

COMMISSIONERS' MEETING MINUTES
SEPTEMBER 23, 2020

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. It is noted that because the courthouse is partially closed during the Corona Virus Pandemic, the meeting was open to the public via Zoom.com.

ROLL CALL

Chairman R. Michael Keith, present
Commissioner Robin A. Gorman, present
Commissioner Sherene Hess, present via Zoom

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...SEPTEMBER 9, 2020

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the minutes of September 9, 2020.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There were no Executive Sessions.

GRANT ACCEPTANCE...JUVENILE PROBATION SERVICES GRANT AGREEMENT / PROBATION

At the request of James Yaworski, Probation Department, a motion was made by Ms. Hess, seconded by Ms. Hess, seconded by Ms. Gorman and carried unanimously to accept the Juvenile Probation Services Grant Agreement in the amount of \$29,127.06. The grant will be used for the development and improvement of probation services for juveniles. It is noted that this is a partial agreement that covers 5 months for FY 2020-2021.

SOFTWARE PURCHASE...JUDICIAL SYSTEMS INCORPORATED / COURTS

At the request of Christy Donofrio, Court Administrator, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve purchase of a jury management software and server system from Judicial Systems Incorporated in the amount of \$74,226.00. This system will reduce paperwork and contact with jurors as there will be an option to complete the paperwork online versus paper and will reduce the number of people being summoned to the courthouse. Funding will be covered under the Cares Act.

COMPUTER PURCHASE...PA PUBLIC SAFETY, LLC / SHERIFF

At the request of Robert Fyock, Sheriff, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to allow the Sheriff's Office to purchase laptops, docking stations and all necessary hardware for the patrol vehicles in the amount of \$36,015.00. Funding will come from and the CARES Act Funding. These computers will enable better communication with the 911 center by use of mobile CAD and also will provide officer safety when going to calls.

AGREEMENT...KOVALCHICK CONVENTION & ATHLETIC COMPLEX / COURTS

At the request of Anna Bodnar, Tax Claim, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve an agreement with the Kovalchick Convention and Athletic Complex for the use by the Tax Claim Bureau for upcoming Judicial and Tax Sale at the rate of \$500.00 per day.

CONTACTLESS SELF-FUELING STATION / JIMMY STEWART AIRPORT

Rick Fuellner, Airport Manager, asked the board to approve the purchase of a contactless self-fueling station at the Jimmy Stewart Airport. He explained that he had bids ranging from \$65,000 to \$250,000. Chief Clerk, Robin Maryai, asked for the name of the company being purchased through and if the bids were sealed. Mr. Fuellner said they were not. Solicitor Budash said we cannot approve until legal matters with this purchase are worked through. A motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to table the purchase.

EQUIPMENT PURCHASE...AT&T FIRSTNET DATA SOLUTIONS / EMA

At request of Tom Stutzman, Emergency Management Agency, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve an equipment purchase through AT&T FirstNET in the amount of \$149,599.00. The purchase includes 150 cradle point units, 150 antennas', 150 power supplies and 1 statis IP FirstNET gateway and will paid from CARES Act funding and are . The Indiana County Emergency Management Agency as part of the Public Safety Radio system have been developing solutions to provide data communications to first responders throughout the county. This solution must include all Fire, Police and EMS agencies on a common platform to permit interoperations.

CARES ACT FUNDING...INDIANA COUNTY PUBLIC SAFETY ACADEMY / EMA

At the request of Tom Stutzman, a motion was made by Mr. Keith, seconded by Ms. Hess and unanimously carried to approve an allocation from CARES Act Funding in the amount of \$41,067.00 to the Indiana County Public Safety Academy to help offset the costs of operations. The Academy has not been able to offer programs or site rental to first responders or industrial clients and has experienced a loss of revenue during the COVID 19.

CONTRACT...HUCKESTEIN MECHANICAL / MAINTENANCE

At the request of Mike Yanity, Director of County Facilities, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the replacement of all fan coil units throughout the Courthouse through Huckestein Mechanical in the amount of

\$539,985.00. New units are able to be fitted with HEPA filters which will help cut down on virus transmission through purifying supply air in the office areas. This will be funded through the CARES Act funding and also is under COSTARS pricing.

