

COMMISSIONERS' MEETING MINUTES

OCTOBER 22, 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 Hess, seconded by Commissioner Dunlap and carried unanimously to approve the minutes of October 8, 2025.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There were no Executive Sessions.

PROCLAMATION...BUSINESS WOMEN'S WEEK

After a proclamation was read, a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to proclaim October 20-24, 2025 as Business Women's Week.

GRANT APPLICATION...IMPROVING JUSTICE SYSTEM RESPONSES TO SUBSTANCE USE DISORDERS/ AICDAC

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 a grant application be submitted to Pennsylvania Commission on Crime and Delinquency for funding to support the Diversionary Program at the District Attorney's Office and the Medication Assisted Treatment program, Certified Recover Specialist Re-entry Coordinator, and Cognitive Therapy at the Indiana County Jail. The fund is not to exceed \$500,000.00.

GRANT APPLICATION...LOCAL SHARE ACCOUNT STATEWIDE PROGRAM / SHERIFF

At the request of Robert Fyock, Sheriff, a motion was made by Commissioner Keith, seconded by Commissioner Dunlap and unanimously carried to approve a grant application be sent to the Pennsylvania Department of Community and Economic Developments Local Share Account

program to implement a comprehensive Body-Worn Camera system for its sworn personnel in the amount not to exceed \$30,000.00.

AGREEMENT ADDENDUM...SCHILLINGER & KEITH (Judicial Sales) / 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 addendum with Schillinger & Keith increasing their fee to \$150.00 per surface title report for judicial sales. The final invoice will be paid from the general fund and reimbursed through either customer payment or tax sale proceeds.

AGREEMENT ADDENDUM...SCHILLINGER & KEITH (Excess Funds Distribution) / 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 addendum with Schillinger & Keith increasing their fee to \$150.00 per surface title report for excess funds distribution. The final invoice will be paid from the general fund and reimbursed by a deduction from the original balance of excess funds.

AGREEMENT ADDENDUM...COMPLETE CLOSINGS, LLC / 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 addendum with Complete Closings, LLC increasing their fee to \$150.00 per surface title report for judicial sales and a minimum \$300.00 per coal report for judicial sales. The final invoice will be paid from the general fund and reimbursed through either customer payment or tax sale proceeds.

WATERSHED PLANNING ADVISORY COMMITTEE / 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 formally reestablish the Watershed Planning Advisory Committee (WPAC) for Indiana County. Since the completion of Phase I in 2015, the Office of Planning & Development has been working with the US Army Corp of Engineers, the Indiana County Conservation District, the Southwestern Pennsylvania Commission and other partners on Phase II of this project. Indiana County has entered into an agreement with Herbert Rowland and Grubic, Inc. to assist with consulting services for the completion of the Phase II project. The Act 167 Phase II Plan development includes the reformation of the WPAC, for which the main goals are to engage local municipalities and residents, gather local knowledge, and help guide the Plan development process. The WPAC will include members from local municipalities, Watershed Groups, and other key stakeholders in the Stormwater Management Plan. A complete list of WPAC members will be available once final confirmation from all participants is received.

CHANGE ORDER #1 – OLD COURTHOUSE ROOF REPLACEMENT 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 Keith, seconded by Commissioner Hess and carried unanimously to approve Change Order #1 in the amount of \$76,000.00 with GW Roofing and Construction, Inc. from Eighty Four, PA for the Old

Courthouse Roof Replacement Project. Change Order #1 is to accept Alternate Bid #2 that was solicited at the time of the bid opening on September 9, 2025. Alternate bid #2 at a cost of \$76,000.00 is to replace the existing roof slate with Native Pennsylvania Slate as provided by Penn Slate Inc. of Slatington, PA. The revised contract with GW Roofing and Construction, Inc. with approval of Change Order #1 will be \$762,000.00. The additional project costs will be covered with Redevelopment Assistance Capital Program grant funds.

