

COMMISSIONERS' MEETING MINUTES

NOVEMBER 19, 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 October 22, 2025.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There were no Executive Sessions.

PROCLAMATION...AVIATION WEEK

After a proclamation was read, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to proclaim December 14-20, 2025 as Private Aviation Week in Indiana County.

RURAL HEALTH WEEK

After a proclamation was read, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to proclaim November 17-21, 2025 as Rural Health Week in Indiana County.

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 Harrisburg Area Learning Academy, Harrisburg, 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 Lola's Early Care and Education Center, Homer City, 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 McAnulty Real Estate, 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 Merakey, Harrisburg, PA for FY 25-26 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

AGREEMENT...INDIANA TITLE ABSTRACT CORPORATION / TAX CLAIM

At the request of Frank Sisko, Chief Assessor, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve an agreement with Indiana Title Abstract Corp., for professional services in conjunction with title abstracts for Judicial tax sales. The cost is \$150.00 per judicial sales and \$300.00 per coal report. These costs are paid from general fund and reimbursed through either customer payment or tax sale proceeds.

AGREEMENT...RBA PROFESSIONAL DATA SYSTEMS / TAX ASSESSMENT

At the request of Frank Sisko, Chief Assessor, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve an agreement with RBA Software to make changes to their programming to work with the new Vision CAMA Software which will be implemented early in 2026 at the rate of \$6,125.00.

MEMORANDUM OF UNDERSTANDING...ALICE PAUL HOUSE / PROBATION

At the request of Amanda Leonard, Probation Office, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve a memorandum of understanding with the Alice Paul House. The purpose of this MOU is for distribution of grant funds for services provided by the Alice Paul House to the Veteran's Treatment Court participants and are 100% grant funded.

OPIOID SETTLEMENT PLAN PROJECT FUND EXPENSE

At the request of Kami Anderson, Drug & Alcohol Commission, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve Armstrong, Indiana and Clarion Drug & Alcohol Commission to approve positive drug-free messaging campaign for Indiana High School Students in the amount of \$2,500.00.

At the request of Kami Anderson, Drug & Alcohol Commission, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve Armstrong, Indiana and Clarion Drug & Alcohol Commission to approve the McGruff the Crime Dog campaign through the District Attorney's Office in the amount of \$13,000.00.

CONTRACT...DEFENDER BY KARPEL / PUBLIC DEFENDER

At the request of Geoffrey Kugler, Public Defender, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve the purchase of Defender by Karpel which provides case management software for the Public Defender's Office. There is a one-time cost in the amount of \$25,380.00 and annually \$12,250.00 after the first year and will be covered under the Indigent Defense Grant Program.

GRANT APPLICATION...INDIGENT DEFENSE GRANT PROGRAM FY 2026 / PUBLIC DEFENDER

At the request of Geoffrey Kugler, Public Defender's Office, a motion was made by Commissioner Keith, seconded by Commissioner Hess and carried unanimously to approve the Public Defenders and Indigent Defense Grant Application FY 26 be submitted to PCCD. This is a non-competitive grant that will award the Public Defender's Office in the amount of \$111,434.00. These funds will be used for retention of employees, training, travel and software costs within the Public Defender's Office.

GRANT APPLICATION...VETERANS TRUST FUND GRANT PROGRAM / VETERANS

At the request of Jessica Walker, Veterans Affairs, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve a grant application be submitted for the Veterans Trust Fund Grant Program in the amount of \$15,000.00 and will be used for expanded outreach programs that enhance Veteran Services.

2021 CDBG – 3-YR ACTIVITY EXTENSION REQUEST / “OBO INDIANA BOROUGH / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve a 3-Year Project Activity Completion Extension to the PA Department of Community & Economic Development (DCED). The activity extension is for the Indiana Borough 8th Street Corridor planning activity. An additional \$10,000 was allocated to the planning budget line item from the general administrative line receiving DCED approval in June. The 2021 Indiana County CDBG contract specifies that the project activity was to be completed by April 28, 2025. Due to the April 2025 deadline, we are requesting that the Commissioners approve a project activity extension request be submitted to DCED extending the deadline to December 30, 2025. The planning activity is underway and the 2021 CDBG funds will be expended within 30 days of DCED's approval. Approval also allows for Commissioner Keith to sign all necessary forms that are required by DCED.

CHANGE ORDER #1 – DIXONVILLE COMMONS – RESTROOM PROJECT / PLANNING

At the request of David Morrow, Office of Planning & Development and on behalf of Platinum Visual Solutions, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve Change Order #1 in the amount of \$21,400.00 with Bloxdorf Contracting on the Dixonville Commons Restroom Project. Change Order #1 is to add a laundry room adjacent to the new restroom area. The laundry room will be constructed with

block walls, concrete floor and a suspended ceiling and shall come equipped with a wash sink, washer, dryer and all necessary plumbing and electrical hookups. The revised contract with Bloxdorf with approval of Change Order #1 will be \$128,520 and the additional cost will be covered by Redevelopment Assistance Capital Program funds and Platinum Visual Solutions.

CONTRACT AWARD – PLATINUM VISUAL SOLUTIONS EAST PRODUCTION AREA HEATING SYSTEMS PROJECT / PLANNING

At the request of David Morrow, Office of Planning & Development and on behalf of Platinum Visual Solutions, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to enter into a contract agreement with Eagle Air Services from Homer City, PA for the Platinum Visual Solutions East Production Area Heating Project. The contract award request in the amount of \$54,500 is to provide and install in the East Production Area of the complex 2 400,000 BTU and 2 200,000 BTU Modine wall hung gas heaters including gas line and venting to the exterior. Project costs for this contract will be covered by a Redevelopment Assistance Capital Program (RACP) grant and Platinum Visual Solutions funds.

