

**COMMISSIONERS' MEETING MINUTES**  
**APRIL 13, 2022**

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...MARCH 23, 2022**

A motion was made by Ms. Hess, seconded by Ms. Gorman, and carried unanimously to approve the minutes of March 23, 2022.

**COVID UPDATE**

Tom Stutzman reported that Indiana County Covid statistics continue to improve across most areas in Indiana County. CDC reported Indiana County is at low level and remains a moderate rate. Covid testing has decreased 39.86% over the 7-day period. Home test kits are still available at the Pennsylvania Department of Health, Indiana Office. On April 7<sup>th</sup> IRMC discontinued their daily reporting of covid case numbers. The Department of Health daily case rate remains low at 2.71 per day. CDC reported vaccinations have slowed across the region and there have two additional deaths bringing to total to 354 persons. Discussions are continuing with the Pennsylvania Department of Health Initiative for Rural PA and PA Office of Rural Health to expand the healthcare community's ability to extend public access to covid vaccinations and testing in rural areas. Influenza Type A is the predominant strain of the flu. 379 cases have been documented in Indiana County and are mostly Influenza Type A.

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSIONS**

There was an Executive Session held on March 28, 2022 at 9:00 a.m. to discuss real estate matters.

**PROCLAMATION...NATIONAL TELECOMMUNICATOR'S WEEK**

After a proclamation was read, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to proclaim the week of April 10 – 16, 2022 as National Telecommunicator's week in Indiana County and honor the men and women whose diligence and professionalism keep our county and citizens safe.

**PROCLAMATION...SEXUAL ASSAULT AWARENESS MONTH**

After a proclamation was read, a motion was made by Mr. Gorman, seconded by Ms. Hess 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 in our community and recognize the work done by Alice Paul House, the services they provide to victims, and how they honor survivors.

#### **PROCLAMATION...CHILD ABUSE PREVENTION MONTH**

After a proclamation was read, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to proclaim the month of April as Child Abuse Prevention Month in Indiana County and urged all citizens to work together to help reduce child prevention and neglect and engage in activities that strengthen families and provide a healthy environment for children to learn, grow and thrive in our community.

#### **PROCLAMATION...NATIONAL AGRICULTURE DAY**

After a proclamation was read, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to recognize National Agriculture Day and recognize locally Indiana County Fair Queen Elizabeth Bruner who worked with the Indiana County Farm Bureau and local producers to present a gift basket to the first baby born at Indiana Regional Medical Center on National Agriculture Day.

#### **PROCLAMATION...NATIONAL COUNTY GOVERNMENT MONTH**

After a proclamation was read, a motion was made by Mr. Keith, seconded Ms. Gorman and carried unanimously to proclaim April 2022 as National County Government Month and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

#### **PROCLAMATION...INDIANA COUNTY WALKS DAY**

After a proclamation was read, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to proclaim Saturday, April 23, 2022, Indiana County Walks Day and encourage Indiana County residents to put on their sneakers and become more physically active by walking.

#### **MEMORANDUM OF UNDERSTANDING...IPPC TECHNOLOGIES, INC. / PROBATION**

At the request of Jim Decker, Probation, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a Memorandum of Understanding with IPPC Technologies, Inc. to provide the framework for developing a relationship with the agency to provide solutions for monitoring computers, devices and internet access of those on supervision. There is not cost to the county and the service fees are paid by the offender.

#### **GRANT APPLICATION...INTERMEDIATE GRANT PROGRAM / PROBATION**

At the request of Jim Decker, Probation, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve the submission of a grant application for the Intermediate Grant Program in the amount of \$135,000.00. This is an annual award designed to improve adult probation and parole services, treatment and case management work provided by agencies in Indiana County.

#### **PROCLAMATION OF APRIL AS FAIR HOUSING MONTH IN INDIANA COUNTY**

At the request of Josh Krug, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to declare April as Fair Housing Month in Indiana County. The declaration is to bring attention to the residents of Indiana County of

their right to live where they want without prejudice and discrimination. It is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) to discriminate in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability). The Pennsylvania Human Relations Act added the additional protected classes of age, ancestry, and use of guide or support animals.

#### **RESOLUTION – FAIR HOUSING / 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 approve a Fair Housing Resolution for Indiana County and “on behalf of” (OBO) the Community Development Block Grant (CDBG) Entitlement Communities of Indiana Borough and Center Township. The Resolution identifies publicly how Indiana County and Indiana County “on behalf of” communities will promote, educate, and aid in the enforcement of Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law), the Pennsylvania Human Relations Act, and any local laws or ordinances. The actions identified for implementation to further fair housing will include at a minimum, publicizing the name and contact information of the designated Fair Housing Officer for Indiana County, including the “OBO” communities of Indiana Borough and Center Township; conducting a minimum of one fair housing activity annually, and utilizing the fair housing logo on all materials dealing with housing programs.

