

**COMMISSIONERS' MEETING MINUTES**  
**APRIL 17, 2024**

Commissioner R. Michael Keith called the regular meeting of the Indiana County Commissioners to order at 10:32 a.m. in Courtroom #1

**ROLL CALL**

Chairman R. Michael Keith, present  
Commissioner Robin A. Gorman, present  
Commissioner Sherene Hess, present

Also, in attendance were Solicitor Matthew T. Budash and Chief Clerk Robin Maryai.

**PLEDGE OF ALLEGIANCE**

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

**APPROVE MINUTES**

A motion was made by Ms. Hess, seconded by Ms. Gorman, and carried unanimously to approve the minutes of March 27, 2024.

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSIONS**

There were no Executive Sessions.

**PROCLAMATION...MARION CENTER GIRLS BASKETBALL TEAM**

After a proclamation was read, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to congratulate the achievements of the Marion Center Girls Basketball Team as runner up at the PIAA Class 2A basketball championship game.

**PROCLAMATION...INDIANA HIGH SCHOOL SWIMMING AND DIVING TEAMS**

After a proclamation was read, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to congratulate the achievements of the Indiana High School Swimming and Diving Teams taking the Class 2A boys title at the Swimming and Diving Championships.

**PROCLAMATION...CONSERVATION DISTRICT WEEK**

After a proclamation was read, a motion was made by Ms. Hess, seconded by Mr. Gorman and carried unanimously to proclaim April 28 – May 4, 2024 as Conservation District Week to commemorate the great work accomplished by Pennsylvania's 66 Conservation Districts.

**PROCLAMATION...NATIONAL CRIME VICTIMS' RIGHTS WEEK**

After a proclamation was read, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to proclaim the week of April 21 – 27, 2024 as Crime Victims' Rights Week and reaffirmed the County's commitment to providing victim services and a criminal justice response that assists all victims and expressed their sincere gratitude and appreciation for those to improving response to all victims.

**PROCLAMATION...NATIONAL TELECOMMUNICATORS WEEK**

After a proclamation was read, a motion was made by Ms. Keith, seconded by Ms. Gorman and carried unanimously to proclaim the week of April 14 – 20, 2024 as National Telecommunicator’s Week and honored the men and women whose diligence and professionalism keep our county and citizens safe.

**PROCLAMATION...FAIR HOUSING MONTH**

After a proclamation was read, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to proclaim April to be Fair Housing Month so as to bring to the attention of the County’s residents their rights to live where they want to live without prejudice or discrimination by any owners of real estate, developers, builders or financial organizations.

**RESOLUTION – FAIR HOUSING / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development, a motion was made Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve a Fair Housing Resolution for Indiana County and “on behalf of” (“OBO”) the Community Development Block Grant (CDBG) Entitlement communities of Indiana Borough and Center Township. The resolution identifies publicly how Indiana County, including the “OBO” communities, will promote, educate and aid in the enforcement of Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act), the Pennsylvania Human Relations Act, and any local laws or ordinances. The actions identified for implementation to further fair housing will include at a minimum publicizing the name and contact information of the designated Fair Housing Officer for Indiana County, including the “OBO” communities of Indiana Borough and Center Township; conducting a minimum of one fair housing activity annually, and utilizing the fair housing logo on all materials dealing with housing programs

**RESOLUTION - DESIGNATION OF A FAIR HOUSING OFFICER AND COMPLIANT PROCESS / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to adopt a resolution designating Christina Coleman as Fair Housing Officer to comply with Federal Fair Housing Law and the Pennsylvania Human Relations Act and identify a complaint process. The Fair Housing Officer designation includes the County of Indiana and Indiana County “on behalf of” Indiana Borough and Center Township as designated Community Development Block Grant Entitlement Grantees. The Fair Housing Officer is available to assist any resident that believes they have been discriminated against based on the federal, state and local laws and ordinances. The duties include receiving all complaints of housing discrimination and taking the appropriate action to resolve the complaint as required.

