

COMMISSIONERS' MEETING MINUTES
AUGUST 11, 2021

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...JULY 28, 2021

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the minutes of July 28, 2021.

PUBLIC COMMENT

Lynne Alvine congratulated Commissioner Hess in receiving the President's Award at the CCAP conference held August 1-4.

EXECUTIVE SESSIONS

There were no Executive Sessions.

COVID 19 UPDATE

Thomas Stutzman reported that Indiana County continues to see an increase in positive and pending COVID cases. Based on the daily statistics provided by the Department of Health, Indiana County is seeing over 7.14 new cases per day and 31 tests per day. CDC reported a 52.63% increase in COVID cases and 75% increase in hospitalization in Indiana County. Because of this increase, Indiana County is elevated to a substantial community transmission level. There is no mandate from CDC to implement any actions under this level, however, on July 27th it was recommended for fully vaccinated people to begin wearing masks in public indoor settings or in areas of substantial or high transmission. The Department of State will not make any future mandates unless the CDC recommends it. Indiana County is at only 39% fully vaccinated of the general population of 12 years of age and older. Indiana Regional Medical Center is seeing an increase in positive cases in their daily census and these levels are equal to April of 2021. He is encouraging everyone who is not vaccinated to get the vaccine. There are 50 location in the county where vaccinations are available.

RESOLUTIONS – 2021 CDBG COOPERATION AGREEMENTS / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Gorman, Seconded by Ms. Hess and carried unanimously to approve resolutions for each of the County's designated Community Development Block Grant (CDBG) Entitlement communities. These communities are Indiana Borough and the Townships of Burrell and Center. The resolutions approve the Cooperation Agreements between the County and each of the municipalities to submit 2021 CDBG Entitlement and Community Development Block Grant

applications on their behalf and to administer the programs in accordance with all federal, state and local regulations.

REQUIRED CDBG COMPLIANCE REGULATIONS / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve the following plan statements and goals for the 2021 CDBG program to meet compliance requirements with the federal and state mandates of the Pennsylvania Department of Community and Economic Development for all Community Development recipients. This approval includes the Borough of Indiana and the Townships of Burrell and Center as CDBG entitlement municipalities of the Commonwealth of Pennsylvania.

- Affirmative Action Plan for Indiana County
- Minority and Women Owned Business Enterprise Plan
- Citizen Participation Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Language Access Plan
- Grievance Procedure Americans with Disabilities Act
- Grievance Procedure Section 504 of the Rehabilitation Act of 1973
- Section 504 of the Rehabilitation Act of 1973 Plan
- Indiana County Procurement Plan

All of the Plans are on file at the Office of Planning and Development and are available for public review.

RESOLUTION - INDIANA COUNTY ADA COORDINATOR / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to designate Lisa Spencer, Executive Director of the Indiana County Department of Human Services as the County's Americans with Disabilities Act Coordinator. Ms. Spencer's duties will include receiving all grievances from disabled people that believe they were discriminated against for services, programs or activities provided by Indiana County. A public notice will be advertised identifying the County's ADA Coordinator and the process of filing a grievance.

RESOLUTION – INDIANA COUNTY SECTION 504 COORDINATOR / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Mr. Keith and carried unanimously to designate Robin Maryai, Chief Clerk, as Indiana County's Section 504 Coordinator. Mrs. Maryai will oversee the grievance procedure that has been developed in accordance with other applicable laws including the Architectural Barriers Act of 1968 that requires buildings that are constructed or assisted with federal funds be accessible to and usable by handicapped persons; and Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) that prohibits discrimination in housing-related transactions on the previously described basis as well as familial status and disability.

NOTIFICATION OF CDBG COMPLIANCE DUTIES / PLANNING

At the request of LuAnn Zak, the Office of Planning & Development, explained that as mandated by the Pennsylvania Department of Community and Economic Development, the Board of Commissioners are required to publicly identify the personnel responsible for specific CDBG/HOME compliance for environmental reviews and labor standards.

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to designate David A. Morrow, as the labor standards officer and LuAnn Zak as the environmental review officer. Mr. Morrow is responsible for compliance with labor standards as set forth in Section 110 of the Housing and Community Development Act of 1974, as amended, and HUD's implementing regulations. These standards include the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, the Copeland Anti-Kickback Act, and the U.S. Department of Labor regulations at 29 CFR Parts 1,3,5,6 and 7. Ms. Zak is responsible for compliance with the National Environmental Policy Act of 1969 (NEPA). The environmental review officer is also responsible for environmental review, decision-making and action under NEPA and HUD regulations at 24 CFR PART 58 and the statutes and authorities contained in 24 CFR Part 58.5 for the administration of the programs.

INDIANA COUNTY CDBG / HOME PROGRAM PROCUREMENT PLAN / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve the adoption of the Procurement Policy Plan. This approval includes the Borough of Indiana and the Townships of Burrell and Center as CDBG entitlement municipalities of the Commonwealth of Pennsylvania. Indiana County was directed by the Pennsylvania Department of Community and Economic Development to update its existing Program Procurement Plan to reflect recent program changes and is applicable to the CDBG and HOME Programs.

CONTRACT EXTENSION/BUDGET REVISION – 2020 EMERGENCY SOLUTIONS GRANT - CV (ESG-CV) / PLANNING

LuAnnZak explained the Office of Planning & Development and ICCAP request that the board consider two separate approvals for the 2020 ESG-CV (1) Contract.

