

COMMISSIONERS' MEETING MINUTES
MARCH 27, 2024

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

A motion was made by Ms. Hess, seconded by Ms. Gorman, and carried unanimously to approve the minutes of March 13, 2024.

PUBLIC COMMENT

Ashley Pisarchik made public comment regarding the Sexual Assault Task Force and the proclamation for Sexual Assault Awareness Month.

EXECUTIVE SESSIONS

There were no Executive Sessions.

PROCLAMATION...SEXUAL ASSAULT AWARENESS MONTH

After a proclamation was read, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to proclaim the Month of April as Sexual Assault Awareness Month and urge all citizens to play a role in the elimination of violence of our community.

PROCLAMATION...CHILD ABUSE PREVENTION MONTH

After a proclamation was read, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to proclaim the month of April 2024 to be Child Abuse Prevention Month and urge all citizens to work together to help reduce child abuse and neglect.

AGREEMENT...CYCLOPS TECHNOLOGIES, INC. / DISTRICT ATTORNEY

At the request of Meghan Foulk, District Attorney's Office, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve an agreement with Cyclops Technologies, Inc., to provide subscriptions services for connection to the PlateSmart ALPR (Automatic License Plate Reader) software at the rate of \$2,500 per year for three years.

CONTRACT AGREEMENT – 2023 HOME PROGRAM

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve an agreement with the Commonwealth of Pennsylvania for HOME Program funds. The award is for \$750,000.00 for the Indiana County Existing Owner-Occupied Housing Rehabilitation Program. The program will be administered on a County-wide basis to assist income eligible homeowners with various

types of rehabilitation. Types of eligible rehabilitation activities include but are not limited to repairs and/or replacements to HVAC systems, electrical and plumbing upgrades, roof and doors, accessible modifications for households with a permanently disabled person, etc. Approval also allows for the Commissioners Keith and Gorman to complete the on-line e-contracting procedures for contract execution and to sign all required paperwork. The final contracting process will commence at the conclusion of the Tier 1 Environmental Review which is anticipated by mid-April 2024.

PROFESSIONAL SERVICES / ARCHITECTURAL AGREEMENT – THOMAS R. HARLEY / UPSTREET ARCHITECTS – 600 PHILADELPHIA STREET – DOWNTOWN INDIANA OFFICE BUILDING

At the request of Byron Stauffer, Office of Planning & Development and in collaboration with the Indiana County Tourist Bureau, the Indiana County Chamber of Commerce, and Downtown Indiana, a Non-Profit Organization, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve an Agreement for Professional Services with Thomas R. Harley / Upstreet Architects for architectural services in accordance with the Donation of Real Property from First Commonwealth Bank for the Downtown Indiana Office branch located at 600 Philadelphia Street, Indiana, PA for the purpose of establishing a Welcome Center.

Mr Stauffer explained that the 600 Philadelphia Street building is a large, limestone-clad building dating back to the 1930's, with handsome Art Deco touches and a classically ornamented interior. The building is one of the architectural highlights of the core downtown area. This is a well-maintained building and every effort to keep the architectural elements and historical nature of the building will be a priority.

The scope of work is broken down into a six-step process:

- Step 1: Documentation of existing conditions
- Step 2: Schematic Design of proposed improvements to accommodate utilization of the space for the Welcome Center, including a large conference room, ADA restroom facilities, and staff spaces.
- Step 3: Design Development, including review of historical compliance, acoustic solutions, 3-D renderings/models, for concurrence and zoning review.
- Step 4: Construction Documents, including drawings and specifications, permitting coordination.
- Step 5: Bidding, including providing bid documents, respond to Requests for Information (RFIs), issue any necessary Addendums, review bids and make recommendations.
- Step 6: Construction, observations, issue RFIs, review requests for payment.

The total lump sum fee, not to exceed is \$20,200.00. There are contract provisions to reduce this fee, if for example in Step 1, existing plans are made available and Step 6, Construction oversight may be limited to an hourly basis with the utilization of the Office of Planning & Development to provide such services, projecting a base fee of \$14,600.00 with contingencies of

\$5,600.00, utilized as needed. The source of payment will be provided directly in collaboration with the Tourist Bureau, the Chamber of Commerce and Downtown Indiana, and shall not be a financial obligation of the County's General Fund. The request also authorizes R. Michael Keith, Chairman to sign on behalf of the Indiana County Commissioners.

COURTHOUSE CLOSED...FRIDAY, MARCH 29, 2024 GOOD FRIDAY HOLIDAY

The Courthouse will be closed on Friday, March 29, 204 in observance of the Good Friday Holiday.

OTHER BUSINESS

There was no other business.

NEXT REGULAR MEETING...APRIL 17, 2024 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, April 17, 2024 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 11:04 a.m.

Sherene Hess, Secretary

R. Michael Keith, Chairman