

COMMISSIONERS' MEETING MINUTES
JANUARY 22, 2025

Commissioner R. Michael Keith called the regular meeting of the Indiana County Commissioners to order at 10:34 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 8, 2025.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There were no Executive Sessions.

PROCLAMATION...NATIONAL SENIOR INDEPENDENCE 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 Senior Independence Month in Indiana County.

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 Cray Youth and Family Services, New Castle, PA for FY 24-25 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 Northwest Media, Inc., Eugene, OR for FY 24-25 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 Bethesda Lutheran Services, Meadville, PA for FY 24-25 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 Taylor Diversion Programs, Inc., Sheffield, PA for FY 24-25 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

LEASE AGREEMENT...INDIANA COUNTY COMMUNITY ACTION PROGRAM / DEPT OF HUMAN SERVICES

At the request of Lisa Spencer, Department of Human Services, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve a 25-year lease agreement between the County of Indiana and Indiana County Community Action Program for the property located at 26 Graceton Village Road, Homer City, PA. The primary purpose of this property is to house single parents with children or in the process of getting their children back from CYS until the families move out into their own housing.

EASEMENT...PENELEC / PARK & TRAILS

At the request of Ed Patterson, Parks & Trails, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve an easement agreement with Penelec for the purpose of providing electrical service to the newly construction maintenance building at Pine Ridge Park.

CONTRACT AGREEMENT – 2024 EMERGENCY SOLUTIONS GRANT / PLANNING

At the request of LuAnn Zak, Office of Planning and Development, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve entering into the 2024 Emergency Solutions Grant (ESG) contract agreement with the Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) for \$110,000.00. Indiana County's service provider for the contract is the Indiana County Community Action Program (ICCAP). This contract that will provide funds for Rapid Re-Housing financial and rental assistance, data collection and administrative activities. The original application request was for \$205,202.00 however due to the high volume of statewide requests for assistance DCED reduced the award amount by \$95,202.00. The 2024 ESG award is \$10,000.00 above the 2023 award amount. This approval also allows for the Commissioners to complete the required e-signature contracting process and for Commissioner Keith to sign all paperwork.

REIMBURSEMENT RESOLUTION – CAPITAL IMPROVEMENT PROJECTS AT THE JIMMY STEWART AIRPORT / PLANNING

At the request of Byron Stauffer, Office of Planning & Development, on behalf of and in collaboration with the Indiana County Municipal Airport Authority, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously authorizex via resolution its intent to make a declaration of official intent to reimburse any capital expenditure as required under Section 150 of the Internal Revenue Code of 1986, as amended, outlining certain requirements by which proceeds of tax-exempt bonds, notes or other obligations associated with the construction, renovation and/or equipping of alterations, repairs and improvements to and at the Jimmy Stewart Airport, including the design, bidding, project administration and debt issuance for the construction of a proposed 12,000 square foot Corporate Hangar facility and related site improvements, including apron, taxiway, parking lot, drainage, stormwater management facilities, lighting, and supporting utilities, etc. The total estimated

project cost is approximately \$8,500,000, including contingencies, and the County has secured grant funding of \$6,446,000, which has a required local cash match of approximately \$1,100,000.

This project is consistent with strategies outlined in the airport master plan development documents as well as efforts to attract corporate traffic and a charter service operation to the Indiana County-Jimmy Stewart Airport. This is an administrative house-keeping item and does not authorize any cash expenditure or borrowing by the County of Indiana. The proposed Reimbursement Resolution has been prepared with the assistance of legal counsel and has been reviewed by Solicitor Budash.

CONTRACT...GILA, LLC D/B/A/ MUNICIPAL SERVICES BUREAU / PROTHONOTARY

At the request of Amanda Vatter, Prothonotary Office, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve a contract with Gila, LLC d/b/a Municipal services Bureau for credit/debit card services associated with electronic filing of documents with the Prothonotary of Indiana County. The costs of using this service will be incurred entirely by the filer and no cost to Indiana County.

AGREEMENT...RBA PROFESSIONAL DATA SYSTEM / TAX ASSESSMENT

At the request of Frank Sisko, Tax Assessment, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve an agreement with RBA Professional Data Systems to host the new Tax Collection Software for the upgrade that was previously purchased at the rate of \$1,190.00 per month. This is a one (1) year commencing agreement as of January 1, 2025 and is subject to extension and renewal.

CERTIFICATION OF COUNTY FUNDS FOR 2024 PROGRAM YEAR / FARMLAND PRESERVATION

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 Certification of County Funds for 2025 Program Year. Act 43 requires each eligible county with an approved Farmland Preservation Program to notify the Department of Agriculture of the County appropriation for purchase of agriculture easements for calendar year 2025. The amount of the match for 2025 is \$20,000 which will be funded by Act 13 Funds. Also, Act 156 of 1998 required that all interest collected by the County on Clean and Green rollback tax penalties shall be added to the county appropriate local matching funds. The amount of rollback tax collected in 2024 was \$10,668. These funds will be used for monitoring and enforcement and conservation planning. The accumulated total certified county match funds for 2025 is \$30,668.00.

MUNICIPAL PRIMARY ELECTION

Chief Clerk 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 should be available after February 1, 2025 in the Elections Office located in the Basement of the Indiana County Courthouse, 825 Philadelphia Street, Indiana, PA 15701.

Local offices up for election in 2025 are:

County Row Offices

County Coroner

County Treasurer

Register of Wills, Recorder of Deeds, Clerk of Orphans' Court

Magisterial District Judge 40-30-3

Borough, Township and School

Auditor (all township and certain boroughs)

Constables (in certain districts)

Mayor

Member of Council

Supervisors

Tax Collectors

Judge of Elections

Inspectors of Election

School Directors

A complete list will be available February 18, 2025. The phone number to call regarding vacancies is 724-471-7080.

OTHER BUSINESS

There was no other business.

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

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, February 12, 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