

COMMISSIONERS' MEETING MINUTES
AUGUST 10, 2022

Commissioner R. Michael Keith called the regular meeting of the Indiana County Commissioners to order at 10:33 a.m. in the Commissioners Hearing Room.

ROLL CALL

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

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...JULY 27, 2022

A motion was made by Ms. Gorman, seconded by Ms. Hess, and carried unanimously to approve the minutes of July 27, 2022.

COVID UPDATE

Thomas Stutzman reported that the CDC COVID Community level remains at a "LOW" rating, in the CDC's "COVID-19 Community Level". This indicates reduced numbers in hospitalizations during the period. PADOH's early warning monitoring, for last week, indicated reductions in the PCR rate to 12.7% and decreases in statewide numbers. One new COVID related death was reported last week, by PADOH, the total number of COVID related deaths in Indiana County is at 371. The CDC's website indicated a decrease in COVID Cases. Also, an increase in COVID Testing was reported, which is surprising due to the number of at home tests that are being utilized. Other good news, there was an increase in COVID Vaccinations throughout the region. A 0.2% increase in "Fully Vaccinated" and "Booster Vaccinations" was reported by CDC last week. Recently, the media has been reporting on "Monkey Pox", however, PADOH does not provide specifics on cases within the Commonwealth. Pennsylvania is one of 48 states reporting cases. CDC reported, as of this past week, 173 cases were identified in the Pennsylvania.

PUBLIC COMMENT

Susan Welch, Martha Buckley, Arlene Barker and Susan Boser made public comment regarding the Sanctuary 2nd Amendment Ordinance and/or gun violence.

EXECUTIVE SESSIONS

There were no Executive Sessions.

VICTIM NOTIFICATION PROGRAM GRANT / DISTRICT ATTORNEY

At the request of Lexi Rieger, District Attorney's Office, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve a grant application be submitted to the Pennsylvania Commission on Crime and Delinquency in the amount of \$135,000.00. This program notifies and provides services to all victims of crime who have a case in the Indiana County Criminal Court system.

ORDINANCE...GENERAL OBLIGATION NOTE, SERIES OF 2022

At the request of Chris Brewer, Bond Counsel from Dinsmore & Shohl, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve an ordinance authorizing the borrowing of \$3,575,000.00 to fund (1) a new security system, boilers and roof at the county jail, (2) boilers and HVAC at the Courthouse (3) and any other projects that the county deems necessary. The loan will be funded by First Commonwealth Bank at the rate of 3.55% for 15 years. It is noted that seven (7) proposals were received, and First Commonwealth’s rate was the lowest.

AGREEMENT...TYLER TECHNOLOGIES

At the request of Lisa Gregersen, Financial Supervisor, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve a contract with Tyler Technologies to upgrade MUNIS, the current financial system. This contract will move our current system up 6 versions and move the system from in-house servers to a web/cloud-based service. The current cost will be increased from \$55,000.00 to \$96,243.00 per year. It is noted that this update is budget neutral due to not having to replace servers, software, and hardware along with future update costs.

EMPLOYEE MANUAL UPDATE

At the request of Robin Maryai, Chief Clerk, a motion was made Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve an update in the Employee Manual for Subsistence Allowance for meals as follows:

	Old Allowances	New Allowances
Breakfast	\$10.00	\$12.00
Lunch	\$12.00	\$15.00
Dinner	\$20.00	\$25.00

In Allegheny, Centre, Dauphin, Erie, Philadelphia or out of state the allowances are:

	Old Allowances	New Allowances
Breakfast	\$12.00	\$15.00
Lunch	\$15.00	\$18.00
Dinner	\$25.00	\$30.00

BUDGET REVISION #1- INDIANA COUNTY 2020 CDBG COMPETITIVE CONTRACT / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve a budget revision to the 2020 CDBG Indiana County Competitive contract. The total contract amount is \$230,000.00; allocated to extend public water service to thirteen residences on Metz Road in White Township. Due to additional construction costs, the requested revision decreases the administration line item by \$11,575.23, from the original allocation of \$21,000.00, to a revised amount of \$9,424.77. The reallocation would increase the construction line item by \$11,575.23, changing the amount from \$209,000.00 to \$220,575.23. The revision adjusts the contract budget lines to reflect the actual project costs for the Metz Road Water Line Extension Project. The request also allows for Commissioner Keith to sign all required documents to complete the budget revision process as required by PA DCED.

