

**COMMISSIONERS' MEETING MINUTES**  
**JANUARY 28, 2026**

Commissioner R. Michael Keith called the regular meeting of the Indiana County Commissioners to order at 10:32 a.m. in the Commissioners' Hearing Room.

**ROLL CALL**

Chairman R. Michael Keith, present

Commissioner Bonni S. Dunlap, present

Commissioner Sherene Hess, absent (CCAP Legislation Meeting in Harrisburg)

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 Hess and carried unanimously to approve the minutes of January 11, 2026.

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSIONS**

There was an Executive Session held on January 21, 2025 to discuss legal issues related to the terms of the board for the Indiana County Municipal Airport Authority.

**PROCLAMATION...TEEN DATING VIOLENCE AWARENESS MONTH**

After a proclamation was read, a motion was made by Commissioner Dunlap, seconded by Commissioner Keith and carried unanimously to proclaim February as Teen Dating Violence Awareness Month.

**9-1-1 STATEWIDE INTERCONNECTIVITY FUNDING / EMA**

At the request of Jolene Burkhardt, EMA/9-1-1, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to accept the 9-1-1 Statewide Interconnectivity Funding for 2025 as follows:

Indiana NG911 GIS Maintenance - \$20,833.00  
WestCORE ESInet Maintenance - \$11,088.00  
ICORRS Radio Maintenance - \$64,931.00  
Indiana ILEC Maintenance Projects – \$27,832.29  
Western PA Recorder Maintenance - \$21,537.00  
Total - \$146,221.29

## **CONTRACT AWARDS – YMCA OF INDIANA COUNTY FITNESS CENTER ADDITION PROJECT / PLANNING**

David Morrow, Office of Planning & Development, and on behalf of the YMCA of Indiana County, and Thomas R. Harley Architects, LLC requested that the Board of Commissioners enter into four prime contract agreements for the YMCA of Indiana County Fitness Center Addition Project. The total of the four combined contracts seeking approval is \$4,045,815.00. The four contracts are for General Construction, Electrical, Plumbing, and HVAC. The work involves the construction of a 12,000-square-foot addition to the YMCA of Indiana County and the remodeling of 7,800 square feet of the existing fitness center.

A motion was made by Commissioner Dunlap, seconded by Commissioner Keith and carried unanimously to approve the General Construction Contract with CNC Construction, Inc., Penn Run, PA, in the amount of \$2,700,000.00.

A motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve the Electrical Construction Contract with Sheesley Electric, Inc., Indiana, PA, in the amount of \$527,000.00.

A motion was made by Commissioner Dunlap, seconded by Commissioner Keith and carried unanimously to approve Plumbing Contract with Davis Brothers Heating & AC, Indiana, PA, in the amount of \$135,427.00.

A motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve HVAC Contract with Davis Brothers Heating & AC, Indiana, PA, in the amount of \$683,388.00.

Project costs will be covered by a Redevelopment Assistance Capital Program (RACP) grant and YMCA of Indiana County funds.

## **CHANGE ORDERS – YMCA OF INDIANA COUNTY FITNESS CENTER ADDITION PROJECT / PLANNING**

At the request of David Morrow, The Office of Planning & Development, and on behalf of the YMCA of Indiana County, and Thomas R. Harley Architects, LLC requested that the Board of Commissioners approve Change Order #1 for each of the four prime contract agreements on the YMCA of Indiana County Fitness Center Addition Project. The total of the combined four change orders will result in a \$1,494,935.00 reduction in the overall project cost. This reduction is made possible by deleting or changing some of the expansion work to the existing areas of the facility.

A motion was made by Commissioner Dunlap, seconded by Commissioner Keith and carried unanimously to approve Change Order #1 on the General Construction Contract with CNC Construction, Inc., Penn Run, PA: a \$1,045,000.00 decrease, resulting in a revised contract of \$1,655,000.00.

A motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve Change Order #1 on the Electrical Construction Contract with Sheesley Electric, Inc., Indiana, PA: a \$122,000.00 decrease, resulting in a revised contract of \$405,000.00.

