

COMMISSIONERS' MEETING MINUTES

JUNE 11, 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 Dunlap 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 June 11, 2025.

PUBLIC COMMENT

John Domino made public comment regarding a structure that was built on his property in Green Township without his permission.

EXECUTIVE SESSIONS

There were no executive sessions.

COOPERATION AGREEMENT...INDIANA COUNTY COMMUNITY ACTION PROGRAM (HUMAN SERVICES DEVELOPMENT FUND) / DEPARTMENT OF HUMAN SERVICES

At the request of Lisa Spencer, Department of Human Services, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve a cooperation agreement with Indiana County Community Action Program. Under this agreement, the county agrees to designate ICCAP in coordination with Indiana County to use HSDF funding to cover a portion of wages and benefits for the Homeless Assistance Program's Homeless Case Management Program positions beginning July 1, 2025 through June 30, 2026.

CONTRACT...INDIANA COUNTY COMMUNITY ACTION PROGRAM (HOMELESS ASSISTANCE PROGRAMS) / DEPARTMENT 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 an agreement with Indiana County Community Action Program to provide services to eligible individuals under the Homeless Case Management, Rental Assistance, Bridge Housing and Emergency Shelter programs. The amount of the grant is \$223,106.00 with no county match. The Department of Human Services will keep \$17,724 for administrative costs.

MEMORANDUM OF UNDERSTANDING BETWEEN THE ADMINISTRATIVE OFFICE OF PENNSYLVANIA COURTS AND INDIANA COUNTY (VETERANS COURT) / PROBATION

At the request of Amanda Yurky, Chief Probation Officer, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve a Memorandum of Understanding between the Administrative Office of Pennsylvania Courts and Indiana County to support the Veterans Treatment Court in the amount of \$10,000.00. The grant period is April 1, 2025 through March 31, 2026.

AGREEMENT...BTM SOFTWARE SOLUTIONS / PROBATION

At the request of Amanda Yurky, Chief Probation Officer, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve an agreement with BTM Software Solutions to provide a new record management system in the amount of \$24,920 for 2026. There is a one-time fee in 2025 for deployment, configuration, data conversion and project management in the amount of \$25,000.00. The cost for this software will be paid from 2025 and 2026 grant funds.

COOPERATION AGREEMENT – KEYSTONE COMMUNITIES INITIATIVE (KCI) GRANT ADMINISTRATION – WELCOME CENTER AT THE BANK / PLANNING

At the request of Teresa Bachy, Office of Planning & Development, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to enter into a Cooperation Agreement with the Indiana County Development Corporation (ICDC) for the administration of a \$525,000.00 Keystone Communities Initiative (KCI) grant with the PA Department of Community & Economic Development for various building improvement projects at 600 Philadelphia Street, Indiana.

The project scope will include the roof replacement and a portion of the general construction, HVAC, add alternates for the window shades and new front doors, the contracts of which have been awarded. There will be additional bids for communication technology, audio-visual equipment and installation, and conference room furniture, as funding is available.

This location will be The Welcome Center serving as the new offices for the Indiana County Tourist Bureau, the Indiana County Chamber of Commerce, and Downtown Indiana, a Non-Profit Corporation. First Commonwealth Bank donated the building to the County for this project.

This is a role reversal than the typical circumstances in that the Indiana County Development Corporation will serve as the Grantee and the County will be the beneficiary entity of the grant funding. The County shall be responsible for the design and specifications of each project phase, and shall accept operational control and ongoing maintenance of the completed projects.

The Cooperation Agreement designates the Office of Planning & Development as Administrator of the project.

2025-2026 PCORP LOSS PREVENTION GRANT PROGRAM APPLICATION

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 2025-2026 Pcorp Loss Prevention Grant Program Application be submitted to CCAP in the amount of \$22,245.40. If approved these funds will be used to install carpeting in Courtroom #1 and #2 to help reduce

noise by minimizing echoes and reverberation, and will improve speech intelligibility for all participants including judges, lawyers, witnesses, jurors and the public.

OTHER BUSINESS

Commissioner Hess announced that the CCAP Board of Directors will be in Indiana County on June 12 & 13th for a tour. Commissioner Keith commented on the \$3.2 million Indiana County will receive for Emergency Homeless Shelter and also the board has started the budget process for 2026 and are working hard to reduce costs.

NEXT REGULAR MEETING...JUNE 25, 2025 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, June 25, 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 10:45 a.m.

Sherene Hess, Commissioner

R. Michael Keith, Chairman