**RESOLUTION AUTHORIZING DELEGATION OF SIGNING AUTHORITY 2023 CDBG ENTITLEMENT INDIANA COUNTY AND INDIANA COUNTY “OBO” INDIANA BOROUGH AND CENTER TOWNSHIP / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve a resolution authorizing the delegation of the signing authority for the invoicing of the 2023 CDBG Entitlement Program for Indiana County and Indiana County “on behalf of” Indiana Borough and Center Township. The delegation of the signing authority is for LuAnn Zak to review and sign all invoices for the 2023 CDBG Entitlement contract prior to submission to the Pennsylvania Department of Community and Economic Development (DCED) for approval. The signing authority request is to comply

with the Commonwealth's paperless invoicing process. The resolution includes a commitment from the Board of Commissioners to notify DCED of any changes in personnel and an acknowledgement that the ultimate responsibility of the overall management of the grants remains with the County.

**CONTRACT AGREEMENT – 2023 CDBG INDIANA COUNTY AND INDIANA COUNTY “OBO” INDIANA BOROUGH AND CENTER TOWNSHIP / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to enter into an agreement with the Commonwealth of Pennsylvania for the 2023 Community Development Block Grant Entitlement contract for Indiana County and Indiana County “on behalf of” Indiana Borough and Center Township. The total contract amount is \$590,809.00. The funding allocation for each entitlement entity is as follows:

- Indiana County: \$285,495.00
- Indiana Borough: \$206,411.00
- Center Township: \$ 98,903.00

Approval also allows for Commissioners Keith and Gorman to complete the on-line e-contracting procedures for contract execution and to sign all required paperwork.

**COOPERATION AGREEMENT – CENTRAL ALLEGHENY CHALLENGER LEARNING CENTER – NASA GRANT / PLANNING**

At the request of Nick Schmidt, Office of Planning and Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve entering into a Cooperation Agreement with the Central Allegheny Challenger Learning Center (CACLC), a 501(c)(3) non-profit public charity related to the operation of the Challenger Learning Center at Indiana, Pennsylvania, a Science, Technology, Engineering & Mathematics (STEM) education facility servicing up to 22-counties in central Pennsylvania. The proposed Cooperation Agreement with CACLC is to assist in the administration of a \$1.495 million grant through the National Aeronautic Space Administration “NASA” for the installation of furniture, fixtures, and equipment related to the Challenger Center. The CACLC has entered into a sublease of approximately 11,166 square feet located at 437 Hamill Road, Indiana, PA in White Township, on the campus of the Indiana County Technology Center (ICTC).

**FUNDING AGREEMENT – PENNDOT – ROUTE 22 PEDESTRIAN-BICYCLIST BRIDGE PROJECT / PLANNING**

At the request of Josh Krug, The Office of Planning & Development, in collaboration with Indiana County Parks & Trails, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve a Resolution authorizing an agreement with the Pennsylvanian Department of Transportation to accept a \$2,816,881 award of Federal funds through the Transportation Improvement Program (TIP) and hereby commits existing match funding for the construction and related costs (inspection, etc.) for the proposed Route 22 Pedestrian-Bicyclist Bridge Project located in Burrell Township, which will leverage an additional \$2,496,852.00 of funding through other State, local and private funds. Authorization also allows for Commissioner Keith to be authorized to sign the PennDOT funding agreement

### **PRIVATE PROVIDER AGREEMENTS FY 24-25 / CYS**

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve an agreement with Great Expectations Child Care and Early Learning Center, Blairsville, PA for FY 24-25 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve an agreement with Center for Hearing and Deaf Services, Pittsburgh, PA for FY 24-25 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve an agreement with Bethany Children's Home, Inc. Womelsdorf, PA for FY 24-25 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

