

**COMMISSIONERS' MEETING MINUTES**  
**AUGUST 14, 2024**

Commissioner R. Michael Keith called the regular meeting of the Indiana County Commissioners to order at 10:30 a.m. in the Commissioners Hearing Room.

**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. Gorman, seconded by Mr. Keith, and carried unanimously to approve the minutes of July 24, 2024.

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSIONS**

There were no Executive Sessions.

**PROCLAMATION...INDIANA LITTLE LEAGUE'S 14-UNDER GIRLS SOFTBALL 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 Indiana Little League's 14-under Girls' Softball team and also recognized the dedication and support of their coaches and parents during this successful playing season.

**OPIOID SETTLEMENT PLAN PROJECT FUND EXPENSES**

At the request of Amanda Schroeder, Drug & Alcohol Commission, a motion was made by Ms. Hess, seconded by Mr. Keith and carried unanimously to provide funding in the amount of \$150,000.00 to The Alice Paul House for evidence-based programs to mitigate the effects of trauma, victimization and substance use disorders. The Indiana County Jail and Indiana County Recovery Center will provide office space and agree to make referrals to the programs offered by the Alice Paul House. It is noted that Commissioner Gorman abstained from the vote as she serves as a member of the Alice Paul House Board.

At the request of Amanda Schroeder, Drug & Alcohol Commission, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve funding in the amount of \$15,900.00 to The Care Center so they can provide the evidence-based parenting program "Incredible Years Babies" for expecting mothers and parents with a child less than 12 months old at the Indiana County Jail and referrals by the Armstrong-Indiana-Clarion Drug and Alcohol Commission and the Plans of State Care program at IRMC.

**BIDS...HEMLOCK LAKE SEAL COATING PROJECT (080924) / PARKS & TRAILS**

At the request of Ed Patterson, Parks & Trails, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve the low bid from Quaker Sales Corporation in the amount of \$33,110.95 for seal coating of the park entrance roads at Hemlock Lake County Park. There was one other bid received in the amount of \$34,023.82.

**PUBLIC DEFENDERS AND INDIGENT DEFENSE GRANT APPLICATION / PUBLIC DEFENDER**

At the request of James Decker, Probation Office, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to sign the Public Defenders and Indigent Defense Grant Award letter under the condition they will follow all of PCCD's guidelines for allowable costs and once the grant dollars are transferred over to the county, the county will use those dollars according to county guidelines, procedures and all processes. The amount of the grant is \$108,000.00 and will be used for technology improvements and staff training.

**EQUIPMENT PURCHASE...AXON ENTERPRISE, INC. / JAIL**

At the request of Jillian George and Brett Millard, County Jail, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve the purchase of eight (8) tasers from Axon Taser in the amount of \$39,992.80 to be paid over a 5-year period at \$7,998.56 per year. It is noted that these are being purchased un state contract pricing under Costars.

**CONTRACT AWARD – COY STORM SEWER AND ROAD RECONSTRUCTION PROJECT / PLANNING**

At the request of David Morrow, Office of Planning & Development, and on behalf of Center Township Supervisors and Young and Associates Engineers, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to enter into a contract agreement with Ray I. Winters & Sons, Inc., from Indiana, PA for the Coy Storm Sewer and Road Reconstruction Project. The contract award request in the amount of \$164,580.90 is for the installation of approximately 1,000 LF of storm sewer piping including precast inlets and paving of Coy Street and Bear Drive in the Village of Coy in Center Township. A total of four proposals were submitted ranging from low bid by Ray I. Winters & Sons, Inc. of \$164,580.90 to a high bid of \$234,640.40. This project is being funded with Center Township 2021-2022-2023 CDBG Entitlement Funds.

**CHANGE ORDER #1 YMCA OF INDIANA COUNTY POOL HVAC EQUIPMENT / PLANNING**

At the request of David Morrow, Office of Planning & Development and on behalf of the YMCA of Indiana County and Thomas R. Harley Architects, LLC, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve Change Order #1 in the amount of \$8,860.45 with Efficient Air Systems, Inc. (EASi) for the YMCA of Indiana County Pool HVAC Equipment Project. Change Order #1 is to install additional return air duct, an additional return air drop, gas piping and refrigerant piping to the pool HVAC roof top unit. The revised contract with EASi with approval of Change Order #1 will be \$302,679.85. The additional cost will be funded with a Redevelopment Assistance Capital Program Grant and YMCA funds.

