

COMMISSIONERS' MEETING MINUTES

JULY 23, 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 Dunlap, seconded by Commissioner Hess and carried unanimously to approve the minutes of July 9, 2025.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There was an Executive Session held on July 18, 2025 to discuss a potential lawsuit by a former employee.

LEADERSHIP IN EXCELLENCE AWARD...INDIANA COUNTY CONSERVATION DISTRICT

The Commissioners recognized the Indiana County Conservation District who has been honored in receiving the Leadership Excellence Award from the Pennsylvania State Conservation Commission for their outstanding commitment to organizational leadership and dedication to the professional development of district directors and staff.

PROCLAMATION...PRETRIAL PROBATION & PAROLE WEEK

After a proclamation was read, a motion was made by Commissioner Keith, seconded by Commissioner Hess and carried unanimously to proclaim July 20 – 26, 2025 as Pretrial Probation & Parole Week Indiana County.

COOPERATION AGREEMENT BETWEEN INDIANA COUNTY AND THE COMMONWEALTH OF PENNSYLVANIA / DOMESTIC RELATIONS SECTION

At the request of Darren Divido, Domestic Relations Office, a motion was made by Ms. Hess and to approve the Title VI-D Cooperative Agreement between the Commonwealth of Pennsylvania and Indiana County. The purpose of this agreement is to administer and optimize the effectiveness and performance of the Title IV-D Child Support Enforcement Program in accordance with Title 45 of the Code of Federal Regulations and to ensure the securing of

financial and medical support for minor children. It is also noted that Indiana County's match will remain the same for this agreement beginning October 1, 2025 through September 30, 2030.

PROJECT MODIFICATION...VICTIM WITNESS GRANT / DISTRICT ATTORNEY

At the request of Robert Manzi, District Attorney, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve a project modification for the Victim Witness Grant reallocating funds in the amount of \$24,174.47. The Victim Witness Coordinator is not utilizing the county's benefit package and are seeking to re-direct part of those funds to the salary and benefits of the Office Manager and for travel/training and supplies under victim notification.

PRIVATE PROVIDER AGREEMENTS FY 25-26 / CYS

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 The Care Center of Indiana County, Indiana, PA for FY 25-26 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-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 Corporate Security and Investigations, Monaca, PA for FY 25-26 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-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 Neveah, Greensburg, PA for FY 25-26 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-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 Child Accounting and Profile System (CAPS) Application Service Provider Agreement which provides client data, backup and/or recovery for client data on a 24-hour basis and also telephone support for CYS personnel. The cost of this agreement is a pro-rated annual fee of \$39,817.35 and will be paid through the Information and Technology Grant.

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 the HIPAA Business Associate Agreement Addendum with Avanco International, Inc. to obtain satisfactory assurances that Avano International receives from, creates or receives on behalf of Indiana County Children & Youth Services. There is no fee involve with this agreement.

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Commissioner Dunlap and carried unanimously to approve the Consulting Services Addendum to the Child Accounting and Profile System Application Services Provider Agreement which

allows for Avanco to provide consulting services to Children & Youth Services in the amount not to exceed \$30,000.00.

At request of Vicki Weaver, Children & Youth Services, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the Child Accounting and Profile Systems (CAPS) CSIS agreement. Costs are shared by fifty-eight CAPS Counties. Indiana County's allocation share is \$4,291.32 and this will be paid from the Information and Technology Grant.

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 the Child Account and Profile System AFCARS upgrade and maintenance agreement. This agreement ensures that Avanco allocates technical and project management resources to facilitate all AFCARS upgrades and technical support responsibilities related to CAPS and the 58 counties utilizing CAPS and their CYS data management system. The fixed cost for Indiana county is \$3,468.90 and will be paid from the Information and Technology Grant.

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 Every Child, Inc. Pittsburgh, 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 Adoption Connection PA, Beaver, PA for FY 25-26 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 Outside In School of Experiential Education, Greensburg, PA for FY 25-26 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 City Mission-Living Stone, Inc., Uniontown, PA for FY 25-26 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 Keystone Adolescent Center, Greenville, PA for FY 25-26 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

CONTRACT AGREEMENT – HOME-ARP NON-CONGREGATE SHELTER PROGRAM / 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 enter into an agreement with the Commonwealth of Pennsylvania for HOME-ARP Non-Congregate Shelter Program funds. The total contract award offer is for \$3,820,000.00. The HOME-ARP-NCS funds will be utilized with \$235,000.00 of 2024 Indiana County Entitlement Community Development Block Grant funds already under contract for a total project budget of \$4,055,000.00. approval also allows for Commissioner Keith and Dunlap to complete the on-line e-contracting procedures for contract execution and sign all required paperwork.

Indiana County in coordination with Indiana County Community Action Program, Inc. (ICCAP) will use the funds to acquire property and construct a new Pathway Homeless Shelter in White Township. The new facility is projected to be approximately 12,000 square feet and will include 20 non-congregate bedroom areas and an administrative office area for on-site assistance provided by ICCAP's case managers.

