

COMMISSIONERS' MEETING MINUTES
FEBRUARY 12, 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 Hess, seconded by Commissioner Dunlap, and carried unanimously to approve the minutes of January 22, 2025.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There were no Executive Sessions.

PROCLAMATION...BLACK HISTORY MONTH

After a proclamation was read, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to proclaim February 2025 as Black History Month.

OPIOID SETTLEMENT PLAN PROJECT FUND EXPENSE

At the request of Kami Anderson, Drug & Alcohol Commission, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve Armstrong, Indiana and Clarion Drug & Alcohol Commission to contract with the Open Door to hire, train, and supervise a Forensic Treatment Specialist for those individuals involved in the Criminal Justice System in Indiana County at the cost of \$78,301 annually for 2 years.

PRIVATE PROVIDER AGREEMENTS FY 24-25 / CYS

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 Auberle, McKeesport, PA for FY 24-25 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

MEMORANDUM OF UNDERSTANDING...ICCORS / EMA

At the request of Tom Stutzman, EMA, a motion was made by Commissioner Keith, seconded by Commissioner Hess and carried unanimously to approve a Memorandum of Understanding adding Allegheny and Washington Counties at the tenth and eleventh partners to the ICCORS

Partnership. The addition of these new partners will reduce the cost of maintaining the master site and DSR site allowing for continued cost savings to all partner counties.

MOTOROLA CHANGE ORDER #2...MAINTENANCE, SUA-II AND CYBER SECURITY AND DISASTER RE-ROUTE SERVICE / EMA

At the request of Tom Stutzman, EMA, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve Motorola Change Order #2 for the Maintenance, SUA-II, Cyber Security and Disaster Re-route Service. The changes are as follows:

1. Upgrades the level of Cyber Security on the core by enhancing the Managed Detection and responses to outside attacks. This enhanced security level replaces the current systems, thereby, offering a reduction of the current agreement.
2. The addition of the DSR (disaster re-route-added by Allegheny County’s partnership) also alters the current Maintenance Agreement and SUA, the additional costs associated with the ongoing agreement are captured in this change order.

MOTOROLA CHANGE ORDER #1...MAINTENANCE, SUA-II, AND CYBER SECURITY / EMA

At the request of Tom Stutzman, EMA, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve Motorola Change Order #1 for the Maintenance, SUA-II and Cyber Security Agreement. This upgrades the level of Cyber security on the County’s radio system, by enhancing the Managed Detection and response to outside attacks. This enhanced security level replaces the current systems, thereby, offering a reduction on the current agreement.

2023 ESG – BUDGET REVISION #2 / PLANNING

At the request of LuAnn Zak, The Office of Planning & Development and on behalf of ICCAP, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried to approve Budget Revision #2 for the 2023 ESG contract. The total grant amount remains at \$100,000.00 but changes to budget line items are requested. The proposed revisions are as follows:

	Approved 2023 budget	Requested revisions	Revised 2023 budget
Rapid Re-housing component			
• Financial Assistance	\$12,408.00	- \$ 1,674.00	\$10,734.00
• Housing Services	\$22,934.00	- \$ 9,571.00	\$13,363.00
• Rental Assistance	\$60,000.00	+ \$12,883.00	\$72,883.00
HMIS Component	\$ 1,991.00	- \$ 1,638.00	\$ 353.00
Administration Component	\$ 2,667.00	\$ 0.00	\$ 2,667.00

The revisions are necessary to cover actual housing assistant costs.

2021 CDBG – 3-YR ACTIVITY EXTENSION REQUEST / FOOD BANK WAREHOUSE REHABILITATION / 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 3-Year Project Activity Completion Extension to the PA Department of Community & Economic Development (DCED). The activity extension is for the Indiana County Food Bank Warehouse Rehabilitation Project. The Food Bank Warehouse Rehabilitation Project was developed as a 3-phase project. Phases I and II have been completed with the exterior rehabilitation items remaining. The 2021 CDBG allocation from the County was \$250,000.00 with \$187,694.09 expended in the Phase II portion. The remaining \$62,305.91 is to be allocated to the final phase along with the 2022 and 2023 CDBG Indiana County allocations for a total CDBG funded amount of \$532,305.91. The final phase of the project is anticipated to be under construction by mid to late summer of 2025.

The 2021 Indiana County CDBG contract specifies that the project activity is to be completed by April 28, 2025. Due to this deadline, we request that the Board of Commissioners approve a one-year project activity extension request to April 28, 2026. Approval is also requested for Commissioner Keith to sign all necessary forms that are required by DCED.

Indiana County Act 13 Impact Fee Distribution – 2023 and Prior Year Modifications (2015, 2016, 2017, 2018 and 2022)

Teresa Bachy, Planning & Development explained Indiana County has received the funding notification from the Pennsylvania Public Utility Commission (PUC) of the Act 13 Impact Fee Distribution for 2023. The Act 13 Impact Fee Distribution is based on an eligibility formula utilizing a complicated series of criteria based on unconventional gas wells located in Indiana County as compared to statewide. The PUC has determined for 2023 that there are 32 (of 11,829) eligible unconventional gas wells that are located in Indiana County. Under Section 2314(d)(1) of Act 13, Indiana County has been allocated a total of \$88,317.70 for 2023. These funds must be used for one of the thirteen criteria outlined in Act 13 under this section.

