

COMMISSIONERS' MEETING MINUTES
DECEMBER 21, 2022

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...NOVEMBER 16, 2022

A motion was made by Ms. Hess, seconded by Ms. Gorman, and carried unanimously to approve the minutes of November 16, 2022.

COVID UPDATE

Thomas Stutzman reported in November, COVID case rates and hospitalizations have increased countywide. However, they are not increasing at the rates that were seen the last holiday season. The CDC's COVID-19 Community Levels, through December 14th, remain in the "LOW" rate category. PADOH's weekly COVID case rates for the county in December have averaged around 48.5 cases per week. The combination of COVID, Seasonal Flu and RSV, continue to be a concern. IRMC reported this past Monday that their census was at 79 Patients, with 16 COVID related patients and four (4) seasonal flu patients included in the census. To keep these numbers in check and to not overwhelm the healthcare system it is still recommended to follow "Best practices" that were used throughout the pandemic. Since my last report, two additional COVID related death have been reported by PADOH, bringing the total number of COVID related deaths in Indiana County to 385. CDC also reports significant increases in the rates of Bivalent Booster shots throughout the region. In the population of those 5 years of age and older, on average in the six-county region, a 0.53% increase has been reported in the past two weeks. In comparison to the Full Vaccinated rate average, in the same period, of 0.05% increases. PADOH Seasonal Flu cases in Indiana County for week 49, ending December 10th, reported a total of 409 cases documented. The majority being Type A.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There was an Executive Session on December 6, 2022 at 1:00 p.m. to discuss Personnel Matters.

PROCLAMATION...MILLER FABRICATION SOLUTIONS

After a proclamation was read, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to proclaim Miller Fabrication Solutions as the Tri County Workforce Investment Board Employer of the Year and encourage all citizens of the County to acknowledge

the importance of Miller Fabrication Solution's contributions to support workforce and economic development in western Pennsylvania.

RESOLUTION...AMERICA 250PA

After a resolution was read a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a resolution supporting the Pennsylvania Commission for the United States Semiquincentennial (America250PA). Laura Herrington, Director of the Tourist Bureau, will serve as Indiana County's Chairperson and primary liaison.

PLANNED USE OF GRANT FUNDS AWARD / PROTHONOTARY & CLERK OF COURTS

At the request of Randy Degenkolb, Prothonotary & Clerk of Courts, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the acceptance of grant funds from Pennsylvania Historical and Museum Commissioner in the amount of \$6,743.95. These funds will be used to purchase archival quality shelving, acid free boxes, folders, labels and interleaving and a flat-bid scanner.

INTEROPERABILITY AND SITE SHARING AGREEMENT / EMA

At the request of Thomas Stutzman, EMA, a motion was made by Mr. Keith, seconded by Ms. Hess and unanimously carried to approve an amendment to the Interoperability and Site Sharing Agreement approve at the August 24, 2022 meeting between the Commonwealth of Pennsylvania and the county for sharing of services and facilities for the operation of our individual public safety radio systems. The amendment is to change section 15, sections a & b removing the 180 days termination requirement. The county does not pay or receive payments under this agreement.

2023 DAV TRANSPORTATION NETWORK & COLUMBIA TRUST VEHICLE REQUEST APPLICATION / VETERANS AFFAIRS

At the request of Allen Lockard, Veterans Affairs, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a cost share grant application be submitted to the DAV Transportation Network to purchase two vehicles at the rate of \$22,155.00 per vehicle. It is noted this is a cost share grant and the cost to the county will be \$44,310.00.

CAMA SOFTWARE IMPLEMENTATION AGREEMENT...VISION GOVERNMENT SOLUTIONS, INC. / TAX ASSESSMENT

At the request of Mysti Henry, Tax Assessment, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve a CAMA Software Implementation Agreement with Vision Government Solutions for a new cama (computer assisted mass appraisal) system at the one-time implementation service cost of \$250,000.00.

CAMA SOFTWARE SUBSCRIPTION AGREEMENT...VISION GOVERNMENT SOLUTIONS, INC. / TAX ASSESSMENT

At the request of Mysti Henry, Tax Assessment, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a CAMA Software Implementation Agreement with Vision Government Solutions to provide software services in the amount of \$43,000.00. It is noted that this is an auto-renewing contract.