A motion was made by Commissioner Dunlap, seconded by Commissioner Keith and carried unanimously to approve Change Order #1 on the Plumbing Contract with Davis Brothers Heating & AC, Indiana, PA: a \$1,298.00 decrease, resulting in a revised contract of \$134,129.00.

A motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve Change Order #1 on the HVAC Contract with Davis Brothers Heating & AC, Indiana, PA: a \$326,637.00 decrease, resulting in a revised contract of \$356,751.00.

With the approval of these four change orders, the overall project cost will be reduced from \$4,045,815.00 to \$2,550,880.00.

**CHANGE ORDER #1 – CHALLENGER LEARNING CENTER: INTERIOR GLASS GARAGE DOORS AND MOVABLE ACOUSTIC WALL PROJECT / PLANNING**

At the request of David Morrow, Office of Planning & Development, and on behalf of the Central Allegheny Challenger Learning Center, and UpStreet Architects, Inc., a motion was made by Commissioner Dunlap, seconded by Commissioner Keith and carried unanimously to approve Change Order #1 in the amount of \$5,792.00 with CNC Construction, Inc. for the Challenger Learning Center Interior Glass Garage Doors and Movable Acoustic Wall Project. Change Order #1 is to add a metal C-channel to the header framing, per the manufacturer's requirements, to adequately support the 32' x 11' Modernfold acoustic door. With the approval of Change Order #1, the revised contract with CNC Construction, Inc. will be \$60,082.00. The additional project costs will be covered by Keystone Communities Initiatives Program grant funds.

**IRLF LOAN – INDIANA COUNTY DEVELOPMENT CORPORATION – EXTEND MATURITY DATE / PLANNING**

At the request of Teresa Bachy, Office of Planning & Development, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve an extension of the maturity date for the \$150,000.00 Infrastructure Revolving Loan to the Indiana County Development Corporation until January 21, 2027. The Development Corporation utilized the loan proceeds for eligible project costs at the Windy Ridge Business & Technology Park (White Township) and the 119 Business Park / Joseph Land Development (Center Township). The loan provided interim financing for the engineering, design and permitting required for these projects. No other terms of the IRLF loan will be modified.

**INDIANA COUNTY ACT 13 IMPACT FEE DISTRIBUTION – 2024 AND PRIOR YEAR MODIFICATIONS (2014, 2015, AND 2016) / PLANNING**

Byron Stauffer, 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 2024. 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 2024 that there are 36 (of 12,138) (prior year 32/11,829) 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 \$87,012.08 (prior year \$88,317.70) for 2024. 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 Dunlap, seconded by Commissioner Keith 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 – \$19,512.08 – Capital Reserve Fund

Approval also directs and authorizes the Chief Clerk and the Executive Director of the Office of Planning & Development to report the 2024 Act 13 allocation expenditures to the PUC, as required under the Act.

Upon further 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 Dunlap, seconded by Commissioner Keith and carried unanimously to authorize expenditures for prior reporting years, as follows:

<b>Current Allocation – 2014</b>	<b>Proposed Modification – 2014</b>
Criteria 11 – \$1,125.48 – Capital Reserve Fund to be used solely for a purpose set forth in Act 13 of 2012.	Criteria 3 – \$1,125.48 – EMA Pagers to enhance emergency preparedness and public safety

<b>Current Allocation – 2015</b>	<b>Proposed Modification – 2015</b>
Criteria 11 – \$10,673.62 – Capital Reserve Fund to be used solely for a purpose set forth in Act 13 of 2012.	Criteria 3 – \$10,673.62 – EMA Pagers to enhance emergency preparedness and public safety

<b>Current Allocation – 2016</b>	<b>Proposed Modification – 2016</b>
Criteria 11 – \$49,179.28 – Capital Reserve Fund to be used solely for a purpose set forth in Act 13 of 2012.	Criteria 3 – \$49,179.28 – EMA Pagers to enhance emergency preparedness and public safety

**VOIP SERVICE AGREEMENT – GET THROUGH COMMUNICATIONS – 600  
PHILADELPHIA STREET, INDIANA – THE WELCOME CENTER / PLANNING**

At the request of Byron Stauffer, Office of Planning & Development, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve an VoIP Service Agreement with Get Through Communications to provide phone services to the Conference Room (only) at 600 Philadelphia Street, Indiana for The Welcome Center project.