**RESOLUTION – COOPERATION AGREEMENT 2024 EMERGENCY SOLUTIONS GRANT PROGRAM / 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 approve a resolution to enter into a cooperation agreement with the Indiana County Community Action Program, Inc. (ICCAP) for the 2024 Emergency Solutions Grant Program (ESG). The cooperation agreement identifies and designates duties and responsibilities for the County and ICCAP required to deliver the ESG Program services. ICCAP will be the County’s service provider for the ESG program by providing rapid re-housing services to assist the homeless or near homeless residents of Indiana County. The ESG program provides permanent housing services for people experience homelessness.

**RESOLUTION – AUTHORIZATION TO FILE 2024 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, Inc. (ICCAP), a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to adopt a resolution authorizing the filing of the 2024 Emergency Solutions Grant Program application to the Pennsylvania Department of Community and Economic Development. The application is requesting financial assistance to be matched with other state and local funds provided by ICCAP. The project scope of the application includes rapid re-housing services, Homeless Management Information System data collection and administrative activities. A public meeting was conducted on August 12, 2024, for the proposed project. No adverse citizen comments were received. The application will be submitted by the August 30, 2024, deadline.

**REQUIRED CDBG COMPLIANCE REGULATIONS / 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 the following plan statements and goals for the 2024 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 Center Township 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
- Section 504 of the Rehabilitation Act of 1973 Plan

- Indiana County Procurement Plan

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

#### **NOTIFICATION OF CDBG COMPLIANCE DUTIES / PLANNING**

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

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to appoint David A. Morrow as the designated labor standards officer and LuAnn Zak as the designated environmental review 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.

LuAnn Zak 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.

#### **CREATIVE COMMUNITIES INITIATIVE - INDIANA ARTS COUNCIL OF PA MEMORANDUM OF UNDERSTANDING / PLANNING**

At the request of Josh Krug, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve a Memorandum of Understanding with the Indiana Arts Council of PA for the Creative Spaces Collective program. This MOU will allow payments made by Indiana Arts Council on behalf of the Creative Spaces collective during the 2024-2025 cycle and 2025-2026 cycle to be used as match and reimbursable items towards the PCA Creative Communities Initiative Grant Reimbursement Request.

#### **EQUIPMENT PURCHASE...BR ELECTRIC & AUDIO VISUAL / COURTS**

At the request of Eric Leonard, Information Services, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve an equipment purchase from BR Electric and Audio Visual for the replacement and installation of an audio system in Courtroom 1, 2 and 3 in the amount of \$60,891.00.

#### **S&P BOND RATING REVIEW**

Lisa Gregersen, Financial Director, explained that in 2021, the County refinanced three loans totaling \$15,665,000 by going through the S&P Global Rating process. The County received an "A" rating in 2021 when the loans were refinanced. An "A" rating means the county has a strong capacity to meet its financial commitments, but somewhat susceptible to economic conditions and changes in circumstances. S&P Global just did a credit overview this year and the County remained at an "A" rating. The county maintained its "A" rating due to the County's

strong financial situation due to refinancing loans to improve liability profile. ARP funding, conservation budgeting assumptions, constant monitoring of actual to budget, and maintaining at least a 20% reserve for financial challenges.

**ELECTION INTEGRITY GRANT PROGRAM (EIGP) FY 24-25**

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 application for the Election Integrity Grant Program FY 24-25 in the amount of \$235,074.42 through the Department of Community and Economic Development. These funds will be used to offset the election related costs of staff at the polling places on election day, training, maintenance on our equipment, security, pre-canvass, and ballot printing.

**OTHER BUSINESS**

The Board recognized Robin Maryai on her recent award as Chief Clerk of the Year at the CCAP Conference. Commissioners Keith and Gorman also recognized Commissioner Hess being elected to President of CCAP in 2025.

**NEXT REGULAR MEETING...AUGUST 28, 2024 AT 10:30 A.M.**

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, August 28, 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 11:21 a.m.

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Sherene Hess, Commissioner

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R. Michael Keith, Chairman