COMPREHENSIVE HEALTH SERVICES AGREEMENT...PRIMECARE MEDICAL, INC. / JAIL

At the request of Lesley Loveridge, Warden, a motion was made by Ms. Gorman, seconded by Ms. Hess and unanimously carried to approve an agreement with Primecare Medical to provide mental health, dental, medical and related health care services to the inmate/patient population at the Indiana County Jail. This is a five-year agreement for the period of January 1, 2023 through December 31, 2027. There shall be three additional one-year option periods as mutually agreed upon by the parties in writing. The total cost of the agreement is \$1,160,157.39.

GRANT OF PERPETUAL EASEMENT AND RIGHT-OF-WAY / PARKS & TRAILS

At the request of Ed Patterson, Parks & Trails, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously approve a perpetual easement agreement for the purpose of allowing the Department of Environmental Protection to construct an access road on county property to serve the Blacklick Creek Mine Water Treatment Plant pump station at the village of Rexis, Indiana County. DEP will reimburse Indiana County \$3,250.00 for the easement.

RIGHT OF WAY EASEMENT FOR SANITARY SEWER LINE / JIMMY STEWART AIRPORT

At the request of Rick Fuellner, Airport, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a right of way easement with White Township Municipal Authority on Parcel 42-012-104. The county will be reimbursed \$145.44.

At the request of Rick Fuellner, Airport, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a right of way easement with White Township Municipal Authority on Parcel 42-012-104. The county will be reimbursed \$708.00. Both easements are for a sewer project on Airport Road.

CHILD ACCOUNTING & PROFILE SYSTEM (CAPS) APPLICATIONS SERVICE PROVIDER AGREEMENT JULY 1, 2022- JUNE 30, 2023 / CYS

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 the Child Accounting & Profile System (CAPS) Application Service Provider Agreement. This Application Service Provider Agreement provides our agency with 24-hr system access for up to 50 authorized users. It provides secure Client Data, backup and /or recovery of Client Data on a daily and weekly basis, and telephone support. Cost is a prorated annual fee of \$36,795.76 paid through the Information and Technology Grant.

HIPPA Business Associate Agreement Addendum

At the request of Vicki Weaver, Children & Youth Services, a motion was made Mr. Keith, seconded by Ms. Hess and carried unanimously to approve a HIPAA Business Associate Agreement Addendum. The HIPAA Privacy and Security Rules require Indiana County Children and Youth 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 International receives from, creates or receives on behalf of Indiana County Children and Youth. The purpose of this HIPAA Business Associate Agreement Addendum is to satisfy such standards and requirements of HIPAA and the HIPAA regulations.

CONSULTING SERVICES ADDENDUM TO CHILD ACCOUNTING AND PROFILE SYSTEM APPLICATION SERVICES PROVIDER AGREEMENT / CYS

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve the Consulting Services Addendum to the Child Accounting and Profile System Application Services Provider Agreement. The Consulting Services Addendum allows Avanco to provide Consulting Services to our agency if requested by our agency and agreed to by Avanco. The Consultant fees vary from \$54.50 per hour to \$125.00 per hour depending on which consultant is utilized. If there is a need for consultant services, the cost will come from our IT Grant.

CHILD ACCOUNTING AND PROFILE SYSTEMS (CAPS) CWIS FY 22-23 / CYS

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 the Child Account and Profile Systems (CAPS) for FY 22-23. CWISFY 22-23 is shared by fifty-six CAPS counties. The primary intervals are itemized in sections 1.1 to 1.3 of this agreement. This agreement begins July 1, 2022 through June 30, 2023. The total cost is \$350,000.00. The cost has been proportionally allocated across all CAPS counties based on the number of users in each county compared to the total number of CAPS users. The cost to our county is a fixed price of \$4,291.32 and will be paid through the Information and Technology Grant.

