

COMMISSIONERS' MEETING MINUTES
AUGUST 12, 2020

Commissioner R. Michael Keith called the regular meeting of the Indiana County Commissioners to order at 10:34 a.m. in the Commissioners Hearing Room. It is noted that because the courthouse is 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

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 22, 2020

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the minutes of July 22, 2020.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There were no Executive Sessions.

AGREEMENT...KOVALCHICK CONVENTION & ATHLETIC COMPLEX / COURTS

At the request of the courts, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve an agreement with the Kovalchick Convention and Athletic Complex for the use by the 40th Judicial District as a site to conduct jury selection for up coming trials at the rate of \$500.00 per day through October 20, 2020.

**GRANT APPLICATION...PENNSYLVANIA DEPARTMENT OF TRANSPORTATION/
AIRPORT**

At the request of Rick Fuellner, Airport, a motion was made by Mr. Keith, seconded by Ms. Hess, and unanimously carried to approve a grant application to the Pennsylvania Department of Transportation in the amount of \$30,000.00 through the Cares Act. This grant is 100 percent funded with no local match.

SALSGIVER TELECOM, INC. CHANGE ORDERS / EMA

Thomas Stutzman, Emergency Management Agency, presented the following change orders to the current Salsgiver Telecom, Inc. agreement to provide the extension of public access broadband services in areas of no service or limited service availability.

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the change order for Northern County Cross Path. This is an approximately 38-mile path, extending from Numine, Armstrong County and continuing through South Mahoning, East Mahoning, Grant and Green Townships, connecting to the existing fiber in Uniontown, Green Township. Salsgiver's has named this the "Marion Center Extension". This path also includes four (4) WiFi tower sites spaced along the route. The fiber optic path passes over 600 homes, there is no estimate yet on the number of WiFi customers this could impact. There is a onetime cost of \$828,335.00 for the build with no recurring costs.

A motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve the change order for the Conemaugh – Young Extension. This is an approximately 14-mile path, with two options available. Salsgiver's has named this "Young Township". The southern extension comes from an existing path in Conemaugh Township and following Saltsburg Road to Maryai Road in Young Township crossing Route 286 at Hancock Road and proceeding to Park Road, ending at the Young Township Building and County Radio Tower Site. The northern path starts in Saltsburg Borough, extending to Nowrytown Road to Elders Ridge Road in Young Township, continuing on Elders Ridge Road to through Iselin on Iselin Road to Route 286 then north on Park Drive to the Young Township Building and County Radio Tower Site. There is a onetime cost of \$176,000.00 for either of these builds with no recurring costs.

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve the change order for the Buffington Extension. This is an approximately 11.2 miles extension form the Brush Valley project approved in June. Salsgiver's has named this Brush Valley Phase 2. This would build off the end of the original project, extending on Longs Road east to Stiles Road in Buffington Township then north of Ridge Road to Cameron's Road extending east on Schultz Road to the Cambria County line at Red Mill. A back-track section will be added on Cameron Road to pick up some additional residents. This will impact 50 residents that responded to the survey. There is a onetime cost of \$265,5012.00 with no recurring costs.

A motion was made by Mr. Gorman, seconded by Mr. Keith and carried unanimously to approve the change order for the Clymer Road Extension. This is an approximately 4-mile path, extending off of Route 286 in Rayne Township proceeding south on Allen Bridge Road with a spur to Staple Road, continuing to Airport Road and terminating at Winterfield Road. Salsgiver's has named this Airport Road Extension. There are 20 residents that responded to the survey along this path. The total onetime cost is \$96,495.00 with no recurring costs.

The total cost of these change orders is \$1,336,332.00 and will be covered by a combination of grant funds for broadband and CARES Act Funding.

RESOLUTIONS – 2020 CDBG AND CDBG-CV COOPERATION AGREEMENTS / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and unanimously carried 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 state that the County enters into a Cooperation Agreement with each of the

municipalities to submit the 2020 CDBG Entitlement and Community Development Block Grant – Coronavirus Program (CDBG-CV) applications on their behalf and to administer the programs in accordance with all federal, state and local regulations. The CDBG – CV application is due into the PA Department of Community and Economic Development (DCED) by August 31, 2020. The 2020 CDBG application submissions are due into the PA DCED by October 28, 2020.

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 2020 CDBG and CDBG – CV programs 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
- Section 3 – U.S. Housing and Urban Development Act of 1968 for Employment Opportunities for Local Business and Low Income Persons
- County of Indiana Statement of Goals: This is the Section 3 requirement of the U.S. Housing Act of 1968 for the Community Development Block Grant Program that sets forth the County’s goals for contract to Indiana County based businesses at 15%.
- 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

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, The Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Mr. Keith and unanimously carried 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, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to appoint David A. Morrow as the designated labor standards officer and also to appoint LuAnn Zak as the designated 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 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. The appointments are required by the Pennsylvania Dept. of Community and Economic Development, to publicly identify the personnel responsible for specific CDBG/HOME compliance for environmental reviews and labor standards.

INDIANA COUNTY CDBG / HOME PROGRAM PROCUREMENT PLAN / 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 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 PA Department of Community and Economic Development to update its existing Procurement Plan to reflect recent program changes.

CONTRACT AGREEMENT – HOME 2019 / 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 enter into a contract agreement with the Commonwealth of Pennsylvania for a HOME Program contract. The contract will provide \$300,000.00 to assist permanently disabled residents with accessibility and modification rehabilitation improvements. This enables these residents to remain in their homes in lieu of institutionalization and improving their quality of life. The contract timeline is May 14, 2020 to May 13, 2023. The motion also includes approval for the Commissioners to complete the required e-signature contracting process and for Commissioner Keith to sign all necessary paperwork.