CONTRACT...PIPITONE GROUP / COMMISSIONERS

On behalf of the COVID-19 Recovery Task Force, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a contract with Pipitone Group in the amount not to exceed \$40,000.00. Pipitone Group will help the Task Force attain its goals and objectives through improved public relations campaigns and communications with residents, businesses and visitors distressed by COVID-19.

AGREEMENT – 2020-2022 UNIFIED PLANNING WORK PROGRAM / PLANNING

At the request of Josh Krug, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to enter into a contract with the Southwestern Pennsylvania Corporation for the 2020-2022 Unified Planning Work Program. The total amount of the contract is \$28,850.00 which is to be used for administration and support of transportation planning within Indiana County. The contract requires that \$7,212.00 or 20% of equivalent staff time be provided as match towards the contract. The contract period is retroactive to July 1, 2020, and runs through June 30, 2022.

CONTRACT AGREEMENT – 2020 PHARE GRANT AGREEMENT / PLANNING

At the request of Christina Coleman, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to enter into a grant agreement with the Pennsylvania Housing Finance Agency (PHFA) for \$150,000.00 of 2019/2020 Pennsylvania Housing Affordability and Rehabilitation Enhancement Funds-Marcellus Shale (PHARE-MS). The motion also allows Commissioner Keith to sign the Conditional Award Letter and all necessary Paperwork. 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. \$25,000.00 in ACT 137 funds will provide match for the program. The County's original application asked for \$300,000.00 in PHARE-MS funding and would have used \$50,000.00 in ACT 137 monies for a match. Since the amount of PHARE funds to be awarded is half the amount that was applied for, the amount of ACT137 funds used to match has also been reduced proportionately. A Budget Revision is included in the agreement package.

PLANNING SERVICES – DENNY PUKO, PLANNING CONSULTANT LLC / PLANNING

At the request of Byron Stauffer, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to enter into a Planning Services Agreement with Denny G. Puko, Single Member of Denny Puko, Planning Consultant LLC, Pittsburgh, PA and for Commissioner Keith to execute the Planning Services Agreement. Denny Puko provides clients with professional services for comprehensive planning, strategic planning, land use ordinance preparation, and planning training. Mr. Puko has over 40-years of planning experience, including at the County and State levels. Services rendered will be on an hourly basis upon demand, at a rate of \$90.00 per hour, at the direction of the Executive Director of the

Office of Planning & Development. Funding will be provided by specific project funds and/or the Planning Office budget under Professional Services, as determined by the project scope.

RESOLUTION – ARC AREA DEVELOPMENT FUNDS GRANT AGREEMENT – INDIANA COUNTY EDUCATION & TECHNOLOGY CENTER (ICETC) BUILDING PROJECT / PLANNING

At the request of Byron Stauffer, Office of Planning & Development and in collaboration with Westmoreland County Community College (WCCC) and the Challenger Learning Center Indiana Pennsylvania (CLCIP), the Office of Planning and Development, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to accept a Federal grant from the Appalachian Regional Commission (ARC) Area Development Funds grant program in the amount of \$350,000.00 for eligible costs associated with the development of an approximately 26,402 square foot education and training facility proposed on the campus of the Indiana County Technology Center (ICTC). The purpose of the project is to provide a regional learning facility for local area students, as well as adult learners that includes a community college, the technology center, and a proposed Challenger Learning Center that strengthen knowledge in science, technology, engineering, and mathematics (STEM) to inspire students to pursue careers in these fields, all intended to provide students entering the workforce the necessary skill sets to pursue successful careers in high demand occupations. The grant requires matching funds of no less than \$362,500.00, which will be provided through a Redevelopment Assistance Capital Program (RACP) grant as well as County loan funds through First Commonwealth Bank and S&T Bank. The ARC Area Development grant will be administered by the Pennsylvania Department of Community and Economic Development and the Office of Planning & Development. This request authorizes Commissioner Keith, the Chief Clerk, and the Executive Director of the Office of Planning & Development, as necessary, to be granted authorization to execute any such documents or take such actions required to execute the ARC Area Development Funds grant agreement and to implement same.