PURCHASE ORDER – CHALLENGER LEARNING CENTER PHASE 2A / 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 Hess, seconded by Commissioner Dunlap and carried unanimously to approve materials Purchase Order #20250178 with Glass Erectors, Inc. from Reynoldsville, PA for the Challenger Learning Center Phase 2A Project. The Purchase Order request in the amount of \$43,300.00 is for 30 interior doors complete with welded metal frames and hardware. This purchase is through the Commonwealth of Pennsylvania's COSTARS program. This expenditure is being funded with Keystone Communities Initiative Funds.

ACQUISITION – 2024 INDIANA COUNTY CDBG / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, and on behalf of Indiana County Community Action Program, Inc., a motion was made by Commissioner Dunlap, seconded by Commissioner Hess and carried unanimously to approve the purchase of a vacant lot in White Township for the purpose of constructing a new emergency homeless facility including supportive services offices. An option to purchase agreement has been in place with the owner Mystic Brooke Development LP and the County since July of 2024. Funding for the acquisition of the parcel, site development and construction costs are secured.

The 1.91-acre parcel is located off of Shelly Drive behind the Big Lots shopping facility in White Township. The purchase price of the parcel is \$95,000.00 and 2024 Community Development Block Grant (CDBG) funds will be utilized. Approval includes associated closing costs such as a title search, recording fees, real estate transfer taxes, etc. which will also be paid by the CDBG funds. An appraisal was conducted on the property and the environmental review was completed and the County has been authorized to use the grant funds.

CONTRACT AWARD – ARCHITECTURAL SERVICES

At the request of LuAnn Zak, Office of Planning & Development and on behalf of the Indiana County Community Action Program (ICCAP), a motion was made by Commissioner Hess, seconded by Commissioner Dunlap and carried unanimously to enter into a contract agreement with Young & Associates Engineers & Surveyors of Indiana, PA for the detailed architectural and engineering design, plans, permitting, bidding and construction phase services for the Pathway Homeless Shelter Project. The contract award is for services at a cost not to exceed \$250,000.00 except for the exclusions specifically identified. The new Pathway Homeless Shelter will be approximately 12,000 square feet and consist of 20 non-congregate units. The facility will include a shared common living area with and administrative area for supportive services staff. The project is funded with County Community Development Block Grant and HOME-ARP Non-Congregate Shelter Program Funds.

RESOLUTION – 2025-2026 PHARE-RTT RESOLUTION TO SUBMIT APPLICATION / 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 adopt a resolution approving the preparation and submission of an application to the Pennsylvania Housing Finance Agency. The application submission will be for \$300,000.00 of Pennsylvania Housing Affordability and Rehabilitation Enhancement Funds-Realty Transfer Tax (PHARE-RTT) program funds. The funds will be utilized to continue the +55 Roof and Heating Systems Replacement Program. The program assists income eligible homeowners age 55 or older with replacing an inoperable or inefficient heating system and/or a leaking or deteriorated roof. \$25,000.00 of ACT 137 funds are proposed to provide match for the PHARE-RTT application. The application deadline is November 20, 2025 by 2:00 PM.

2025 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 submit an application to CCAP for the 2025 Sallade Safety Improvement Program Grant Application in the amount of \$13,139.70. these funds will be used to purchase multiple safety items in the Probation Office and also to purchase ice melt/salt for walkways at the courthouse, annex buildings and other buildings for employee entrances and sidewalks.

COURTHOUSE CLOSED...TUESDAY, NOVEMBER 11, 2025 VETERANS DAY HOLIDAY

The courthouse will be closed on Tuesday, November 11, 2025 in observance of the Veteran's Day Holiday.

OTHER BUSINESS

Commission Dunlap announced the PA Mountains Rural Health Conference will be held at the KCAC on November 20th.

Commissioner Dunlap expressed sympathy for the family and friends impacted by the two accidents this year near the courthouse killing 4 pedestrians. The Commissioners are concerned about employees that need to do business downtown and reminded everyone to be safe when crossing.

Commissioner Hess announced the Sustainability Summit will be October 24th at the KCAC.

NEXT REGULAR MEETING...NOVEMBER 19, 2025 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, November 11, 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 11:15 a.m.

Sherene Hess, Secretary

Michael Keith, Chairman