

COMMISSIONERS' MEETING MINUTES
JUNE 25, 2025

Commissioner R. Michael Keith called the regular meeting of the Indiana County Commissioners to order at 10:31 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 Hess, seconded by Commissioner Dunlap and carried unanimously to approve the minutes of June 11, 2025.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There were no executive sessions.

MEMORANDUM OF UNDERSTANDING...CLEARFIELD COUNTY / JAIL

At the request of Lesley Loveridge, Warden, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve a Memorandum of Understanding with Clearfield County to house male or female adult offenders over the age of 18 years at the rate of \$65.00 per day.

OPIOID SETTLEMENT PLAN PROJECT FUND EXPENSES

At the request of Amanda Schroeder, AIC Drug & Alcohol Commission, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve from the Opioid Settlement Funds the amount of \$88,200.00 to implement a program placing a Student Assistance Program Liaison in Indiana County Schools to support students struggling with substance use or related issues.

At the request of Amanda Schroeder, Drug & Alcohol Commission, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve from the Opioid Settlement Funds the amount of \$5,040.00 for Critical Incident Stress Management Team Training at the Open Door.

At the request of Amanda Schroeder, Drug & Alcohol Commission, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve from the Opioid Settlement Funds the amount of \$36,178.00 so that Armstrong-Indiana-Clarion Drug & Alcohol to develop a media campaign about on how to access treatment for Opiate Use

Disorders, drug disposal programs, drug use prevention and to raise awareness and connect individuals and families with the support they need.

At the request of Amanda Schroeder, Drug & Alcohol Commission, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve from the Opioid Settlement Funds the amount of \$140,000.00 for one year to employ two additional prevention staff to increase services in all school buildings in Indiana County.

At the request of Amanda Schroeder, Drug & Alcohol Commission, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve from the Opioid Settlement Funds the amount of \$55,500.00 for one year to hire a Kinship Navigator to be mobile between AICDAC, Indiana County Children & Youth Services and the community.

PRIVATE PROVIDER AGREEMENTS FY 25-26 / 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 Arin IU 28, 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 Hess, seconded by Commissioner Dunlap and carried unanimously to approve an agreement with Shippenville Project Point of Light, Shippenville, 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 Children's Aid Society of Mercer County, Mercer, 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 Families United Network, Muncy, 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 Hoffman, Homes for Youth, Littlestown, 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 White Deer Run, Cove Prep, Torrance, PA for FY 25-26 to provide services to Juvenile Probation on an as needed basis. They provide placement services.

RESOLUTION – COOPERATION AGREEMENT 2025 EMERGENCY SOLUTIONS GRANT PROGRAM / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Commissioner Dunlap, seconded by Commission Hess and carried unanimously to approve the resolution to enter into a cooperation agreement with the Indiana County Community Action Program, Inc. (ICCAP) for the 2025 Emergency Solutions Grant Program (ESG). The cooperation agreement identifies and designates duties and responsibilities for the County and ICCAP required to deliver the ESG Program services. ICCAP will be the County's service provider for the ESG program by providing rapid re-housing services to assist the homeless or near homeless residents of Indiana County. The ESG program provides permanent housing services for people experience homelessness.

RESOLUTION – AUTHORIZATION TO FILE 2025 EMERGENCY SOLUTIONS GRANT PROGRAM / PLANNING

At the request of LuAnn Zak, Office of Planning & Development and on behalf of the Indiana County Community Action Program, Inc. (ICCAP), a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to adopt a resolution authorizing the filing of the 2025 Emergency Solutions Grant Program application to the Pennsylvania Department of Community and Economic Development. The application requests financial assistance to be matched with other state and local funds provided by ICCAP. The project scope of the application includes rapid re-housing services, Homeless Management Information System data collection and administrative activities. A public meeting was conducted on May 14, 2025, for the proposed project. No adverse citizen comments were received. The application will be submitted by the July 18, 2025, deadline.

REQUIRED CDBG COMPLIANCE REGULATIONS / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Commissioner Dunlap, seconded by Commission Hess and carried unanimously to approve the following plan statements and goals for the 2025 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

LuAnn Zak, Office of Planning & Development, explained as mandated by the Pennsylvania Department of Community and Economic Development, is required to publicly identify the personnel responsible for specific CDBG/HOME compliance for environmental reviews and labor standards. A motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to designate David A. Morrow as the 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. And also to designate LuAnn Zak, as the 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.