PROFESSIONAL SERVICES CONTRACT – INDIANA COUNTY EDUCATION & TECHNOLOGY CENTER (ICETC) BUILDING PROJECT

Byron Stauffer, Office of Planning & Development, requested that the Board of Commissioners enter into the following professional services agreements related to the design, engineering, and permitting, and administration for the development of the Indiana County Education & Technology Center (ICETC) building project. The ICETC is a collaboration with Westmoreland County Community College (WCCC) and the proposed Challenger Learning Center Indiana Pennsylvania (CLCIP), consisting of an approximately 26,402 square foot education and training facility proposed on the campus of the Indiana County Technology Center (ICTC) located in White Township. The purpose of the project is to provide a regional learning facility for local area students, as well as adult learners that includes a community college, the technology center, and a proposed Challenger Learning Center that strengthen knowledge in science, technology, engineering, and mathematics (STEM) to inspire students to pursue careers in these fields, all intended to provide students entering the workforce the necessary skill sets to pursue successful careers in high demand occupations.

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to enter into a professional services agreement with Stiffler McGraw. They will provide Civil

Engineering services, including land development/site design, survey, concept plans, site plan, building placement, parking lot and sidewalk layout, grading and drainage plan, erosion and sedimentation control plan, stormwater management design / analysis including basins and ponds, utility coordination (sanitary, water, natural gas, telephone, cable/fiber and electric), lighting and landscaping design, stakeout plan, preparation of specifications and bid documents, preparation of sewage planning modules, coordination with ICCD and ICTC for stormwater, etc., permitting, land development approvals, construction administration and coordination, as-built drawings, and RFIs, as needed for \$113,332.00.

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to enter into a professional services agreement with Desmone Architects. They provide Architectural services, including architectural design, interior design, structural design and engineering, mechanical / electrical / plumbing (MEP) design and engineering, fire protection engineering, information technology (IT) and audio visual (AV) system design, project renderings, finishes selection, casework design, ceiling design and layout, guaranteed maximum price (GMP) documents, construction documents, construction administration, reimbursable expenses, and RFIs, as need for \$176,430.00.

Each request authorizes Commissioner Keith, the Chief Clerk, and the Executive Director of the Office of Planning & Development, as necessary, to be granted authorization to execute any such documents or take such actions required to execute the required documents and to implement same.

CONTRACT – INDIANA COUNTY EDUCATION & TECHNOLOGY CENTER (ICETC) BUILDING PROJECT / PLANNING

Byron Stuffer, Office of Planning & Development requested that the Board of Commissioners enters into a Contract Agreement with Westcon, Inc. DBA Cavcon Construction Company, Greensburg, PA as the Construction Manager as Constructor for professional services related to the construction of the Indiana County Education & Technology Center (ICETC) building project. The ICETC is a collaboration with Westmoreland County Community College (WCCC) and the proposed Challenger Learning Center Indiana Pennsylvania (CLCIP), consisting of an approximately 26,402 square foot education and training facility proposed on the campus of the Indiana County Technology Center (ICTC) located in White Township. The purpose of the project is to provide a regional learning facility for local area students, as well as adult learners that includes a community college, the technology center, and a proposed Challenger Learning Center that strengthen knowledge in science, technology, engineering, and mathematics (STEM) to inspire students to pursue careers in these fields, all intended to provide students entering the workforce the necessary skill sets to pursue successful careers in high demand occupations.

The following are actions related to this contract:

A motion was made by Ms. Hess, seconded by Mr. Keith and carried unanimously to approve AIA Document A133 – Standard Form of Agreement Between Owner and Construction Manager as Constructor. It establishes two phases of the project, Phase I – Site and Phase II – Building. It also establishes a fee of \$50,000.00 for pre-construction activities and affirms that Construction Manager shall bid and contract all subcontractors and suppliers in a manner in

accordance with the compliance requirements of the Redevelopment Assistance Capital Program (RACP). The agreement further acknowledges that the involvement of locally based Indiana County subcontractors and suppliers in this project is a priority.