BUDGET REVISION #1- 2018 INDIANA COUNTY “OBO” INDIANA BOROUGH / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve a budget revision for the 2018 CDBG contract on behalf of Indiana Borough. This revision will reallocate \$9,070.58 of unexpended funds from the planning budget line item to the S.15th Street Storm Sewer Replacement/Improvements Project construction line item. The planning budget line item will be reduced from the original allocation of \$10,000.00 to \$929.42, a reduction of \$9,070.58. These funds will be reallocated to the construction line item increasing the budget line from \$152,000.0 to \$161,070.58. The funding revision is necessary to cover additional project costs due to increases in materials and supplies. The request also allows for Commissioner Keith to sign all required documents to complete the budget revision process as required by PA DCED.

CONTRACT MODIFICATION – 2019 INDIANA COUNTY “OBO” INDIANA BOROUGH / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve a contract modification for the 2019 CDBG contract on behalf of Indiana Borough. This modification will delete the proposed planning activity for additional flow monitoring of the sanitary sewer system and reallocate these funds to the S. 15th Street Storm Sewer Replacement/Improvements Project. The modification revises the planning activity budget line from \$10,000.00 to \$0.00 and increases the construction line item for the S. 15th Street Project from \$157,000.00 to \$167,000.00. The funding modification will cover additional project costs due to increases for materials and supplies. The citizen participation requirements have been completed for the requested modification. The request also allows Commissioner Keith to sign all required documents to complete the contract modification process as required by PA DCED.

CONTRACT MODIFICATION – 2020 INDIANA COUNTY “OBO” INDIANA BOROUGH / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve a contract modification for the 2020 CDBG contract on behalf of Indiana Borough. This contract modification will delete the proposed planning activity for flow monitoring of the sanitary sewer system and reallocate these funds to the S. 15th Street Storm Sewer Replacement / Improvements Project. The modification revises the planning activity budget line from \$10,000.00 to \$0.00 and increases the construction line item for the S. 15th Street Project from \$163,000.00 to \$173,000.00. The funding modification will cover additional project costs due to increases for materials and supplies. The citizen participation requirements have been completed for the requested modification. The request also allows Commissioner Keith to sign all required documents to complete the contract modification process as required by PA DCED.

CONTRACT MODIFICATION – 2021 INDIANA COUNTY “OBO” INDIANA BOROUGH / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve a contract modification for the 2021 CDBG contract on behalf of Indiana Borough. The proposed modification will change the planning activity from the McGregor Park Re-Imaging Study to the Indiana Borough Code / Ordinance Update Project. The budget line allocation of \$10,000.00 will remain the same with

no change to funding amount. The request also allows Commissioner Keith to sign all required documents to complete the contract modification process.

CHANGE ORDER #1 – METZ ROAD WATER SERVICE EXTENSION PROJECT / PLANNING

At the request of Dave Morrow, Office of Planning & Development, and on behalf of Central Indiana County Water Authority (CICWA) and Bankson Engineers, Inc., a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve Change Order #1 with Mortimer's Excavating, Inc. in the amount of \$45,533.23 on the Metz Road Water Service Extension Project. Change Order #1 is to extend the 8" Water Line an additional 400 LF. This change order also includes all necessary valves, fittings and the installation of an additional Fire Hydrant. The revised contract with Mortimer's Excavating, Inc. with approval of Change Order #1 will be \$461,643.23 and the additional cost will be covered by 2020 CDBG Competitive Funds.