RESOLUTION – RE-CERTIFYING THE REVOLVING LOAN FUNDS / PLANNING

At the request of Angela Campisano, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to adopt a resolution re-certifying that the Indiana County Revolving Loan Funds, including the CARES Act Revolving Loan Fund are being operated consistent with the existing Economic Development Strategy and are being operated in accordance with the policies and procedures contained in the administrative plan. This is a housekeeping item required semi-annually by the Economic Development Administration (EDA). Our Economic Development Strategy is embodied within the document, *Mapping the Future: The Southwestern PA Plan* which is developed by the Southwestern Pennsylvania Commission and endorsed by EDA

FILING RESOLUTION – 2022-23 WHOLE HOME REPAIR PROGRAM / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion as made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to adopt a attached resolution authorizing the filing of the 2022-23 Whole Home Repair Program application to the Pennsylvania Department of Community and Economic Development by the deadline date of January 31, 2023. The application submission will include the four (4) required program components; housing habitability rehabilitation for homeowners; assistance for small landlords with providing affordable habitable rental units; workforce development and administrative services. Funding from this program cannot be utilized to replace existing program funding but is to enhance existing assistance. The PA DCED has determined allocation amounts for the program based on calculations using a variety of metrics, including but not limited to the U.S. Census Bureau's Median Income by Household Size, Number of Households by Household size, Year of Structure Built and the Number of Households with Conditions and HUD's 80% Income Limits by Household Size by County. Indiana County has been notified the current allocation is \$928,705.00.

CONTRACT AGREEMENT – 2022 EMERGENCY SOLUTIONS GRANT / 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 entering into an Emergency Solutions Grant (ESG) contract agreement with the Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) for \$79,887.00. Indiana County's service provider for the contract is the Indiana County Community Action Program (ICCAP). This is an 18-month contract that will provide for Rapid Re-Housing financial assistance and housing services, data collection and administrative funds. The original application request was for \$105,618.00 however due to the high volume of statewide requests for assistance DCED reduced the award amount by \$25,731.00. This approval authorizes the Commissioners to complete the required e-signature contracting process and for Commissioner Keith to sign all paperwork.

CHANGE ORDER #1 – ARCHITECTURAL CONTRACT / INDIANA COUNTY FOOD BANK WAREHOUSE RENOVATION / 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 Change Order #1 for the architectural contract with Stiffler McGraw & Associates, Inc. of Indiana PA. The amount of the change order increases the contract by \$29,400.00 from \$97,093.00 to \$126,493.00. The change order is necessary to address contract design/work items that were included in the Phase II construction contract that originally were scheduled for the Phase III construction. The items include the new freezer cooler units, new lighting, the HVAC systems and Automatic Transfer Switch. This will provide a more fully functional food bank when re-located to the Shelly Drive location. The change order amount is fully covered by the Community Development Block Grant contract funds.

CONTRACT AWARD – INDIANA COUNTY CORONER'S OFFICE PROJECT / PLANNING

At the request of David Morrow, Office of Planning & Development, and on behalf of Thomas R. Harley Architects, LLC, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to enter into a contract agreement with MARC Service, Inc., from Windber, PA for the Indiana County Coroner's Office Project Mechanical Contract. The contract award request in the amount of \$167,655.00 is for the installation of multiple heating systems, walk in cooler, radiant floor piping and all associated controls, duct work and piping

CHANGE ORDER #1 – INDIANA COUNTY CORONER'S OFFICE PROJECT MECHANICAL CONTRACT / PLANNING

At the request of David Morrow, Office Planning & Development and on behalf of Thomas R. Harley Architects, LLC, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve Change Order #1 with MARC Service, Inc. for contract deduct of \$103,851.00 on the Indiana County Coroner's Office Project. Change Order #1 is to delete from the project scope two boiler furnaces, radiant floor piping and a walk-in cooler. The revised contract with MARC Service, Inc. with approval of Change Order #1 will be \$63,804.00.

CHANGE ORDER #5 – GLEN CAMPBELL BOROUGH WATER SYSTEM IMPROVEMENT PROJECT / PLANNING

At the request of David Morrow, Office of Planning & Development, and on behalf of Glen Campbell Borough and The EADS Group, Inc., a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve Change Order #5 with SE Construction Group,

LLC., on the Glen Campbell Borough Water System Improvement Project. Change Order #5 is for a contract time extension of 180 calendar days due to vendor delays due to supply and manufacturing delays for materials. The contract amount with SE Construction Group, LLC with approval of Change Order #5 remains unchanged.