#### **RESOLUTION – DESIGNATION OF A FAIR HOUSING OFFICER AND COMPLAINT PROCESS / PLANNING**

At the request of Christina Coleman, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to adopt a resolution designating a Fair Housing Officer to comply with Federal Fair Housing Law and the Pennsylvania Human Relations Act and identify a complaint process. The Fair Housing Officer designation includes the County of Indiana and Indiana County “on behalf of” Indiana Borough, and Center Township as designated Community Development Block Grant Entitlement Grantees. The Fair Housing Officer is available to assist any resident that believes they have been discriminated against based on the federal, state and local laws and ordinances. The duties include receiving all complaints of housing discrimination and taking the appropriate action to resolve the complaint as required.

The resolution also allows that Christina Coleman, Community Development Analyst be designated to serve as the Fair Housing Officer and the complaint process as outlined, be approved. The notice of the Fair Housing Officer and complaint process will be published in the Indiana Gazette on April 14, 2022 and will be posted at [www.icopd.org](http://www.icopd.org).

#### **CHANGE ORDERS 7 THROUGH 12 – INDIANA COUNTY EDUCATION AND TECHNOLOGY CENTER / PLANNING**

Dave Morrow, Office of Planning & Development and Desmone Architects requested that the Board of Commissioners approve the following Change Orders 7 through 12 on the Indiana County Education & Technology Center Building Project with Cavcon Construction Company, Greensburg, PA.

A motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve Change Order 7 which is an increase to the Cavcon Construction contract of \$52,417.84. Change

Order 7 is to furnish and install 2 emergency call boxes per WCCC's security plan. Work includes the call stations, concrete work, trenching, conduit work and wiring.

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve Change Order 8 which is a decrease to the Cavcon Construction contract of \$11,639.07. Change Order 8 is to delete drywall and finish work of three exterior walls in the Challenger space.

A motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve Change Order 9 which is an increase to the Cavcon Construction contract of \$13,380.34. Change Order 9 is to provide all necessary electrical, plumbing and venting for an additional washer and dryer setup in the facility.

A motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve Change Order 10 which is an increase to the Cavcon Construction contract of \$2,996.67. Change Order 10 is to furnish and install 3 additional light fixtures in the facility.

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve Change Order 11 which is a decrease to the Cavcon Construction contract of \$49,360.00. Change Order 11 is to delete a foundation drain, snow guards at metal roof, waterproofing and a mechanical screen wall.

A motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve Change Order 12 which is an increase to the Cavcon Construction contract of \$3,864.56. Change Order 12 is to furnish and install 2 ADA acid reducing tanks under the lab sinks with copper plumbing.

The revised Guaranteed Maximum Price Contract with Cavcon Construction Company with approval of Change Orders 7 through 12 will be \$6,872,709.71.

### **2018 CDBG PROJECT ACTIVITY EXTENSIONS / PLANNING**

At the request of LuAnn Zak, Office of Planning and Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve 3-Year Project Activity extensions for the 2018 CDBG Entitlement contract activities as follows and to extend completion date to April 30, 2023:

- 2018 CDBG Entitlement Indiana County "On Behalf Of" Indiana Borough S. 15<sup>th</sup> Street Storm Sewer Replacement/Improvements Project Planning Activity
- 2018 CDBG Entitlement Indiana County "On Behalf Of" Burrell Township Campbell Mills/Falling Run Roads Water Service Extension
- 2018 CDBG Entitlement Indiana County Peg Run Reservoir Improvements Project

**2018 BUDGET REVISION #1 – INDIANA COUNTY “ON BEHALF OF” BURRELL TOWNSHIP / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development and on behalf of the Burrell Township Supervisors, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve a budget revision to the 2018 CDBG contract. The budget revision will re-allocate \$20,569.20 of unexpended funds from the Josephine I/I Project to the Campbell Mills / Falling Run Road Water Service Extension. The Josephine Project budget line will be adjusted from \$40,000.00 to \$19,430.80 and revise the Campbell Mills / Falling Run Road Project line from \$36,500 to \$57,069.20. The Josephine Project was completed as proposed and the water extension project will begin later this year.

**2021 CONTRACT MODIFICATION #1 – INDIANA COUNTY “ON BEHALF OF” BURRELL TOWNSHIP / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development and on behalf of the Burrell Township Supervisors, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a contract modification to the 2021 CDBG Contract. The contract modification will delete the Marshall Heights Storm Sewer Construction project proposed for White Street and replace it with the Campbell Mills/Falling Run Road Water Service Extension Project. The proposed modification is necessary to cover additional materials and supply costs for the water extension project. Delays in the project start occurred due to the unavailability of water pipe in 2021. Updated cost estimates indicate that additional funds will be required to complete the 7,600 linear foot extension of public water service. The modification will re-allocate \$80,000.00 of CDBG Entitlement funds for Burrell Township.