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve Exhibit A. Exhibit A – Stipulates that a Gross Maximum Price (GMP) will be established for each Phase and that any savings will be split 60% (County) and 40% (Cavcon). The GMP for Phase I – Site is \$1,095,344.00 which includes a 6% Contingency and a Contractor's Fee of 7.5%.

A motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve Change Order Number: 001 – This change order has been requested to supply material only pre-engineered building and metal wall panels (PEMB) including receiving and unloading in the amount of \$618,086.00, inclusive of Phase I – Site of \$1,095,344.00, the new Guaranteed Maximum Price (GMP) including Change Order Number 001 is \$1,713,430.00.

Each request authorizes Commissioner Keith, the Chief Clerk, and the Executive Director of the Office of Planning & Development, as necessary, to be granted authorization to execute any such documents or take such actions required to execute the required documents and to implement same.

ENGINEERING SERVICES – INDIANA COUNTY CONSERVATION DISTRICT BUILDING PROJECT / PLANNING

At the request of Byron Stauffer, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to enter into an engineering services agreement with Young & Associates, Indiana, PA to provide civil engineering and consulting services to increase the capacity of stormwater management infiltration basin known as ICCD Basin No. 1, by approximately one-third its original size. The requested change is due to coordination efforts with the anticipated development of the Indiana County Education & Technology Center (ICETC) project also on the campus of the Indiana County Technology Center located in White Township. This change to the stormwater management system will eliminate the need for proposed County Basin 3 to be constructed, which will reduce long-term maintenance costs. The estimated fee is \$7,350.00 to be billed at \$105.00 per hour and includes design, permitting, coordination, and other administrative responsibilities. The funding for the project will be provided through County loan funds through First Commonwealth Bank and S&T Bank for the ICETC project and will not impact funding for the Conservation District's building project.

CHANGE ORDER – GENERAL CONSTRUCTION – INDIANA COUNTY CONSERVATION DISTRICT BUILDING PROJECT / PLANNING

At the request of Byron Stauffer, Office of Planning & Development, and on behalf of the Indiana County Conservation District and the Indiana County Technology Center, under consultation with Young & Associates and Stiffler McGraw consulting engineers, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve Change Order No. 1 with CNC Construction, Inc. in the amount of \$45,432.00 to increase the capacity of stormwater management infiltration basin known as ICCD Basin No. 1, by approximately one-

third its original size. The requested change is due to coordination efforts with the anticipated development of the Indiana County Education & Technology Center (ICETC) project also on the campus of the Indiana County Technology Center located in White Township. This change order will eliminate the need for proposed County Basin 3 to be constructed, which will reduce long-term maintenance costs. The funding for the project will be provided through a Redevelopment Assistance Capital Program (RACP) grant as well as County loan funds through First Commonwealth Bank and S&T Bank for the ICETC project and will not impact funding for the Conservation District's building project. The request also allows Commissioner Keith be granted authorization to execute any such change order documents.

STORMWATER MANAGEMENT AGREEMENT – INDIANA COUNTY CONSERVATION DISTRICT BUILDING PROJECT / PLANNING

At the request of Byron Stauffer, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to enter into a Stormwater Management Agreement with the Indiana County Conservation District (ICCD) as part of increasing the capacity of stormwater management infiltration basin known as ICCD Basin No. 1, by approximately one-third its original size. The requested change is due to coordination efforts with the anticipated development of the Indiana County Education & Technology Center (ICETC) project also on the campus of the Indiana County Technology Center (ICTC) located in White Township. This change to the stormwater management system will eliminate the need for proposed County Basin 3 to be constructed, which will reduce long-term maintenance costs as well as outline County obligations with respect to County Basin 1, which is bisected between leased areas of the ICCD and the County on the ICTC campus. The Stormwater Management Agreement is a requirement of White Township and delineates shared costs and outlines responsibilities for the management of the stormwater management system. This agreement stipulates that it will be recorded by the County in the office of the Indiana County Recorder of Deeds.