CONTRACT AWARD – CHALLENGER LEARNING CENTER PHASE 2A / 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 Hess and carried unanimously to enter into a contract agreement with CNC Construction, Inc. from Penn Run, PA for the Challenger Learning Center Phase 2A project located at 437 Hamill Road in White Township. The contract award request in the amount of \$47,900.00 is for the construction of interior wall framing with drywall installed on one side in designated areas within the building. Four bids were received ranging from the low bid as noted from CNC Construction of \$47,900.00 and the high bid of \$244,000.00. This project is being funded with Keystone Communities Initiatives Program grant funds.

CHANGE ORDER #1 – CHALLENGER LEARNING CENTER PHASE 2A / 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 Hess, seconded by Commissioner Dunlap and carried unanimously to approve Change Order #1 in the amount of \$120,100.00 with CNC Construction, Inc. for the Challenger Learning Center Phase 2A Project. Change Order #1 is to accept 2 alternate bids that were solicited at the time of the bid opening on June 18, 2025. Alternate #1 at a cost of \$100,500.00 is to install walls, floor framing with decking and stairs in designated areas throughout the building. Alternate bid #2 at a cost of \$19,600.00 is to install drywall in the areas designated in Alternate Bid #1. The revised contract with CNC Construction, Inc. with approval of Change Order #1 will be \$168,000.00. The additional project costs will be covered with\ Keystone Communities Initiatives Program grant funds.

CONTRACT AWARD – DIXONVILLE COMMONS BUILDING FOUNDATION REPAIR PROJECT

At the request of David Morrow, Office of Planning & Development and on behalf of Platinum Visual Solutions, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to enter into a contract agreement with Bloxdorf Contracting from Mahaffey, PA for the Dixonville Commons Building Foundation Repair Project. The contract award request in the amount of \$51,450.00 is to construct 181' of 8' high reinforced concrete masonry unit wall consisting of 12" and 8" concrete masonry block. Project costs will be covered by a Redevelopment Assistance Capital Program (RACP) grant and Platinum Visual Solutions funds.

RESOLUTION – RE-CERTIFYING THE REVOLVING LOAN FUNDS / PLANNING

At the request of Teresa Bachy, Office of Planning & Development, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to adopt a resolution re-certifying that the Indiana County Revolving Loan Funds, including the CARES Act Revolving Loan Fund are being operated consistent with the existing Economic Development Strategy and are being operated in accordance with the policies and procedures contained in the administrative plan. This is a housekeeping item required semi-annually by the Economic Development Administration. Our Economic Development Strategy is embodied within the document, *SmartMoves for a Changing Region* which is developed by the Southwestern Pennsylvania Commission and endorsed by EDA.

CONTRACT AGREEMENT – 2024-2025 PHARE-RTT GRANT AGREEMENT / 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 the conditional Grant Agreement with the Pennsylvania Housing Finance Agency (PHFA) for \$150,000 of 2024/2025 Pennsylvania Housing Affordability and Rehabilitation Enhancement Funds-Realty Transfer Tax (PHARE-RTT). The funds will be utilized to continue the 55+Roof and Heating Systems Replacement Program. The program will assist income eligible homeowners age 55 or older with replacing an inoperable or inefficient heating system and/or a leaking or deteriorated roof. \$25,000 in ACT 137 funds will provide match for the program. The County's original application request was for \$300,000 in PHARE-Marcellus Shale funding. Since the amount of PHARE funds to be awarded is half the amount that was applied for, a budget revision will be submitted to PHFA to reflect the award. This request includes approval for Commissioner Keith to sign the Conditional Award Letter and to execute all e-contracting requirements to finalize the award.

2025 WELLNESS IMPROVEMENT PROGRAM GRANT APPLICATION

A motion was made by Commissioner Keith, seconded by Commissioner Hess and carried unanimously to approve the 2025 Wellness Improvement Program Grant Application be submitted to CCAP in the amount not to exceed \$5,000. These funds will be used to promote wellness for the county employees.

AGREEMENT...CLEARGOV

At the request of Lisa Gregersen, Financial Director, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve an agreement with ClearGov to provide budgeting software in the amount of \$26,552.50 for 2026; \$43,594.75 for

2027 and \$44,902.69 for 2028. It is noted that the costs for 2027 and 2028 will be renegotiated in 2027 and 2028.

OTHER BUSINESS

Commissioner Dunlap reminded residents of the many Human Services resources that can be found by calling 2-1-1 or by calling the Department of Human Services. Commissioner Hess commented about her concerns with the upcoming Federal Funding Bill and what it will do to counties and residents.

NEXT REGULAR MEETING...JULY 9, 2025 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, July 9, 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 11:06 a.m.

Sherene Hess, Commissioner

R. Michael Keith, Chairman