

**COMMISSIONERS' MEETING MINUTES**  
**FEBRUARY 10, 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. 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, 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...JANUARY 27, 2021**

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the minutes of January 27, 2021.

**PUBLIC COMMENT**

Mr. Keith announced anyone making public comment would be limited to 3 minutes and could only make public comment on items that require action by the board. Three individuals asked to make public comment; however, their comments did not pertain to agenda items and were not permitted to make public comment.

**EXECUTIVE SESSIONS**

There was an Executive Session held on February 9, 2021 at 2:00 p.m. to discuss real estate matter pertaining to the Alice Paul House.

**PROCLAMATION...BLACK HISTORY MONTH**

After a proclamation was read by the Board, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to proclaim February 2021 as Black History Month in Indiana county and encourage the citizens to observe this month with appropriate programs, activities and reflections to continue efforts of creating a world that is more just, equitable and prosperous for all. Carolyn Princess, President of the Indiana County NAACP thanked the commissioners for their support.

**COVID 19 UPDATE**

Commissioner Keith asked Tom Stutzman, EMA Director, to give a COVID 19 update. He reported that a total of 7,575 doses of vaccine have been received in Indiana County and 1A remain first to receive the vaccine. In a five-county region 76,500 doses have been delivered and the number of locations has increased. There is no boundary restriction of where a person can go to get the vaccine. State health department figures show that 4,349 people received their first round shot and 1,419 received the second dose. The county is meeting with the state health department and Indiana Regional Medical Center to plan a broad community vaccination program. The County's one week positivity rate fell to 5.1 percent on February 4<sup>th</sup> down from

5.9 percent the previous week and puts Indiana County in the moderate transmission rate category. Mr. Stutzman noted that these figures do not include testing done by private contractors in long-term and similar facilities and aren't counted by DOH and are not published. The next testing program is set for February 13 – 17, 2021 at the Indiana Mall outside the former The Bon Ton between the house of 9:00 a.m. to 6:00 p.m. ID is required.

#### **MEMORANDUM OF UNDERSTANDING / ELK COUNTY / JAIL**

At the request of Sam Buzzinotti, Warden, a motion was made by Mr. Keith and seconded by Ms. Gorman and carried unanimously to approve a Memorandum of Understanding between Indiana County and Elk County to house inmates at the rate of \$65.00 per day and any costs associated with medical treatment from Prime-Care Medical, Inc.

#### **PRIVATE PROVIDER AGREEMENTS...CYS**

At the request of Terrance Redd, Children & Youth Services, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve an agreement with Northwest Media, Inc. to provide interactive multimedia training courses for foster parents, adoptive parents, kinship parents and agency staff at an annual rate of \$2,300 based on 60 users. The term of the contract is February 10, 2021 to February 10, 2022 and will be utilized on an as needed basis.

At the request of Terrance Redd, Children & Youth Services, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve an agreement with Service Master of Indiana County to provide cleaning services at the rate of \$655.00 per month from January 1, 2020 to February 28, 2021. The rate will increase to \$720.00 per month beginning March 1, 2021.

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 an agreement with Jefferson County Juvenile Detention Center, Steubenville, OH for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

#### **CONTRACT AGREEMENT – 2020 CDBG INDIANA COUNTY AND INDIANA COUNTY “OBO” INDIANA BOROUGH, BURRELL TOWNSHIP, CENTER TOWNSHIP / 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 an agreement with the Commonwealth of Pennsylvania for the 2020 Community Development Block Grant Entitlement contract for Indiana County and Indiana County “on behalf of” Indiana Borough, Burrell Township and Center Township. The total contract amount is \$687,783.00. The funding allocation for each entitlement entity is as follows:

- Indiana County: \$293,968.00
- Indiana Borough: \$197,299.00
- Burrell Township: \$ 96,303.00
- Center Township: \$ 100,213.00

Approval also allows Commissioners Keith and Gorman to complete the on-line e-contracting procedures for contract execution.

**RESOLUTION AUTHORIZING DELEGATION OF SIGNING AUTHORITY 2020  
CDBG INDIANA COUNTY AND INDIANA COUNTY “OBO” INDIANA BOROUGH,  
BURRELL TOWNSHIP, CENTER TOWNSHIP PROGRAM / 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 approve a resolution authorizing the delegation of the signing authority for invoicing of the 2020 CDBG Program for Indiana County and the entitlement communities of Indiana Borough, Burrell Township and Center Township. The delegation of the signing authority is for LuAnn Zak to review and sign all invoices for the 2020 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 from the Board of Commissioners to notify DCED of any changes in personnel and an acknowledgement that the ultimate responsibility of the overall management of the grants remains with the County.

**CONTRACT MODIFICATION – 2020 EMERGENCY SOLUTIONS GRANT - CV (ESG-CV) / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development and on behalf of ICCAP, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve Contract Modification #1 for the 2020 ESG-CV contract. The contract modification will add services provided through the Rapid Rehousing Component and adjustments to the originally approved services through the Homelessness Prevention Component. The modification is necessary to reflect actual local need for services and will be submitted to DCED for final approval.

