

COMMISSIONERS' MEETING MINUTES
JULY 12, 2023

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...JUNE 28, 2023

A motion was made by Ms. Hess, seconded by Ms. Gorman, and carried unanimously to approve the minutes of June 28, 2023.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There were no Executive Sessions.

PROCLAMATION...PRETRIAL, PROBATION AND PAROLE SUPERVISION WEEK

After a proclamation was read, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to proclaim July 16 – 22, 2023 as Pretrial, Probation, and Parole Supervision Week in Indiana County and honor all of these corrections professionals who play crucial roles in the criminal justice system and help achieve safer communities.

RESOLUTION AUTHORIZING AMENDMENTS TO A LOAN AGREEMENT ENTERED INTO WITH FIRST COMMONWEALTH BANK, S&T BANK AND AMENDMENTS TO THE GENERAL OBLIGATION NOTE

At the request of Chris Brewer, Bond Counsel from Dinsmore & Shohl, LLP, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve a resolution authorizing amendments to a loan agreement with First Commonwealth Bank and S&T Bank and amendments to the general obligation note Series B of 2020. Due to the lapsing of the Thirty Day LIBOR index, the interest rate formula relating to the Note and related provisions contained in the original agreement must be restated to provide for a new and mutually acceptable benchmark index. Also, the term of the agreement is extended until July 15, 2024.

GRANT PRE-APPLICATION...SOUTHWESTERN PENNSYLVANIA COMMISSION AND PENNDOT FOR REHABILITATION OF THE KINTERSBURG COVERED BRIDGE / PARKS

At the request of Ed Patterson, Parks & Trials, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a grant pre-application be sent to the Southwestern Pennsylvania Commission and PennDOT for the rehabilitation of the Kintersburg Covered

Bridge. The estimated construction/repair of the bridge is \$745,926. There is a local match in the amount of \$17,000 which will cover engineering and inspection.

COOPERATION AGREEMENT...INDIANA COUNTY COMMUNITY ACTION PROGRAM (HOMELESS CASE MANAGEMENT PROGRAM) / DEPT OF HUMAN SERVICES

At the request of Lisa Spencer, Department of Human Services, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a cooperation agreement between Indiana County and ICCAP to use funds in the amount of \$16,800 for the Homeless Assistance Program's Homeless Case Management Program to offset the costs of HCM in accordance with the Instructions & Requirements for HSDF.

COOPERATION AGREEMENT BETWEEN INDIANA COUNTY AND ICCAP / DEPT OF HUMAN SERVICES

At the request of Lisa Spencer, Department of Human Services, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve a cooperation agreement between Indiana County and ICCAP to implement and administer nutritional workshops with eligible Indiana County Residents from HSDF funds in the amount of \$12,000.00.

CONTRACT...INDIANA COUNTY COMMUNITY ACTION PROGRAM (HOMELESS ASSISTANCE PROGRAM SERVICES) / DEPT. OF HUMAN SERVICES

At the request of Lisa Spencer, Department of Human Services, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve a contract with Indiana County Community Action Program to provide Homeless Case Management, Rental Assistance, Emergency Shelter, and Bridge Housing. The funding for this program is \$223,106 with the Department of Human Services keeping \$17,724 and ICCAP receiving \$205,382 to manage the program.

GRANT APPLICATION...BYRNE JUSTICE ASSISTANCE GRANT PROGRAM / PROBATION/SHERIFF

At the request of Jim Decker, Probation Office, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the Byrne Justice Assistance Grant Program Grant Application in the amount of \$50,000.00 to help cover the costs of new tasers for the Sheriff's Office.

PURCHASE ORDER/CONTRACT AWARD – YMCA OF INDIANA COUNTY POOL HVAC EQUIPMENT / PLANNING

At the request of Dave Morrow, Office of Planning & Development, and on behalf of the YMCA of Indiana County and Thomas R. Harley Architects, LLC, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a purchase order/contract with Efficient Air Systems, Inc. (EASi) for the YMCA of Indiana County Pool HVAC Equipment. The purchase order/contract award request in the amount of \$293,819.40 is for the replacement of the existing pool area rooftop HVAC unit. This project is being funded with a Redevelopment Assistance Capital Program Grant and YMCA funds.

