

**COMMISSIONERS' MEETING MINUTES**  
**AUGUST 27, 2025**

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 Bonni S. Dunlap, 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 Commissioner Dunlap, seconded by Commissioner Keith and carried unanimously to approve the minutes of August 13, 2025.

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSIONS**

There were no Executive Sessions.

**ORDINANCE...GENERAL OBLIGATION NOTE, SERIES A AND B OF 2025**

At the request of Chris Brewer, Legal Counsel for Indiana County, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve an ordinance authorizing the incurring of nonelectoral debt by the issuance of General Obligation Notes in the combined principal amount of \$7,500,000.00 with S&T Bank. Series A is in the amount of \$2,500,000.00 at the interest rate of 4.05% and Series B is in the amount of \$5,000,000.00 at the interest rate of 4.45%. These funds will be used for the construction of various improvements to the facilities at the Indiana County Airport, including a new airplane hangar, related ramps and taxiways and certain terminal improvements, interest incurred in respect of the Notes during the period of construction and issuing and delivering the Notes.

**RIGHTS AN SERVICES ACT (RASA) GRANT/ DISTRICT ATTORNEY**

At the request of Geri Dubose, District Attorney's Office, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve the 2026 Rights and Services Act Grant in the amount of \$64,125.00. These funds will be used to cover the cost of the Victim Rights Coordinator and part of the Office Manager.

**FY 25-26 INDIANA COUNTY HUMAN SERVICES PLAN / BDHP**

At the request of Tammy Calderone, Armstrong Indiana Behavioral and Developmental Health Program, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and

carried unanimously to approve the FY 25-26 Human Services Block Grant Plan. The agencies included in the Block Grant include Armstrong Indiana Behavioral and Developmental Health Program, Armstrong-Indiana-Clarion Drug & Alcohol Commission, and Indiana County Department of Human Services. The plan is submitted annually for Armstrong and Indiana County's and is divided into sections related to the funding received for Homeless Assistance Program, HSDF Funds, Drug & Alcohol Funding and the Mental Health and Intellectual Disabilities Funding. The total of all funds received for these programs is \$7,419,033.00.

**AGREEMENT...ELIZABETH GRIBIK / BDHP**

At the request of Tammy Calderone, Armstrong Indiana Behavioral and Developmental Health Program, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve an agreement with Attorney Elizabeth Gribik to provide legal and guardianship services at the rate of \$125.00 per hour.

**AGREEMENT...JENNIFER WESTRICK / BDHP**

At the request of Tammy Calderone, Armstrong Indiana Behavioral and Developmental Health Program, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve an agreement with Attorney Jennifer Westrick to provide legal and guardianship services at the rate of \$125.00 per hour.

**AGREEMENT...LINK COMPUTER CORPORATION / INFORMATION SERVICES**

At the request of Eric Leonard, Information Services, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve an agreement with Link Computer Corporation to provide encryption services for 275 email users at the cost of \$44,550.00 for 5 years.

**PRIVATE PROVIDER AGREEMENTS FY 25-26**

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve the Child Welfare Information System Data Sharing Agreement. This Agreement establishes the terms and conditions in which the Child Welfare Information Solution will disclose and exchange certain information to the County Children and Youth Agencies via one of the six approved case management systems utilized by the 67 Children and Youth Agencies in accordance with the Child Welfare Act of 1980, the Child Abuse Prevention and Treatment Act, and the Child Protective Services Law. This agreement is for October 1, 2025 through September 30, 2026. There will be no cost to the Agency.