RELOCATION AGREEMENT – PEOPLES NATURAL GAS COMPANY LLC – INDIANA COUNTY EDUCATION & TECHNOLOGY CENTER (ICETC) BUILDING PROJECT / PLANNING

At the request of Byron Stauffer, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to enters into a Relocation Agreement with the Peoples Natural Gas Company LLC to extend natural gas services for the development of the Indiana County Education & Technology Center (ICETC) building project and relocate approximately 670' of existing natural gas line, inclusive of all work, such as ditching, pipe, connections, testing, etc. at an estimated cost of \$15,575.71.

BROADBAND IMPROVEMENTS – COMCAST / PLANNING

Byron Stauffer, Office of Planning & Development, requested that the Board of Commissioners approve the following proposals from Comcast to deliver broadband services to several locations that are currently unserved and underserved, as follows:

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the broadband improvement for Nehrig Road, Center Township – \$20,713.82.

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve the broadband improvement for Route 286 Corridor, Center Township – \$12,594.00.

A motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve the broadband improvement Shellbark Road, Armagh – \$10,037.00.

The funding for these projects will be provided through the County COVID-19 Block Grant program or a Keystone Communities Program administered through the PA Department of Community & Economic Development based on the timing of delivery of services. These requests also allow Commissioner Keith be granted authorization to sign contracts related to these improvements.

RESOLUTION – CFA MULTIMODAL TRANSPORTATION FUND – WHITE TOWNSHIP & INDIANA BOROUGH / PLANNING

At the request of Byron Stauffer, Office of Planning and Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to authorize the filing of a Commonwealth Financing Authority (CFA) Multimodal Transportation Fund (MTF) grant application in the amount up to \$450,000.00 for preliminary engineering design for eligible transportation improvements located along Wayne Avenue, Hospital Road, Carter Avenue areas of White Township and Indiana Borough. The County is currently partnering with Indiana Regional Medical Center and Indiana University of Pennsylvania as well as White Township and Indiana Borough on visioning exercises of possible land use. It is not anticipated that there will be any matching funds required. If CFA MTF funding is approved, it is also requested that a Cooperation Agreement be authorized between the project partners and the Indiana County Commissioners to administer the project through the Office of Planning & Development. This request also allows Commissioner Keith to sign on behalf of the Board of Commissioners and for the Executive Director of the Planning Office to submit the CFA MTF application.

RESOLUTION – CFA MULTIMODAL TRANSPORTATION FUND – CENTER TOWNSHIP / PLANNING

At the request of Byron Stauffer, Office of Planning & Development , and on behalf of the Indiana County Development Corporation and in collaboration with the Center Township Board of Supervisors, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to authorize the filing of a Commonwealth Financing Authority (CFA) Multimodal Transportation Fund (MTF) grant application in the amount up to \$2,500,000.00 for eligible project costs associated with development of roadway improvements at the 119 Business Park located in Center Township. It is not anticipated that there will be any matching funds required. If CFA MTF funding is approved, a Cooperation Agreement between the project partners and the Indiana County Commissioners to administer the project through the Office of Planning & Development will need executed. This request also allows Commissioner Keith to sign on behalf of the Board of Commissioners and for the Executive Director of the Planning Office to submit the CFA MTF application.

RESOLUTION AUTHORIZING THE FILING OF A REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM APPLICATION ...CEP COMPLEX AND JOHNSON REPAIR SERVICE / PLANNING

At the request of Byron Stauffer, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve the filing of an application to the Redevelopment Assistance Capital Program in the amount of \$500,000.00 for the property formerly known as Dixonville Commons or Polyvision in Dixonville. These parcels have been sold and are now referred to as the CEP Complex and Johnson Repair Service. The matching funds will be provided by the CEP Complex and Johnson Repair Service primarily through cash match and/or land match. Both property owners have provided appraisals. This request also allows Commissioner Keith to sign on behalf of the Board of Commissioners and for the Executive Director of the Planning Office to submit the RCAP application.