CHANGE ORDER #EC-03 – ICCAP FOOD BANK WAREHOUSE RENOVATION PHASE II / PLANNING / PLANNING

At the request of Dave 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 #EC-03 with Sheesley Electric in the amount of \$150.00 on the ICCAP Food Bank Warehouse Renovation Phase II Project. Change Order #EC-03 is to replace the 5 existing building yard light fixtures with new LED fixtures. The revised contract with Sheesley Electric with approval of Change Order #EC-03 will be \$171,248.00 and the additional cost will be covered with Multi-Source Grant Funds.

**CHANGE ORDER #GC-04 – ICCAP FOOD BANK WAREHOUSE RENOVATION
PHASE II / PLANNING**

At the request of Dave Morrow, Office of Planning & Development, and on behalf of Indiana County Community Action Program (ICCAP) and Stiffler McGraw, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve Change Order #GC-04 with LMJ Contractors, Inc. in the amount of \$5,778.68 on the ICCAP Food Bank Warehouse Renovation Phase II Project. Change Order #GC-04 is to demo 2x4 walls in the repacking and Office area 114. Demolish wooden floor system and pour a new concrete floor. Rebuild 2x4 walls and remove debris. The revised contract with LMJ Contractors, Inc. with approval of Change Order #GC-04 will be \$1,196,911.41 and the additional cost will be covered with Multi-Source Grant Funds.

REQUIRED CDBG COMPLIANCE REGULATIONS / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve the following plan statements and goals for the 2023 CDBG program to meet compliance requirements with the federal and state mandates of the Pennsylvania Department of Community and Economic Development for all Community Development recipients. This approval includes the Borough of Indiana and Center Township as CDBG entitlement municipalities of the Commonwealth of Pennsylvania.

- Affirmative Action Plan for Indiana County
- Section 3 – U.S. Housing and Urban Development Act of 1968 for Employment Opportunities for Local Business and Low-Income Persons
- County of Indiana Statement of Goals: This is the Section 3 requirement of the U.S. Housing Act of 1968 for the Community Development Block Grant Program that sets forth the County’s goals for contract to Indiana County based businesses at 15%.
- Minority and Women Owned Business Enterprise Plan
- Citizen Participation Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Language Access Plan
- Grievance Procedure Americans with Disabilities Act
- Grievance Procedure Section 504 of the Rehabilitation Act of 1973
- Section 504 of the Rehabilitation Act of 1973 Plan
- Indiana County Procurement Plan

All of the Plans are on file at the Office of Planning and Development and are available for public review.

NOTIFICATION OF CDBG COMPLIANCE DUTIES / PLANNING

On behalf of the Indiana County Commissioners, the Office of Planning & Development, and as mandated by the Pennsylvania Department of Community and Economic Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to publicly identify the following personnel be responsible for specific CDBG/HOME compliance for environmental reviews and labor standards.

David A. Morrow, is the designated labor standards officer. Mr. Morrow is responsible for compliance with labor standards as set forth in Section 110 of the Housing and Community Development Act of 1974, as amended, and HUD's implementing regulations. These standards include the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, the Copeland Anti-Kickback Act, and the U.S. Department of Labor regulations at 29 CFR Parts 1,3,5,6 and 7.

LuAnn Zak, is the designated environmental review officer and is responsible for compliance with the National Environmental Policy Act of 1969 (NEPA). The environmental review officer is responsible for environmental review, decision-making and action under NEPA and HUD regulations at 24 CFR PART 58 and the statutes and authorities contained in 24 CFR Part 58.5 for the administration of the programs

RESOLUTIONS – 2023 CDBG COOPERATION AGREEMENTS / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Hess and carried unanimously to approve resolutions for both of the County's designated Community Development Block Grant (CDBG) Entitlement communities. The entitlement communities are Indiana Borough and Center Township. The resolutions approve the Cooperation Agreements between the County and the municipalities to submit 2023 CDBG Entitlement Community Development Block Grant applications on their behalf and to administer the programs in accordance with all federal, state and local regulations. The 2023 CDBG application submissions are due to the Pennsylvania Department of Community and Economic Development by October 27, 2023.