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve an agreement with Computer Aid, Inc. This contract allows an outside provider to offer additional support to the Agency's fiscal department. This provider assists with fiscal consulting regarding data that has to be gathered, organized and submitted into reports for the state and federal government. These reports include quarterly submissions and the organization and formatting necessary for the yearly budgets. The rate remains the same at \$110.00/hour, not to exceed \$33,000.00

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve an agreement with Carol Patterson, Psychologist, Greensburg, PA for FY 25-26 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 Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve an agreement with Alice Paul House, Indiana, PA for FY 25-26 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 Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve an agreement with The Children's Home of Pittsburgh, Pittsburgh, PA for FY 25-26 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve an agreement with Summit Academy, Pittsburgh, PA for FY 25-26 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve an agreement with Community Specialist Corporation, Pittsburgh, PA for FY 25-26 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve an agreement with KidsPeace National Centers, Inc., Schnecksville, PA for FY 25-26 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve an agreement with Pathways Adolescent Center, Oil City, PA for FY 25-26 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

### **PROJECT SHARE AGREEMENTS / HUMAN SERVICES**

Maureen Pounds, Human Services Department, requested that the Commissioners approve updated agreements with 13 agencies for their participation in Project SHARE. Project SHARE is a collaborative effort by organizations and the faith community to share resources and

information to help residents of the county in need. The Department of Human Services coordinates the Project's efforts and the goals of the project are to decrease duplication of services and to maximize resources available in the County.

A motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve the Project Phare agreement with Aging Services.

A motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the Project Phare agreement with Alice Paul House.

A motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve the Project Phare agreement with Catholic Charities of the Diocese of Greensburg.

A motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the Project Phare agreement with Grace Church of Indiana.

A motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve the Project Phare agreement with I&A Residential Services, Inc.

A motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the Project Phare agreement with Indiana County Community Action Agency, Inc.

A motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve the Project Phare agreement with Indiana County Office of Planning & Development.

A motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the Project Phare agreement with Justice Works.

A motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the Project Phare agreement with Penn Run Church of the Brethren.

A motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve the Project Phare agreement with Society of St. Vincent de Paul.

A motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the Project Phare agreement with Trinity United Methodist Church.

A motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the Project Phare agreement with United Way of Indiana County.

**CONTRACT MODIFICATION – 2022 INDIANA COUNTY “OBO” CENTER TOWNSHIP / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development and on behalf of the Center Township Supervisors, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve a contract modification for the 2022 CDBG contract on behalf of Center Township. The contract modification will add the Luciusboro Storm Sewer and Road Reconstruction Project activity to the 2022 contract. The original contract funded the Coy Storm Sewer and Road Reconstruction Project for \$82,000.00. The Coy project was completed in 2024 as proposed and expended \$80,580.90 of the 2022 allocation leaving a balance of \$1,419.10. The balance of funds will be re-allocated to the Luciusboro Project. The Luciusboro Project has funds allocated from the 2023 and 2024 CDBG contract and will be applying for the 2025 funds for the project. The four (4) CDBG fiscal year contracts will have a total allocation of \$245,419.10 for the Luciusboro Project. The citizen participation requirements have been completed for the requested modification. The request also allows for Commissioner Keith to sign all required documents to complete the contract modification process as required by PA DCED.

**BUDGET REVISION – 2021 INDIANA COUNTY CDBG ENTITLEMENT / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve a budget revision to the County’s 2021 CDBG Entitlement contract. The requested revision will adjust existing budget line allocations between the administration and the project line for the Food Bank Warehouse Rehabilitation Project. The revision will reduce the administration line by \$25,694.09 and increase the project activity allocation by the same amount. The administration line will be adjusted from \$49,392.00 to \$23,697.91 and the public facilities line increased from \$250,000.00 to \$275,694.09. The adjustment is requested in order to have sufficient funds to replace the metal roof and siding with the gutters and downspouts at the Food Bank Warehouse. Due to recent unanticipated costs increases additional funds are required to complete the necessary repairs.

**CHANGE ORDER #1 – DIXONVILLE COMMONS BUILDING – FLOOR DEMOLITION PROJECT / PLANNING**

At the request of David Morrow, Office of Planning & Development and on behalf of Platinum Visual Solutions, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve Change Order #1 in the amount of \$5,900.00 with Bloxdorf Contracting on the Dixonville Commons Building Floor Demolition Project. Change Order #1 is for the installation of permanent steel columns to support the existing roof and newly installed LVL beam. The revised contract with Bloxdorf Contracting with approval of Change Order #1 will be \$65,281.78 and the additional cost will be covered by Redevelopment Assistance Capital Program funds and Platinum Visual Solutions.