### **AGREEMENT...McCUTCHEON ENTERPRISE, INC. / EMA**

At the request of Tom Stutzman, Emergency Management Agency, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve a proposal from McCutcheon Enterprises Inc for the disposal of AFFF-AR Fire Fighting Foam, which has been determined to be a carcinogen, impacting their personnel and potentially the environment. The US-EPA, Department of Defense and DEP and the State Fire Commissioners Office have all recommended the removal of these fire suppression agents. Additionally, the HAZMAT insurance policy will no longer cover the costs to remediate this product, should it be needed for life safety efforts. Mr. Stutzman obtained three quotes and McCutcheon Enterprises was the lowest at \$15,332.86. This will be paid for by ARP Funds.

### **AMENDMENT...INTERMEDIATE PUNISHMENT GRANT FY 23-24 / PROBATION**

At the request of Jim Decker, Probation Office, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve an amendment to the FY 23-24 Intermediate Punishment Grant in the amount of \$17,004.00. These funds will be used to offset probation costs for drug testing, electronic monitoring, and drug treatment costs.

### **GRANT APPLICATION...INTERMEDIATE PUNISHMENT GRANT FY 24-25**

At the request of James Decker, Probation Office, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a grant application be submitted to PCCD for the renewal of the Intermediate Punishment (Restrictive Conditions) Grant for FY24-25. This grant is used to fund a major portion of the Drug Treatment Court Program and drug and alcohol treatment evaluations/treatment and programming through the Alcohol and Drug Commission.

### **RESOLUTION BY MUNICIPALITY CERTIFYING PROVISION OF LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE**

At the request of Robin Maryai, Chief Clerk, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the Resolution certifying Indiana County will provide the Indiana County Transit Authority local funds in the amount of \$102,547.00 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 for FY 2024-2025.

**BOARD APPOINTMENT...INDIANA COUNTY MUNICIPAL SERVICES AUTHORITY**

At the request of Robin Maryai chief Clerk, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the appointment of Erin Bauer to the Indiana County Municipal Services Authority; term will expire January, 2029.

**2023-2024 PCORP LOSS PREVENTION GRANT PROGRAM APPLICATION**

At the request of Robin Maryai, Chief Clerk, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve the 2023-2024 Pcorp Loss Prevention Grant Program Application be submitted to the County Commissioners Association of Pennsylvania in the amount of \$30,000.00. These funds will be used to replace sidewalks and curbs around the courthouse.

**SERVICE CONTRACTS...LAWN MONSTER / PARKS & TRAILS**

At the request of Robin Maryai, Chief Clerk, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve a Lawn Care Service Contract with Lawn Monster, Cherry Tree, PA for Hemlock Lake and Old Smicksburg Park. They will provide mowing services through October 18, 2024 at the rate of \$335.00 per mowing for Old Smicksburg Park and \$150.00 per mowing for Hemlock Lake Park.

**VOTED ABSENTEE AND MAIL-IN BALLOTS**

Chief Clerk Robin Maryai reminded voters that voted absentee and mail-in ballots must be received no later than 8:00 p.m. on April 23, 2024. Ballots can be returned to Voter the Registration Office through the US Postal Service or dropped off in person at the Courthouse. A drop box is available in the lobby from 8:00 a.m. to 4:00 p.m., Monday through Friday. Except for April 23<sup>rd</sup>, the courthouse will be open until 8:00 p.m. and we will accept voted ballots until that time.

She also reminded voters who vote at the White #4-5 precinct that it has been moved back to the Chevy Chase Community Center.

**OTHER BUSINESS**

There was no other business.

**NEXT REGULAR MEETING...MAY 8, 2024 AT 10:30 A.M.**

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, May 8, 2024 at 10:30 a.m. in the Commissioners' Hearing Room.

**ADJOURNMENT**

With no other business to come before the Board at this time, a motion was made by Ms. Hess, seconded by Ms. Gorman to adjourn the meeting at 12:00 p.m.

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Sherene Hess, Secretary

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R. Michael Keith, Chairman