RESOLUTION AUTHORIZING DELEGATION OF SIGNING AUTHORITY 2019 HOME PROGRAM / 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 a resolution authorizing

the delegation of the signing authority for invoicing of the 2019 HOME Program contract number C000074094. The delegation of the signing authority is for LuAnn Zak to review and sign all invoices for the CDBG contract prior to submission to the Pennsylvania Department of Community and Economic Development (DCED) for approval. The signing authority request is to comply with the Commonwealth's paperless invoicing process. The resolution includes a commitment that the Commissioners will notify DCED of any changes in personnel and understand that the ultimate responsibility of the overall management of the grants remain with the County.

CHANGE ORDER #4 – ALICE PAUL HOUSE BUILDING PROJECT / PLANNING

At the request of David Morrow, Indiana County Office of Planning & Development, and on behalf of the Alice Paul House Board of Directors and Stiffler McGraw & Associates, Inc., a motion was made by Mr. Keith, seconded by Ms. Hess to approve Change Order #4 with Mid-State Construction, Inc. in the amount of \$2,005.87 on the Alice Paul House Building Project. Change Order #4 is a deduction to the original contract amount eliminating the gable end trim work. The revised contract with Mid-State Construction, Inc. with approval of Change Order #4 will be \$2,392,972.94.

AUTHORIZATION TO ACCEPT FINANCIAL ASSISTANCE AWARD FROM THE U.S. DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) – CAPITALIZATION OF REVOLVING LOAN FUND (RLF) / 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 accept a Financial Assistance Award from the U.S. Department of Commerce, Economic Development Administration (EDA) for capitalization of a new Revolving Loan Fund (RLF) in the amount of \$1,230,000.00 plus an additional \$123,000.00 (total award \$1,353,000.00) to defray administrative costs necessary to establish the new Revolving Loan Fund under the EDA's CARES Act Recovery Assistance as a supplemental appropriation. The new RLF shall be available to small businesses to help respond to the unusual and compelling urgency of the coronavirus pandemic. The EDA invited us to apply for a single supplemental financial assistance award to alleviate sudden and severe economic dislocation caused by the coronavirus (COVID-19) pandemic in Indiana County.

Approval

also allows for Commissioner Keith and Byron Stauffer, Jr., Executive Director of the Office of Planning & Development to sign any required paperwork for contract execution.

BOARD APPOINTMENT...CITIZENS ADVISORY BOARD / CYS

At the request of Terrence Redd, a motion was made by Mrs. Gorman, seconded by Ms. Hess and carried unanimously to appoint Kimberly Ferguson, Shelocta, PA to the Citizens Advisory Board; term to expire December, 2022.

PRIVATE PROVIDER AGREEMENTS /CYS

At the request of Terrence Redd, Children & Youth Services, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve Alice Paul House, Indiana, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve C. A. Hughes and Associates, Greensburg, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve Dr. John Carosso, Psy. D. & Associates, Monroeville, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve Grand Beginnings Children's Center, Indiana, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve Great Expectations Day Care, Blairsville, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve Grow 'N Learn Child Care LLC, Ford City, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve Indiana Health Physicians Services, DBA, IRMC Physicians Group Indiana, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve Terry O'Hara, Ph.D., Pittsburgh, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve Unity Family Services, Indiana, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve The Children's Home of Pittsburgh, Inc., Pittsburgh, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve Pentz Run Youth Services, DuBois, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve Professional Family Care, Johnstown, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

At the request of Terrence Redd, Children & Youth Services, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve Family Care for Children & Youth, Inc., Milton, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

TENTATIVE AGREEMENT...INDIANA COURT ASSOCIATION OF PROFESSIONAL EMPLOYEES

At the request of Melissa Miller, Human Resources Director, a motion was made by Ms. Gorman, seconded by Mr. Keith and unanimously carried to approve a 3-year contract with Indiana Court Association of Professional Employees. This includes 16 employees in the Probation Office. The contract will begin January 1, 2020 through December 31, 2021 and includes annual wage adjustments of 3% in 2020 and 2.5% in 2021. There will be a 7% cap on insurance premiums, therefore, if the premiums go in excess of 7% the parties will be required to modify benefits to be within the cap.

EASEMENT...PEOPLES GAS / MAINTENANCE

At the request of Mike Yanity, Maintenance, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve an easement with Peoples Gas. This easement will provide a more reliable service to the Courthouse at no cost to the County. Peoples gas will reroute the service line to feed from 9th Street and run behind the Indiana Free Library by boring under the parking lot.

GRANT ACCEPTANCE...GRANTS FOR ELECTION MODERNIZATION AND SECURITY (GEMS) PROGRAM

At the request of Robin Maryai, Chief Clerk, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve accept the Grants for Election Modernization and Security (GEMS) Program in the amount of \$384,712.30. This will reimburse the County 60% of the total cost of the new election machines that were purchase from ES&S in 2019.

OTHER BUSINESS

Chief Clerk Robin Maryai made comments regarding the absentee / mail-in process. There are third party organization soliciting voters to apply for absentee/mail-in ballots and Indiana County did not conduct the mailing of these applications. The last day to apply for an absentee / mail-in ballot is October 27th and the voters have until 8:00 p.m. on election day to return their voted ballot to the courthouse.

NEXT REGULAR MEETING...AUGUST 26, 2020 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, August 26, 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 Mr. Keith, seconded by Ms. Hess to adjourn the meeting at 11:29 a.m.

Sherene Hess, Secretary

R. Michael Keith, Chairman