CHANGE ORDER #6 – GLEN CAMPBELL BOROUGH WATER SYSTEM IMPROVEMENT PROJECT / PLANNING

At the request of David Morrow, Office of Planning & Development, and on behalf of Glen Campbell Borough and The EADS Group, Inc., a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve Change Order #6 with SE Construction Group, LLC in the amount of \$9,864.95 on the Glen Campbell Borough Water System Improvement Project. Change Order #6 is to furnish and install a 6” insertion valve and 2” brass valve at the water treatment plant. The revised contract with SE Construction Group, LLC with approval of Change Order #6 will be \$969,439.40 and the additional cost will be covered by Glen Campbell Borough.

CHANGE ORDER #GC1 – ICCAP FOOD BANK WAREHOUSE RENOVATION PHASE II / PLANNING

At the request of David Morrow, Office of Planning & Development, and on behalf of Indiana County Community Action Program (ICCAP) and Stiffler McGraw, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve Change Order #GC1 with LMJ Contractors, Inc. in the amount of \$28,600.50 on the ICCAP Food Bank Warehouse Renovation Phase II Project. Change Order #GC1 is to add steel framing to the cooler ceiling and reinforcing steel framing to the freezer ceiling instead of supporting the cooler and freezer ceilings from the building ceiling. This is necessary because the existing building ceiling isn’t structurally designed to support the weight of the cooler and freezer ceilings. The revised contract with LMJ Contractors, Inc. with approval of Change Order #GC1 will be \$1,175,900.50 and the additional cost will be covered with CDBG Entitlement Grant Funds.

CHANGE ORDER #MC1 – ICCAP FOOD BANK WAREHOUSE RENOVATION PHASE II / PLANNING

At the request of David Morrow, Office of Planning & Development, and on behalf of Indiana County Community Action Program (ICCAP) and Stiffler McGraw, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve Change Order #MC1 with MARC Service, Inc. in the amount of \$27,108.50 on the ICCAP Food Bank Warehouse Renovation Phase II Project. Change Order #MC1 is to install a gas line extension from Peoples Gas high pressure line to the rear of the building consisting of 100 LF of 2” U.G. MDPE line and also install 100 LF of 4” U.G. MDPE line to the future emergency generator site. The revised contract with MARC Service, Inc. with approval of Change Order #MC1 will be \$185,921.50 and the additional cost will be covered with CDBG Entitlement Grant Funds.

MEMORANDUM OF UNDERSTANDING – INDIANA COUNTY CENTER FOR ECONOMIC OPERATIONS / PLANNING

At the request of Byron Stauffer, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve entering into a Memorandum of Understanding (MOU) between the County acting through the Board of Commissioners and the Indiana County Chamber of Commerce, the Indiana County Development Corporation, the Indiana County Tourist Bureau, and Indiana University of Pennsylvania, collectively referred to as the CEO Affiliates. In 1994, the Indiana County Center

for Economic Operations, commonly referred to as the CEO, was established to serve as an integrated service delivery system spearheading economic development efforts in Indiana County by facilitating access to resources and information and assisting businesses in their efforts to grow and expand. One of the ways the CEO Affiliates plan to work together is to jointly assist the funding of coordinated economic development marketing efforts to foster increased business growth throughout Indiana County. In support of this collective effort, the County Commissioners' contribution shall include providing equal to one-half (1/2) of a full-time equivalent (FTE) staff person within the Office of Planning & Development in order to support marketing and related activities pursuant to the MOU. The three-year MOU term shall run from January 1, 2023 through December 31, 2025. This request also includes authorizing Commissioner Keith to execute the MOU on behalf of the Board of Commissioners.

ARPA MUNICIPALITIES FUNDING

Indiana County was the recipient of an ARPA Grant made available under the American Rescue Plan Act (ARPA) from the United States Treasury. The townships and boroughs in Indiana County were able to apply for funding from this grant.