RESOLUTION AUTHORIZING DELEGATION OF SIGNING AUTHORITY / 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 resolution authorizing the delegation of the signing authority for the invoicing of the HOME-ARP-Non-Congregate Shelter contract. The delegation of the signing authority is for Teresa Bachy the Deputy Director of Fiscal & Administration to review and sign all invoices for the HOME-ARP-NCS contract prior to submission to the Pennsylvania Department of Community and Economic Development (DCED) for approval. The signing authority request is to comply with the Commonwealth's paperless invoicing process. The resolution includes a commitment from the Board of Commissioners to notify DCED of any changes in personnel and an acknowledgement that the ultimate responsibility of the overall management of the grants remains with the County.

CONTRACT AWARD – THE WELCOME CENTER AT THE BANK LOW VOLTAGE SYSTEMS PROJECT / PLANNING

At the request of David Morrow, The Office of Planning & Development and on behalf of Thomas R. Harley Architects, LLC, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to enter into a contract agreement with BR Electric & Audio Visual from Indiana, PA for The Welcome Center at the Bank Low Voltage Systems Project located at 600 Philadelphia St. in Indiana Borough. The contract award request in the amount of \$85,500.00 is for the installation of security systems, cameras, TV's, monitors, access control system, speaker systems, network wiring, switches and miscellaneous accessory equipment. It is noted that two bids were received the low bid as noted from BR Electric & Audio Visual of \$85,500.00 and a second bid of \$120,407.72. This project is being funded with a Keystone Community Initiative Program grant.

CONTRACT AGREEMENT – STORM WATER MANAGEMENT PLAN – PHASE II / PLANNING

At the request of Josh Krug, Office of Planning & Development, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve entering into a contract agreement with Herbert, Rowland and Grubic, LLC (HRG) for assistance in completing the PA Act 167 Stormwater Management Plan - Phase II. In 2015, Indiana County completed Phase I of the Stormwater Management Plan process and obtained approval from the PA Department of Environmental Protection (DEP) to move forward to completing Phase II. Phase II includes modeling of priority watersheds, further technical analysis, developing proposed solutions to identified problem areas, developing the plan document, developing the model stormwater management ordinance, as well as citizen and stakeholder outreach and education. Since then, the County has entered into an agreement with the US Army Corps of Engineers (USACOE) under the Planning Assistance to States (PAS) program, and USACOE has completed watershed modeling for two watersheds, Two Lick Creek and Black Lick Creek and some technical analysis from the Scope of Work for Phase II. The County is matching their work with in-kind contributions from staff and other partners. An additional proposed match component is the cost of hiring a professional consultant as an addition to the project team. This agreement with HRG is to assist in completing the project from this point, and this will satisfy the remaining match requirement for the agreement with the Army Corps. The total contract award is for \$183,320.00. Funding is to be provided through a grant reimbursement by the PA DEP through the Growing Greener Plus program as well as local funds.

GRANT APPLICATION – CFA MULTIMODAL TRANSPORTATION FUND PROGRAM – WINDY RIDGE BUSINESS & TECHNOLOGY PARK – PHASE 3C ROADWAY PROJECT / PLANNING

At the request of Byron Stauffer, Office of Planning & Development, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to authorize the filing of a state grant application to the Commonwealth Financing Authority (CFA) Multimodal Transportation Fund (MTF) program an amount up to \$3,000,000.00 for the Windy Ridge Business & Technology Park – Phase 3C Roadway Project, located in White Township.

The Windy Ridge Business & Technology Park – Phase 3C Roadway Project proposes a public-private collaboration with the Indiana County Development Corporation (ICDC), a 501(c)(6) non-profit for eligible costs the construction of the business park roadway to ultimately connect with Rustic Lodge Road (TR 3033) and related infrastructure to support the 210-acre Windy Ridge Business & Technology Park. When complete, the improved roadway will provide access to an additional 31.319-acres for business development and expansions. The Windy Ridge Business & Technology Park is strategically situated at the intersection of SR 286 and US Route 422 in White Township and is geographically located to be a regional job center to support manufacturing, distribution and an array of other growth industries.

In order to leverage the requested MTF grant, the 30% cash match will be provided by the County through available cash on-hand to support public improvement projects under the Public Works and Economic Development Act of 1965 (PWEDA) (42 U.S.C. § 3212).

BOARD APPOINTMENT...TRI-COUNTY WORKFORCE DEVELOPMENT BOARD

A motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the appointment of John Weible and Michael Pavelek to the Tri-County Workforce Development Board; terms to expire September 30, 2028.

GRANT APPLICATION...HISTORICAL AND ARCHIVAL RECORDS CARE GRANT

A motion was made by Commissioner Keith, seconded by Commissioner Hess and carried unanimously to approve the submission of an application for the Historical and Archival Records Care Grant to the PA State Archives. This grant will cover up to \$5,000.00 for emergency kit supplies, climate devices, hooding, shelving and other records management needs.

EQUIPMENT PURCHASE...METROHM USA, INC. / CORONER

At the request of Jerry Overman, Coroner, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve the purchase of hand-held Tactic ID device from Metrohm USA, Inc. This device will be used to analyze chemicals at the cost of \$41,789.76. The funding will come from fees collected for cremations, autopsy, and toxicology testing.

OTHER BUSINESS

Commissioner Dunlap announced the Employee Wellness Program for all county employees to help improve health and well-being. The county recently received a grant from the County Commissioners Association of Pennsylvania to fund the program.

NEXT REGULAR MEETING...AUGUST 13, 2025 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, August 13, 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 11:02 a.m.

Sherene Hess, Commissioner

R. Michael Keith, Chairman