CONTRACT AWARD – BLUE SPRUCE PARK LAKESIDE CENTER RENOVATIONS PROJECT / PLANNING

At the request of David Morrow, Office of Planning & Development and on behalf of Thomas R. Harley Architects, LLC, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to enter into a contract agreement with CNC Construction, Inc. from Penn Run, PA for the Blue Spruce Park Lakeside Center Renovations Project. The contract award request in the amount of \$57,800 is to install composite siding by Everlast on all exterior walls and replace all windows and doors. Project costs for this contract will be covered by the Indiana County Parks & Trails Marcellus Shale Legacy Funds and Park Enterprise Funds (Park rental fees).

CONTRACT AWARD – CHALLENGER LEARNING CENTER INTERIOR GARAGE DOORS AND ACOUSTIC WALL PROJECT / PLANNING

At the request of David Morrow, Office of Planning & Development and on behalf of 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 Interior Garage Doors and Acoustic Wall Project located at 437 Hamill Road in White Township. The contract award request in the amount of \$54,290 is for the installation of two glass overhead garage doors, four interior windows and one movable acoustic wall. Project costs for this contract will be covered by a Keystone Communities Initiatives Program grant.

UPDATED BUILDING PERMIT FEE SCHEDULES / 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 approve the proposed building permit fee schedule to replace the existing fee schedule approved more than seven years ago. The Office of Planning & Development has been administering the Uniform Construction Code (UCC) on behalf of municipalities since 2004 to coordinate plan reviews and inspection services for both residential and commercial projects. We currently serve 28 municipalities throughout Indiana County.

The proposed fee schedule has been negotiated with Pennsafe Building Inspection Services out of Dubois, PA to ensure compliance with current code requirements and industry rates. Pennsafe Building Services is a third-party inspection agency which contracted with Indiana County in 2012 to provide coordinated Construction Code services to our municipalities.

Permit fees for Residential new homes and additions will remain the same with a few minor changes to other Residential related services. Most changes in the proposed fee schedule would be reflected in the Commercial fee schedule, as those tend to be more complex in nature. The proposed UCC fee schedule will take effect on January 1, 2026.

LINE EXTENSION AGREEMENT – PEOPLES NATURAL GAS COMPANY LLC – JIMMY STEWART AIRPORT – CONSTRUCT HANGAR PROJECT / PLANNING

At the request of Byron Stauffer, Office of Planning & Development, and on behalf of the Indiana County Municipal Airport Authority, Delta Airport Consultants, Inc. and Stiffler-McGraw Architects, LLC, a motion was made by Commissioner Dunlap, seconded by Commissioners Hess and carried unanimously to enter into a Line Extension Agreement with Peoples Natural Gas Company LLC in order to provide natural gas service for the Construct Hangar Project and future projects at the Jimmy Stewart Airport. The Contribution in Aid of Construction is estimated at \$115,287.00 for the installation of approximately 1,980 feet of mainline pipe and service line facilities to provide the natural gas needs for the project. Should the total cost of construction be less than estimated, the County would be refunded the amount collected in excess. If other customers are connected to this mainline within three (3) years from the date of the completion of the construction of the new pipeline, the County would also be entitled to recoup the allowed investment for that particular customer. This project is necessary to have enough natural gas supply available to the Airport in order to provide capacity for natural gas fueled generator to serve the new 12,000 sq. ft. Corporate Hangar and future hangar development projects. Approval allows for Commissioner R. Michael Keith be authorized to sign the Line Extension Agreement on behalf of the County of Indiana.

SALLADE SAFETY IMPROVEMENT PROGRAM GRANT APPLICATION

At the request of Robin Maryai, Chief Clerk, a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the Sallade Safety Improvement Grant Application in the amount of \$6,580.80 through the County Commissioners Association of Pennsylvania. These funds will be used to purchase 2 snow blowers, 2 fire extinguishers, repair of the employee parking lot, commercial for the DA Office and safety items in the Probation Office.

BOARD APPOINTMENTS...CONSERVATION DISTRICT

At the request of Robin Maryai, Chief Clerk, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to appoint the following the Conservation District:

Craig Andrie – Farmer Director; term expires December 31, 2029
Janis B. Long – Urban Director; term expires December 31, 2029
Sherene Hess – Commissioner Member; term expires December 31, 2026

2026 TENTATIVE GENERAL FUND BUDGET

A motion was made by Commissioner Keith, seconded by Commissioner Dunlap and carried unanimously to approve the following Tentative General Fund Budget:

Opening Balance.....\$1,315,685
Total Revenues..... \$52,118,255
Total Expenditures..... \$53,433,940

This will allow a real-estate tax rate of 6.105 mills. .89 mill of 6.105 are applied to debt service with the remaining millage of 5.215 to general operating fund.

2026 TENTATIVE CAPITAL FUND BUDGET

A motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve the Capital Fund Budget as follows:

Opening Balance.....\$75,426
Total Revenue..... \$24,564
Total Expenditures.....\$100,000

2026 LIQUID FUELS BUDGET

A motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to approve the Liquid Fuels Fund Budget as follows:

Opening Balance.....\$0
Total Revenues..... \$810,795
Total Expenditures..... \$810,795

COURTHOUSE CLOSED...THURSDAY AND FRIDAY NOVEMBER 27-28, 2025 THANKSGIVING DAY HOLIDAY

The courthouse will be closed on Thursday and Friday November 27-28, 2025 in observance of the Thanksgiving Day Holiday.

OTHER BUSINESS

Commissioner Dunlap announced that November 16-22, 2025 is County Row Officer Week.

NEXT REGULAR MEETING...DECEMBER 17, 2025 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, December 17, 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 11:32 a.m.

Sherene Hess, Secretary

Michael Keith, Chairman