SOFTWARE PURCHASE...TELEOSOFT, INC. PROTHONOTARY

At the request of Randy Degenkolb, Prothonotary, a motion was made Ms. Gorman, seconded by Ms. Hess and unanimously carried to approve a software purchase from Teleosoft using CARES Act funding in the amount of \$42,752.00 and 1st year maintenance support in the amount of \$5,281.00. This software will be used for e-filing from remote locations to file civil documents. Normal fees will be paid plus a convenience fee.

POLLING PLACE CHANGES FOR NOVEMBER 3, 2020

At the request of Robin Maryai, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the following are polling place changes for the November 3, 2020 General Election:

- a. Armstrong #1 voters will vote at Armstrong #2 – Shelocta United Presbyterian Church, 182 S. Ridge Rd., Shelocta, PA 15774
- b. White #6 has moved from the YMCA to Summit Church, 2707 West Pike Rd. (Rear Entrance), Indiana, PA 15701
- c. Indiana #3/1 will be located at Zink Hall. 1190 Maple St., Indiana, PA 15701

ELECTION REMINDERS FOR THE NOVEMBER 3, 2020 GENERAL ELECTION

Chief Clerk, Robin Maryai reminded voters of the following:

The last day to register for the November 3, 2020 General Election is October 19th. Voters can register or check to see if they are registered by visiting www.votespa.com.

The last day to apply for an absentee or mail-in ballot is October 27th. Voters can also apply online at www.votespa.com or they can print the form and mail it in to the Voter Registration Office. If mailing the form, it is recommended that the application be put in the mail by October 20th. The sooner you apply the sooner you will get your ballot in the mail.

Due to COVID the Voter Registration Office is open by appointment only. Their phone number is 724-465-3852.

The counties were certified last week to begin preparation to have the ballots printed. We are hoping to get the ballots out to those who have applied the week of September 28th.

There are many third-party organizations that are mailing out multiple applications to voters asking them to apply for a mail-in ballot. If you have already mailed in an application, please do not mail a second or third application.

Voters will no longer have a shortcut option to vote straight party. Each candidate on the ballot will have the party they represent under their name.

The deadline to return ballots is by 8:00 p.m. on November 3rd. However, based on the expected number of voters opting to use mail-in ballots during the pandemic, the PA Supreme Court has granted a three-day extension of the absentee and mail-in received by deadline to allow for tabulation of ballots mailed by voters via the USPS and postmarked by 8:00 p.m. on November 3rd. Postage-Paid return envelopes for the absentee and mail-in ballots have been provided at no cost to the voter for the November 3rd Election.

If you receive an absentee / mail-in ballot and returned your voted ballot by the deadline, you may not vote at your polling place on Election Day. If you are unable to return your voted ballot by the deadline, you can surrender your ballot materials (the ballot and envelope) to the Judge of Election at your polling place and vote at your poll. If you do not surrender your ballot materials to the Judge of Election, you can only vote by provisional ballot.

In addition, the court ruled that mail-in ballots that are not enclosed in the secrecy envelope must be disqualified. Please be sure you put your voted ballot in the secrecy envelope before placing it in the outer envelope before it is mailed or deliver to the board of elections.

There will be a locked drop-box located inside the security station of the Indiana County Courthouse between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Ballots are removed several times a day and secured each night in our election safe.

All polling locations in the county will be open between the hours of 7:00 a.m. to 8:00 p.m. Voters who are affected by a change of a polling location will get a notification in the mail.

Safety precautions, much like the primary, will be in place. There will be sneeze guards between the pollworker and voters, hand sanitizer will be available, and each voter will get a pen that they will take with them. We are asking the voter to please wear a mask when entering the polls and comply with social distancing guidelines.

OTHER BUSINESS

Commissioner Keith reminded those who have not filed their Census can do so by September 30, 2020.

Chief Clerk Robin Maryai announced the courthouse will be closed on Monday, October 12, 2020 in observance of the Columbus Day holiday.

NEXT REGULAR MEETING...OCTOBER 14, 2020 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, October 14, 2020 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. Gorman, seconded by Ms. Hess to adjourn the meeting at 11:27 a.m.

Sherene Hess, Secretary

R. Michael Keith, Chairman