Upon an examination of the thirteen criteria under Section 2314(d)(1) and a review of the current needs of the County to support various projects and initiatives, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the following expenditures/projects:

- Criteria 3 – \$15,000.00 – Funding for the Indiana County Fire Academy to assist local fire departments and first responders with training for emergency preparedness and related costs;
- Criteria 3 – \$32,500.00 – Funding for the HazMat/EMA Team 900;
- Criteria 4 – \$20,000.00 – Funding for Farmland Preservation;
- Criteria 11 – \$20,817.70 – Capital Reserve Fund

Approval also authorizes the Chief Clerk and the Executive Director of the Office of Planning & Development to report the 2023 Act 13 allocation expenditures to the PUC, as required under the Act.

Upon an examination of the thirteen criteria under Section 2314(d)(1) and a review of the current needs of the County to support various projects and initiatives eligible under the Act 13 Impact Fee, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve the following modifications to the previously authorized expenditures for prior reporting years, as follows:

Current Allocation – 2015	Proposed Modification – 2015
Criteria 2 – \$10,673.62 – Stormwater Management at the County Jail.	Criteria 11 – \$10,673.62 – Capital Reserve Fund to be used solely for a purpose set forth in Act 13 of 2012.

Current Allocation – 2016	Proposed Modification – 2016
Criteria 9 – \$49,177.52 – of the balance held in the Act 13 Fund Social Services line item.	Criteria 11 – \$49,177.52 – Capital Reserve Fund to be used solely for a purpose set forth in Act 13 of 2012.

Current Allocation – 2017	Proposed Modification – 2017
Criteria 2 – \$30,297.31 – Stormwater Management at the County Jail.	Criteria 11 – \$30,297.31 – Capital Reserve Fund to be used solely for a purpose set forth in Act 13 of 2012.

Current Allocation – 2018	Proposed Modification – 2018
Criteria 4 – \$5,744.50 – of the balance held in the Act 13 Fund for Historic Improvements at Trails, Parks & Recreation Facility line item.	Criteria 8 – \$5,744.50 – Geographic Information Systems (GIS) Placer.ai Software – Planning

Current Allocation – 2022	Proposed Modification – 2022
Criteria 11 – \$8,470.00 – Capital Reserve Fund to be used solely for a purpose set forth in Act 13 of 2012.	Criteria 8 – \$8,470.00 – Geographic Information Systems (GIS) – Planning

REJECT BIDS: INDIANA COUNTY JIMMY STEWART AIRPORT TERMINAL REPAIRS PROJECT / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to reject the single bid received for the Jimmy Stewart Airport Terminal Repairs Project. This action is being requested due to the sole bid received of \$133,424 exceeds the project budget.

AGREEMENT...YOUTH OF LEVEL OF SERVICE CASE MANAGEMENT INVENTORY 2.0 TEST USAGE AGREEMENT / JUVENILE PROBATION

At the request of Amanda Leonard, Probation, a motion was made by Commission Dunlap, seconded by Commissioner Hess and carried unanimously to approve the Youth of Level of Service Case Management Inventory 2.0 Test Usage Agreement. This is an assessment tool that is used to determine the risk/needs of the youth and to give guidelines on how often they should be seen. The cost of each assessment is \$4.00 which will be paid from the General Fund.

GRANT APPLICATION...DRUG COURT TREATMENT PROGRAM / PROBATION

At the request of James Decker, Probation Office, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve a grant application for the Drug Court Treatment Program in the amount of \$10,000.00. These funds are used to offset program costs incurred by the Indiana County Probation Department and the Armstrong Indiana Clarion Drug & Alcohol Commission.

GRANT APPLICATION...VETERANS COURT TREATMENT PROGRAM / PROBATION

At the request of James Decker, Probation Office, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve a grant application for Veterans Court Treatment Program in the amount of \$10,000.00. These funds are used to offset program costs incurred by the Indiana County Probation office and Alice Paul House.

2025 SAFETY IMPROVEMENT PROGRAM GRANT APPLICATIONS

At the request of Robin Maryai, Chief Clerk, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve a PCorp Safety Grant application with the County Commissioners Association of Pennsylvania in the amount of \$5,9876.95 to purchase ballistic vests, identification badges, gun mounted flashlights and earpieces for the Probation Department.

At the request of Robin Maryai, Chief Clerk, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve a PCorp Safety Grant application with the County Commissioners Association of Pennsylvania in the amount of \$5,807.00 to purchase ballistic vests for the Sheriff's Office.

ROUTE 22 PED BRIDGE CONSTRUCTION INSPECTION...TRC ENGINEERS, INC.

At the request of Robin Maryai, Chief Clerk, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the Construction Inspection Agreement for the Route 22 Ped Bridge Project with TRC Engineers, Inc., Export, PA in the amount of \$581,485.77. The county bridge engineer, Gibson Thomas Engineering, cannot do the inspection of the bridge because they did the design of the bridge. TRC was selected through one of Penn DOT's open-end inspection agreements.

BOARD APPOINTMENT...INDIANA COUNTY SOLID WASTE AUTHORITY

At the request of Robin Maryai, Chief Clerk, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve the appointment of Jonathan Smith to the Indiana County Solid Waste Authority; term expires January, 2026.

MUNICIPAL PRIMARY ELECTION...MAY 20, 2025

Robin Maryai announced the first legal date to circulate and file nominations petitions for the upcoming May 20, 2025 Municipal Primary Election is February 18, 2025. The last day to circulate and file nomination petitions is March 11, 2025.

Petitions are available in the Elections Office located in the Basement of the Indiana County Courthouse, 825 Philadelphia Street, Indiana, PA 15701.

OTHER BUSINESS

Commissioner Keith announced the courthouse will be closed on Monday, February 17, 2025 in observance of the Presidents' Day Holiday.

NEXT REGULAR MEETING...FEBRUARY 26, 2025 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, February 26, 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 11:11 a.m.

Sherene Hess, Commissioner

R. Michael Keith, Chairman