**CHANGE ORDER #1 – DIXONVILLE COMMONS BUILDING – STORM SEWER REPLACEMENT PROJECT / PLANNING**

At the request of David Morrow, Office of Planning & Development and on behalf of Platinum Visual Solutions, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve Change Order #1 in the amount of \$5,000.00 with

Ray I. Winters & Sons, Inc on the Dixonville Commons Building Storm Sewer Replacement Project. Change Order #1 is for additional excavation and stone. The initial scope of work was to dig a storm sewer trench 4' wide to remove the existing pipe and install new pipe. During the excavation process the existing pipe transitioned into a box piping system that was constructed of 8' wide deteriorated railroad ties. The trench then needed to be widened to 9' wide to remove the railroad ties and then backfilled with additional gravel. The revised contract with Ray I. Winters & Sons, Inc. with approval of Change Order #1 will be \$30,150.00 and the additional cost will be covered by Redevelopment Assistance Capital Program funds and Platinum Visual Solutions.

#### **CHANGE ORDER #2 – THE WELCOME CENTER AT THE BANK / PLANNING**

At the request of David Morrow, Office of Planning & Development and on behalf of Thomas R. Harley Architects, LLC request that the Board of Commissioners, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve Change Order #2 in the amount of \$29,292.50 with CNC Construction, Inc. for the Welcome Center at the Bank Project. Change Order #2 is for the following items:

1. Additional window blinds
2. Replace worn out electrical conduit on roof
3. Add an exterior outlet
4. Handicap accessible refrigerator
5. Acoustical ceiling and LED lighting in Copy Room 112
6. Add LED lighting at former teller stations
7. Replace rear exterior entry door and frame
8. Add slap plates and sensors to front storefront entry
9. Electric for the Indiana County Tourist Bureau digital signage
10. Relocate and hang pull light above switches in conference room.

The revised contract with CNC Construction, Inc. with approval of Change Order #2 will be \$765,892.50. The additional project costs will be covered with Redevelopment Assistance Capital Program and /or Keystone Communities Initiative Program grant funds.

#### **AGREEMENT- FIRST STUDENT CHARTER BUS RENTAL – INDIANA AND CAMBRIA COUNTIES SEAT TO SEAT BIKE RIDE / PLANNING**

At the request of Byron Stauffer, Office of Planning & Development a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve an agreement with First Student Charter Bus Rental to furnish one-way shuttle service for the Seat-to-Seat Bike Ride scheduled for Saturday, September 20th. This inaugural event is a collaboration between Indiana and Cambria Counties featuring a 44-mile bike ride along the Ghost Town and Hoodlebug Trails and the Hoodlebug Trail Extension. The cost of the shuttle included in the agreement is \$200.00 and will be covered by funds from the Cambria and Indiana Trail Council.

#### **OTHER BUSINESS**

Commissioner Hess made comment regarding the state not passing the budget. "We all have to enact a timely budget each year. We know that in years past these delays have caused counties to have to borrow money. These carrying costs are not reimbursed to the counties."

Commissioner Dunlap said “October is a critical month we are looking at and we need to be able to have the money flowing to operation’s.” Commissioner Keith said “We have reached out, and have been in contact with county departments and we will monitor as we go, week by week, day by day.”

**NEXT REGULAR MEETING...AUGUST 27, 2025 AT 10:30 A.M.**

The next regular scheduled Commissioners’ Public meeting will be held on Wednesday, August 27, 2025 at 10:30 a.m. in the Commissioners’ Hearing Room.

**ADJOURNMENT**

With no other business coming before the Board at this time, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess to adjourn the meeting at 10:56 a.m.

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Sherene Hess, Secretary

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Michael Keith, Chairman