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a grant agreement for Brush Valley Township in the amount of \$2,500.00 to be used for storm drain replacement on Kukula Rd.

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a grant agreement for West Wheatfield Township in the amount of \$37,817.75 to be used for a storm water project on Muir Rd.

AGREEMENT...BABST, CALLAND, CLEMENTS AND ZOMNIR, P.C.

At the request of Solicitor Matthew Budash, a motion was made by Ms. Gorman, seconded by Ms. Gorman and carried unanimously to approve an agreement with Babst, Calland, Clements and Zomnir to represent the county in the NAACP Litigation.

2023 TENTATIVE GENERAL FUND BUDGET

A motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve the General Fund Budget as follows:

Opening Balance..... \$ 5,557,792
Total Revenues..... \$43,485,968
Total Expenditures.... \$49,043,760

The real estate tax will remain the same. This will allow a real-estate tax rate of 4.905 mills. .86 mills of 4.905 are applied to debt with the remaining millage of 4.045 to general operating fund.

The per capita tax was eliminated and will not be collected in 2023

2023 TENTATIVE CAPITAL FUND BUDGET

A motion was made by Ms. Hess, seconded by Ms. Gorman, and carried unanimously to approve the tentative Capital Fund Budget as follows:

Opening Balance..... \$49,170
Total Revenue..... \$21,830

Total Expenditures.... \$71,000

2023 TENTATIVE LIQUID FUELS BUDGET

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the tentative Liquid Fuels Budget as follows:

Opening Balance.....\$0
Total Revenue..... \$447,655
Total Expenditures....\$447,655

APPOINTMENTS...BOARD & AUTHORITIES

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve the following appointments:

<u>NAME</u>	<u>BOARD</u>	<u>TERM EXPIRES</u>
Mr. Brad Kratz	Indiana County Airport Authority	January, 2028
Mr. Clair Ruffner	Indiana County Airport Authority	January, 2028
Ms. Barb Peace	Indiana County Conservation District	January 1, 2027
Ms. Sherene Hess	Indiana County Conservation District	January 1, 2024
Mr. David Bork	Indiana County Farmland Preservation	December 31, 2025
Mr. Jeffrey Altemus	Indiana County Farmland Preservation	December 31, 2025
Mr. Thomas Whitcomb	Indiana County Highridge Water Authority	January, 2028
Ms. Marsha Brown	Indiana County Hospital Authority	January, 2028
Ms. Heather Gelles	Indiana County Housing Authority	January, 2028
Mr. Rodney Grettler	Indiana County Industrial Dev. Authority	January, 2028
Mr. Scott Cook	Indiana County Industrial Dev. Authority	January, 2028
Ms. Laurie Lafontaine	Indiana County Planning Commission	January, 2026
Mr. Jeffrey L. Cable	Indiana County Planning Commission	January, 2026
Mr. Thomas McNutt	Indiana County Planning Commission	January, 2026
Ms. Carolyn Princes	Indiana County Redevelopment Authority	January, 2028
Mr. Samuel R. Arone	Indiana County Solid Waste Authority	January, 2028
Mr. John Hardesty	Indiana County Transportation Authority	January, 2029
Mr. Dave Kirk	Indiana County Uniform Construction Board of Appeals	January, 2028
Mr. John H. Barbor	Indiana County Zoning Hearing Board	January, 2026

COURTHOUSE CLOSED...MONDAY, DECEMBER 26, 2022 CHRISTMAS DAY

HOLIDAY AND MONDAY, JANUARY 2, 2023 NEW YEAR'S DAY HOLIDAY

Commissioner Keith announced that the courthouse will be closed on Monday, December 26, 2022 Christmas Day Holiday and Monday, January 2, 2023 New Year's Day Holiday.

OTHER BUSINESS

There was no other business.

NEXT REGULAR MEETING...JANUARY 11, 2023

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, January 11, 2023 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. Gorman, seconded by Ms. Hess to adjourn the meeting at 11:44 a.m.

Sherene Hess, Secretary

R. Michael Keith, Chairman