RESOLUTION - INDIANA COUNTY ADA COORDINATOR / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to designate Lisa Spencer, Executive Director of the Indiana County Department of Human Services as the County's Americans with Disabilities Act Coordinator. Ms. Spencer's duties will include receiving all grievances from disabled people that believe they were discriminated against for services, programs or activities provided by Indiana County. A public notice will be advertised identifying the County's ADA Coordinator and the process of filing a grievance.

RESOLUTION – INDIANA COUNTY SECTION 504 COORDINATOR / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to designate Robin Maryai, Chief Clerk, as Indiana County's Section 504 Coordinator. Mrs. Maryai will oversee the grievance procedure that has been developed in accordance with other applicable laws including the Architectural Barriers Act of 1968 that requires buildings that are constructed or assisted with federal funds be accessible to and usable by handicapped persons; and Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) that prohibits discrimination in housing-related transactions on the previously described basis as well as familial status and disability.

CARES ACT REVOLVING LOAN FUND LOAN MODIFICATION / PLANNING

At the request of Angela Campisano, Office of Planning & Development, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve a subordination request in an amount not to exceed \$40,000 for Lukes Landscaping & Tree Service. This was a CARES Act Revolving Loan Fund loan approved in 2022. Lukes Landscaping offers full landscape designs and retaining walls, tree services, building fences and decks, and provides snow removal. First Commonwealth Bank has asked the County to subordinate its current lien position on the business assets to facilitate a refinance. Lukes Landscaping employs 5 full-time people. All other terms and conditions of the County's original CARES Act RLF loan will remain the same. This request was reviewed and approved by the Revolving Loan Fund Loan Review Committee.

LIQUID FUELS – COUNTY AID – GRANT TOWNSHIP / 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 authorization for the Chief Clerk to submit the necessary Liquid Fuels funding encumbrance to PennDOT District-10 for an Application for County Aid on behalf of Grant Township for an allocation of \$23,120.00 to partially offset eligible project costs for installation of approximately 600' of guiderail along Pine Vale Road. This project is necessary for safety provisions due to the steep embankments at locations that if a vehicle accident were to occur that it may extend into residential properties and a stream crossing. The total estimated project costs are \$27,200.00. The proposed County Aid allocation represents approximately 85% of the total project costs. The remaining 15% or \$4,080.00 of the project funding sources have been committed by Grant Township.

AGREEMENT DESIGNATING THE INDIANA COUNTY COMMUNITY ACTION PROGRAM AS THE LEAD AGENCY FOR THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

At the request of Indiana County Community Action Program (ICCAP), a motion was made by Ms. Gorman, seconded by Ms. Hess and unanimously carried to approve an agreement with the Pennsylvania Department of Agriculture, Bureau of Food Assistance designating ICCAP as the Lead agency for the food distribution program. ICCAP will be responsible for operating the program following the federal Guidelines as outlined in the addendum.

BOARD APPOINTMENT...CONSERVATION DISTRICT

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to appoint Cindy Rogers to the Conservation District Board as a Public Director; term expires January 1, 2024.

OTHER BUSINESS

Byron Stauffer gave an update on Air Liquide. This is a new Bio-Gas Facility that will be located at the 119 Industrial Complex in Coral-Graceton. Commissioner Gorman announced the ribbon cutting of Dunham Sporting Goods at the Indiana Mall at 9:00 a.m. on Friday, July 14, 2023.

NEXT REGULAR MEETING...JULY 26, 2023 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, July 26, 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. Hess, seconded by Ms. Gorman to adjourn the meeting at 11:28 a.m.

Sherene Hess, Secretary

R. Michael Keith, Chairman