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a contract time extension for an additional five months. The current contract expires on January 8, 2022. The extension will revise the contract deadline to June 1, 2022.

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to authorize budget revision #2 to the contract. The requested budget revision will adjust allocation amounts within the previously contracted activities. The revisions reflect services and funding amounts necessary to the actual services needed. The revision will adjust the contract and budget line items as follows:

- Adjust Rapid Rehousing Component
 - Increase the Financial Assistance Services line by \$3,009.69, from \$11,000.00 to \$14,009.69.
 - Increase the Housing Services line by \$1,456.88, from \$17,500.00 to \$18,956.88.
 - Increase the Rental Assistance line by \$6,000.00, from \$44,500.00 to \$50,500.00.

- Adjust the Homelessness Prevention Component

- Decrease the Financial Assistance line by \$3,009.69; from \$4,000.00 to \$990.31.
- Decrease the Housing Services line by \$1,456.88; from \$6,000.00 to \$4,543.12.
- Decrease the Rental Assistance line by \$6,000.00; from \$10,000.00 to \$4,000.00.

The HMIS and Administration budget lines remain unchanged as does the total contract amount of \$99,640.00.

RESOLUTION TO FILE APPLICATION – HOME 2021 / PLANNING

At the request of Christina Coleman, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a Resolution authorizing the submission of an application to the Pennsylvania Department of Economic and Community Development for U.S. Department of Housing and Urban Development HOME Program funds. The application request will be for \$500,000.00 for existing owner-occupied housing rehabilitation on a county-wide basis. All citizen participation requirements have been completed as required by the HOME regulations. Approval also includes the approval of the Statement of Assurances and authorization for Commissioner Keith to sign all necessary application forms.

CONTRACT AWARD – AULTMAN ENTRY ROAD STORM WATER & STREET IMPROVEMENTS PROJECT / PLANNING

At the request of David Morrow, Office of Planning & Development, and on behalf of Young & Associates Consulting Engineers and the Center Township Supervisors, a motion was made by Ms. Hess, seconded by Mr. Keith and carried unanimously to enter into a contract agreement with Straw Construction Company, Inc. from Boswell, PA for the Aultman Entry Road Storm Water & Street Improvements Project. The contract award request in the amount of \$221,145.58 is for the replacement of existing storm sewer piping with 18” – 24” diameter storm sewer pipe, the installation of precast concrete inlets, erosion and sedimentation controls and street paving on Entry Road in Aultman. A total of 2 proposals were submitted ranging from low bid by Straw Construction Company, Inc of \$221,145.58 to a high bid of \$232,626.20. This project is being funded with Center Township local funds and Center Townships 2019 and 2020 CDBG Entitlement Funds.

BIDS...VOTING BOOTHS (080921)

At the request of Robin Maryai, Chief Clerk, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to table the bids received for new voting booths. Bids were due and opened on August 9, 2021. Additional time is needed for review.

REMINDER...NO PENALTY ON REAL ESTATE TAX FOR 2021

Commissioner Keith reminded taxpayers that the 2021 penalty rate for county real estate taxes on the assessed value of real property located within the county is at 0%. However, it is noted that this does not include the per capita tax.

APPOINTMENTS...INDIANA COUNTY SOLID WASTE ADVISORY COMMITTEE

Tim Long explained Indiana County is entering into a process of updating its Municipal Waste Management Plan and Pennsylvania Law requires that all counties conduct waste planning every 10 years. The current plan was adopted by the county and adopted by DEP in 2012. The major

goal of the planning process is to project the counties waste disposal needs over the next 10 years and the process will result in the execution of new land fill service contracts that will reserve land fill capacity to accommodate the county's waste over that 10-year period. Act 101 of 1988 requires that county appoint a solid waste advisory committee to provide input during the planning process. The proposed list represents adverse group of stakeholders that includes Indiana County municipalities, private sector waste industry, private sector scrap recycling industry, IUP, League of Women Voters, Indiana County Chamber of Commerce, Indiana County Office of Planning & Development, and the Indiana County Solid Waste Authority.

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the following members to the Indiana County Solid Waste Advisory Committee: Dr. Thomas Falcone, Kenneth Brown, B. Edward Smith, Samuel Arone, John Somonick, Timothy Long, Byron Stauffer, Jr., Gail McCauley, C. Michael Foote, Sonya Schrenkel, Ryan Czarnota, Laurence Miller, Donald Lancaster, Christopher Sadler, Mark Hilliard, and Michael Baker.

OTHER BUSINESS

Commissioner Keith and Gorman congratulated Commissioner Hess on receiving the President's Award at the CCAP Conference held in Hershey, PA. Commissioner Hess said it was a great Honor to receive this award. Indiana County will be the host county of the CCAP conference in 2023. Planning has begun for the 250th anniversary of America in 2026. Commissioner Gorman followed up on a question from a prior meeting regarding the REACH website and the \$40,000.00 spent on a contract with Pipetone. Ms. Gorman said the contract with Pipetone has been fulfilled with what that money could buy for messaging. However, there will be continued discussion moving forward of what the county will do with the REACH website moving forward. Ms. Gorman also said discussions and meeting are continuing how to allocate dollars for the American Recover Funding.

NEXT REGULAR MEETING... AUGUST 25, 2021 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, August 25, 2021 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 11:17 a.m.

Sherene Hess, Secretary

R. Michael Keith, Chairman