CHANGE ORDER #2 – METZ ROAD WATER SERVICE EXTENSION PROJECT / PLANNING

At the request of Dave Morrow, the Office of Planning & Development, and on behalf of Central Indiana County Water Authority (CICWA) and Bankson Engineers, Inc., a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve Change Order #2 with Mortimer's Excavating, Inc. in the amount of \$3,031.54 on the Metz Road Water Service Extension Project. Change Order #2 is for final balancing of quantities of materials that went into the project. The revised contract with Mortimer's Excavating, Inc. with approval of Change Order #2 will be \$464,674.77 and the additional cost will be covered by Central Indiana County Water Authority.

CONTRACT AWARD – ICCAP FOOD BANK RENOVATION DEMOLITION PHASE / PLANNING

At the request of Dave Morrow, Office of Planning & Development, and on behalf of Indiana County Community Action Program (ICCAP) and Stiffler McGraw, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to enter into a contract agreement with LMJ Contractors, Inc., from Bedford, PA for the ICCAP Food Bank Renovation Demolition Phase. The contract award request in the amount of \$48,700.00 is for demolition work to be performed at the future ICCAP Food Bank location on Shelly Drive in White Township. Upon completion of the demolition work, Phase 1 of the construction work will be procured. A total of three proposals were submitted ranging from low bid by LMJ Contractors, Inc. of \$48,700.00 to a high bid of \$107,790.00. This project is being funded by a Keystone Communities Program (KCP) Grant.

MUNICIPAL ENGINEER OF RECORD...GIBSON THOMAS ENGINEERING

At the request of Robin Maryai, Chief Clerk, and on behalf of the Policy and Procedures for Consultant Selection Committee, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve Gibson Thomas Engineering as Engineer of Record to perform all tasks related to studies, roadway design, bridge design, services during construction, NBIS bridge inspections, general municipal engineering tasks, right-of-way acquisitions, construction management and construction inspection. Gibson Thomas will also be expected to provide structural engineering and design related services including, but not limited to, the preparation of bridge repair contracts, preliminary engineering, environmental studies, and final design of bridge repair, rehabilitation, and replacement projects in accordance with FHWA,

AASHTO, NBIS and PennDOT standards for all bridges located within the County regardless of size and type. This agreement will be for a period of 5 years with projects assigned on an as needed basis. It is noted that the committee is represented by the Chief Clerk, Director of Planning & Development and the Director of County Facilities.

ELECTION INTEGRITY GRANT

At the request of Robin Maryai, Chief Clerk, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve the Election Integrity Grant application be sent to the Department of Community and Economic Development (DCED) in the amount of \$251,180.05. The areas the grant money can be spend on are:

- Payment of staff needed to pre-canvass and canvass mail-in ballots and absentee ballots.
- Physical security and transparency costs for centralized pre-canvassing and canvassing.
- Post-Election procedures required under the Act.
- List of maintenance activities under 25 PA C.S. 1910 (B)(1) and (3) (relating to removal of elections. This includes Printing and postage of the National Change of Address annual mailers. Printing and postage of the 5-year cancellation notices. And removal of deceased voters.
- The printing of ballots.
- Payment of staff at polling places on Election on Day and Training costs for those workers.
- Secure Preparation, transportation, storage and management of voting apparatuses, tabulation and equipment and required polling place materials.
- Costs of county board of election duties related to processing of voter registration applications.

BOARD APPOINTMENT...TRI-COUNTY WORKFORCE DEVELOPMENT BOARD

At the request of Robin Maryai, a motion was made by Ms. Gorman, seconded by Mr. Keith, and carried unanimously to appoint Larry Fannie and Gail Steck to the Tri-County Workforce Development Board; terms to expire September 30, 2025.

OTHER BUSINESS

Commissioner Gorman announced there will be a courthouse open house on October 20th from 4:30 p.m. to 6:30 p.m.

NEXT REGULAR MEETING...AUGUST 24, 2022 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, August 24, 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 Mr. Keith to adjourn the meeting at 11:11 a.m.

Sherene Hess, Secretary

R. Michael Keith, Chairman