**\$30,000 CARES ACT REVOLVING LOAN FUND (CARES ACT RLF) LOAN TO AMBITIOUS FUN, LLC DBA THE ARTISTS’ HAND GALLERY / PLANNING**

At the request of Angela Campisano, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Mr. Keith and carried unanimously to approve a \$30,000 term loan from the Indiana County CARES Act Revolving Loan Fund (RLF) to Ambitious Fund, LLC dba The Artists’ Hand Gallery. The Artists’ Hand was established in 2012 and is a broker of local art on consignment with some resale of purchased ceramics and fiber art. They also rent studio space to artists and for special events. They feature a full-service espresso bar. All of the proceeds of this loan will solely be used as working capital to pay for critical operating expenses such as payroll, utilities, and inventory to alleviate economic injury caused by the COVID-19 pandemic disaster. The interest rate is 0.0% fixed for the term of the loan. There is no payment for the first twelve months; then 60 months of principal. The Borrower will retain 7 full-time equivalent employees as a result of these funds. The application was reviewed and approved by the Revolving Loan Fund Loan Review Committee.

**\$115,000 REVOLVING LOAN FUND (RLF) LOAN TO NICK’S BULLSEYE FIREARMS, INC. AND NM INVESTMENT PROPERTIES, LLC / PLANNING**

At the request of Angela Campisano, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a \$115,000 term loan from the Indiana County Revolving Loan Fund (RLF) to Nick’s Bullseye Firearms, Inc. and NM Investment Properties, LLC to purchase the commercial building they recently moved into and are currently leasing. This building provides the necessary space to expand the business. Nick’s Bullseye offers firearm sales and service, plus they are expanding into gun safe sales and archery sales & service. They are also the only outlet in the area that sells official Boy Scout merchandise. The interest rate is 2.5% fixed for 180 months. The RLF funds will be leveraged

by funds from the Southwestern PA Commissions Appalachian Region Commission loan program and owner contribution. Nick's Bullseye will retain 4 and create 3 full-time employees as a result of these funds. The application was reviewed and approved by the Revolving Loan Fund Loan Review Committee.

### **CONTRACT AWARD- INDIANA COUNTY ACTIVE TRANSPORTATION PLAN UPDATE / PLANNING**

At the request of Josh Krug, Office of Planning & Development, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve entering into a contract agreement with the EADS Group for the development of an Active Transportation Plan. In September 2012, Indiana County adopted the plan *More People Biking and Walking More Often: A Bicycle and Pedestrian Plan for Indiana County* in conjunction with the adoption of the plan *Where We Live: A Comprehensive Plan for Indiana County*. ICOPD intends to update *More People Biking and Walking More Often...* with the new Indiana County Active Transportation Plan Update (ICATPU). ICOPD staff will provide in kind assistance alongside the EADS Group in the development of the plan. The total contract award \$16,500. Funding is to be provided through a reimbursement by the Pennsylvania Department of Health through the State Physical Activity and Nutrition grant and Preventive Health and Health Services Block Grant from the Centers for Disease Control and Prevention, as administered by the Pennsylvania Downtown Center.

### **AGREEMENT...DOVERSPIKE REAL ESTATE PARTNERS**

A motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve an agreement with Doverspike Real Estate Partners to purchase property at 220 Airport Road, Indiana, PA in the amount of \$580,000.00. The purpose of the purchase is to relocate some county offices.

### **RESOLUTION BY MUNICIPALITY CERTIFYING PROVISION OF LOCAL MATCH FOR STATE OPERATING FINANCIAL ASSISTANCE**

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve a Resolution by Municipality Certifying Provision of Local Match for State Operating Financial Assistance. This resolution certifies that the required amount of local matching funds in the amount of \$91,267.00 will be provided no later than June 30, 2023 to the Indiana County Transit Authority.

### **BOARD APPOINTMENT...INDIANA COUNTY HOUSING AUTHORITY**

A motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to appoint Haneen Abdulhadi to the Indiana County Housing Authority; term expires January 2027.

### **OTHER BUSINESS**

The board announced that town hall meetings will be held in the following locations:

- \*April 14, 2022 - S&T Arena, 7:00 – 8:30 p.m.
- \*April 18, 2022 – Armagh/East Wheatfield Fire Hall, 7:00 – 8:30 p.m.
- \*April 27, 2022 – Marion Center Community Center, 7:00 – 8:30 p.m.

Chief Clerk, Robin Maryai, said she is still seeking a Judge of Election in Blairsville Ward #2.

**NEXT REGULAR MEETING...APRIL 27, 2022 AT 10:30 A.M.**

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, April 27, 2022 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 11:52 a.m.

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Sherene Hess, Secretary

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R. Michael Keith, Chairman