The VoIP Service Agreement includes all installation and fees for phone services for one (1) phone in the Conference Room with a term of 60-months for \$26.48 per month. VoIP (Voice over Internet Protocol) is technology that lets you make phone calls over the internet instead of traditional phone lines, converting your voice into digital data packets sent via a broadband connection, allowing for calls from computers, and special VoIP phones. The phones for the entire facility, including the Conference Room were procured through a grant related bidding process administered by the Indiana County Development Corporation on behalf of the project. The cost of service will be recovered under the long-term Lease. Each of the tenants will pay their own phone bill directly.

Authorization allows for Byron G. Stauffer, Jr., Executive Director, to sign the VoIP Service Agreement is requested on behalf of the County of Indiana related to this project.

**VEHICLE PURCHASE...TRI STAR MOTORS / CYS**

At the request of Robin Maryai, Chief Clerk, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve the purchase of the following vehicles from Tri Star Motors, Blairsville, PA:

Two (2) Ford Bronco's - \$33,100.00 each  
Two (2) Ford Explorer's - \$37,367.00 each  
One (1) Chrysler Voyager - \$45,478.00

It is noted that these vehicles are being purchased under government pricing through Tri Star.

**CERTIFICATION OF FUNDS FOR 2026 PROGRAM YEAR**

At the request of Robin Maryai, Chief Clerk, a motion was made by Commissioner Dunlap, seconded by Commissioner Keith and carried unanimously to approve the Certification of County Funds for 2026 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 2026. The amount of the match for 2026 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 2025 was \$8,081. These funds will be used for monitoring and enforcement and conservation planning. The accumulated total certified county match funds for 2026 are \$28,081.00.

**AMENDMENT NUMBER 11...FEDERAL ENGINEERING / EMA**

At the request of Thomas Stutzman, Emergency Management Agency, a motion was made by Commissioner Dunlap, seconded by Commissioner Keith and carried unanimously to approve

Amendment Number 11 with Federal Engineering in the amount not to exceed \$20,000.00. Federal Engineering assist with tower lease agreements and engineering for non-public safety use of the county facilities. The agreement extends to December 31, 2026.

#### **EQUIPMENT PURCHASE...DRS ELECTRIC / EMA**

At the request of Thomas Stutzman, Emergency Management Agency, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve of the purchase of a UPS for the Ropers View Tower Site in the amount of \$28,885.00 from DRS Electric Service. It is noted that these are being purchase under Costar's contract pricing. Funding is from the annual budget of EMA/9-1-1 and are reimbursed from 9-1-1 -83% funding allocations.

#### **EQUIPMENT PURCHASE...CAPITAL AREA COMMUNICATIONS (TONE VOICE PAGING EQUIPMENT) / EMA**

At the request of Thomas Stutzman, Emergency Management Agency, a motion was made by Commissioner Dunlap, seconded by Commissioner Keith and carried unanimously to approve the purchase from Capital Area Communications end user equipment for each of the county's public safety agencies. The purchase will be for 797 units at \$697.06 each total \$561,550.96. Funding is from pre-approved EMA Capital Project funds. It is noted this is being purchased under Costar's contract pricing

#### **EQUIPMENT PURCHASE...CAPITAL AREA COMMUNICATIONS (MICROWAVE BATTERY REPLACEMENT / EMA**

At the request of Thomas Stutzman, Emergency Management Agency, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve the purchase from Capital Area Communications the replacement of Communications Network, microwave backhaul connectivity system in the amount of \$38,876.00. It is noted this is being purchased under Costar's contract pricing.

#### **OTHER BUSINESS**

The board thanked all those who have been working during the recent snow storm and a special shout out to Drew Rolland from the Indiana County Crusaders for helping residents with snow removal.

#### **NEXT REGULAR MEETING...JANUARY 14, 2026 AT 10:30 A.M.**

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, January 14, 2026 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 11:08 a.m.

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Bonni S. Dunlap, Vice-Chairman

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Michael Keith, Chairman