires the County to publicly identify personnel responsible for specific CDBG/HOME compliance for environmental reviews and labor standards.

A motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to designate LuAnn Zak as 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. And also, to designate David A. Morrow as 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.

REJECT BIDS: AULTMAN 4TH STREET STORM SEWER AND STREET IMPROVEMENTS PROJECT / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, and on behalf of Young & Associates Consulting Engineers and the Center Township Supervisors, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to reject all bids received on September 5, 2018, for the Aultman 4th Street Storm Sewer and Street Improvements Project. This action is being requested because the bids exceed the current project budget. Project will be rebid around March 2019 after Center Townships 2018 CDBG contract is executed with DCED. Two bids were received on the project ranging from low bid of \$232,370.22 to high bid of \$343,343.00.

ORDINANCE – KOEZ EXTENSION – WHITE TOWNSHIP PARCELS / PLANNING

At the request of Byron Stauffer, Office of Planning and Development, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve an Ordinance, properly advertised, authorizing exemptions, deductions, abatements, and credits for real property, earned income tax, net profits, mercantile and business privilege taxes within a specific geographic area

in White Township, Indiana County, within the Windy Ridge Business & Technology Park, to extend designation as a Keystone Opportunity Expansion Zone (“KOEZ”), in order to foster economic opportunities, stimulate industrial, commercial, and residential improvements and prevent physical and infrastructure deterioration within areas of White Township, for the following parcels:

Parcel Numbers:	Acreage:
42-018-102	187.31

If approved by DCED, the KOEZ extension shall begin on January 1, 2020 and terminate on December 31, 2029 (a ten-year period).

ORDINANCE – KOEZ EXTENSION – BURRELL TOWNSHIP PARCELS / PLANNING

At the request of Byron Stauffer, Office of Planning and Development, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve an Ordinance, properly advertised, authorizing exemptions, deductions, abatements, and credits for real property, earned income tax, net profits, mercantile and business privilege taxes within a specific geographic area in Burrell Township, Indiana County, within the Corporate Campus Business Park, to extend designation as a Keystone Opportunity Expansion Zone (“KOEZ”), in order to foster economic opportunities, stimulate industrial, commercial, and residential improvements and prevent physical and infrastructure deterioration within areas of Burrell Township, for the following parcels:

Parcel Numbers:	Acreage:
10-007-129	21.296
10-047-207	3.284
10-047-308	3.648
<u> Total</u>	<u>28.228</u>

If approved by DCED, the KOEZ extension shall begin on January 1, 2019 and terminate on December 31, 2028 (a ten-year period).

RESOLUTION – KOEZ – AUTHORIZATION TO FILE DCED APPLICATION / PLANNING

At the request of Byron Stauffer, Office of Planning and Development, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a Resolution authorizing the filing of an application on behalf of the County of Indiana to the Pennsylvania Department of Community & Economic Development (DCED) to extend Keystone Opportunity Expansion Zone (KOEZ) properties within a defined geographical areas within the Corporate Campus Business Park, located in Burrell Township and the Windy Ridge Business & Technology Park, White Township.

AGREEMENT – 2018-2020 UNIFIED PLANNING WORK PROGRAM / PLANNING

At the request of Byron Stauffer, Office of Planning & Development, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to enter into a contract with the Southwestern Pennsylvania Corporation for the 2018-2020 Unified Planning Work Program. The total amount of the contract is \$28,850.00 which is to be used for administration and support

of transportation planning within Indiana County. The contract requires that \$7,212.00 or 20% of equivalent staff time be provided as match towards the contract. The contract period is retroactive to July 1, 2018, and runs through June 30, 2020.

2018 BUDGET AMENDMENT

Lisa Gregersen, Financial Supervisor, recommended three (3) amendments to the 2018 General Fund Budget.

A motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to move \$310,000.00 for the Command Post from reserves to General Fund.

A motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to move \$400,000.00 for the Emergency Management Agency building Addition from reserves to General Fund.

A motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to move \$400,000.00 for the Cooling Tower at the Jail from reserves to General Fund.

BOARD APPOINTMENT...PARKS AND TRAILS COMMISSION

At the request of Robin Maryai, Chief Clerk, a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve the reappointment of Delbert Highlands to the Parks and Trails Commission; term to expire August, 2023.

RESOLUTION...INDIANA COUNTY MUNICIPAL SERVICES CHARTER EXTENSION

At the request of Michael Duffalo, Indiana County Municipal Services Authority (ICMSA), a motion was made by Mr. Ruddock, seconded by Ms. Hess and carried unanimously to approve a resolution to extend the life of the ICMSA for 50 years. The extension is necessary to allow ICMSA to enter into the most favorable funding terms for its various projects in the County. There are some funding offers that extend for 30- or 40-year terms and ICMSA only has 28 years left on its current charger.

OTHER BUSINESS

There was no other business.

NEXT REGULAR MEETING...OCTOBER 10, 2018 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, October 10, 2018 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 11:03 a.m.

Sherene Hess, Secretary

Michael A. Baker, Chairman