The modification will adjust the contract and budget line items as follows:

- Add Rapid Rehousing Component
  - Add the Financial Assistance Services line and fund for \$11,000.00.
  - Add the Housing Services line and fund for \$17,500.00.
  - Add the Rental Assistance line and fund for \$44,500.00.
  
- Adjust the Homelessness Prevention Component
  - Decrease the Financial Assistance line by \$31,000.00; from \$35,000.00 to \$4,000.00.
  - Decrease the Housing Services line by \$7,000.00; from \$13,000.00 to \$6,000.00.
  - Decrease the Rental Assistance line by \$35,000.00; from \$45,000.00 to \$10,000.00.

**APPLICATION SUBMISSION – HOSPITALITY INDUSTRY RECOVER PROGRAM  
(ACT 1 OF 2021 / SB 109) / PLANNING**

At the request of Byron Stauffer, Office of Planning & Development, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to authorize the submission of the COVID-19 Hospitality Industry Recovery Program (CHIRP) grant application to DCED which was established by Act 1 of 2021 (SB 109) in the amount of \$952,241.00. These funds

will be distributed through CEDO's and CDFI's. The prime sponsor of this bill is Senator Joe Pittman and signed by the Governor on February 5, 2021. Applications are due by February 11, 2021 with funds disbursed by February 28, 2021. Contracts must be in place between the County and CEDO and CDFI by March 1, 2021. The County will receive applications until March 15, 2021 and all funds must be expended by June 15, 2021 and reported to DCED by August 31, 2021. Grants will be awarded in amounts of \$5,000 to a maximum of \$50,000.

Applicants must meet the following conditions as of February 15, 2020:

- a. Operates a business within the commonwealth with NAICS designation of 721) or Food Services and Drinking Places subsector (722) and where accommodations, food or drink is served to or provided for the public, with or without charge.
- b. Has fewer than 3000 full-time equivalent employees.
- c. Has a maximum tangible net worth of not more than \$15,000,000.

These funds can be used for eligible operating expenses including both payroll and nonpayroll expenses incurred between March 1, 2020 and June 15, 2021 including the following:

- a. Payroll
- b. Mortgage payments and rent payments in effect February 15, 2020; If an existing mortgage obligation or lease agreement in force before February 15, 2020 is refinanced or restructured after February 15, 2020, the obligation is deemed to have been in force before February 15, 2020.
- c. Utility costs for service that began before February 15, 2020

Applicants cannot use the same costs and expenses that were used through the CARES Act funding or other governmental assistance.

#### **INDIANA COUNTY RLF – EDA RLFT TEMPORARY EXCEPTIONS TO ADMINISTRATIVE PLAN / 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 additional modifications to the policy and procedures contained in the current EDA Revolving Loan Fund Administrative Plan. This request relates only to the EDA CARES Act Revolving Loan Funding. Modifications include extension of the loan term to include no principle or interest payments for the first 12 months then principal payments will be due monthly for the remaining 60 months for a total term of 72 month and waive personal guarantee requirement and necessary supporting documentation that would be required such credit reports. These changes shall be waived during disbursements phase which is the first 24 months or until the funds have been fully disbursed. All other terms and conditions of the previously approved addendum shall remain in effect.

Commissioner Keith reminded business that these loans are being offered at 0% and is available to gain relief during these difficult times.

#### **INDIANA COUNTY HOUSING AUTHORITY ANNUAL PLAN / HOUSING AUTHORITY**

At the request of Robin Maryai, Chief Clerk and on behalf of the Housing Authority, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to certify that the

Authority's Annual PHA (Public Housing Authority) Plan is consistent with the State's Consolidated Plan and the Analysis of Impediments to Fair Housing Choice. This review and certification are required by the U.S. Department of Housing and Urban Development as part of the Authority's annual funding requirements. This request also includes approval for Commissioner Keith to sign the certification form.

**AGREEMENT FOR PAYMENT IN LIEU OF TAXES BETWEEN THE COUNTY OF INDIANA AND INDIANA REGIONAL MEDICAL CENTER**

At the request of Solicitor Matthew Budash, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve an agreement for Payment in Lieu of Taxes between the County of Indiana and Indiana Regional Medical Center (IRMC) and Indiana Healthcare Properties, Inc. This is a 10-year agreement and IRMC agrees to pay \$75,000 annually to the Indiana School District (\$58,200) and Indiana County (\$16,800). It is noted that any unsettled litigation on the tax question would be set aside by the agreement.

**TAX ANTICIPATION NOTE 2021**

At the request of Robin Maryai, Chief Clerk, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve Tax Anticipation Note 2021 from First Commonwealth Bank at a rate of 0.95% in the amount of \$2,318,496.00 and is a tax-free loan. Under Pennsylvania law, counties can enter into a loan agreement to obtain funds necessary to offset any shortfalls until tax revenues begin to come in and must be paid back before the close of the year.

**COURTHOUSE CLOSED...MONDAY, FEBRUARY 15, 2021 PRESIDENTS' DAY HOLIDAY**

Commissioner Keith announced that the courthouse will be closed on Monday, February 15, 2021 in observance of the Presidents' Day Holiday.

**OTHER BUSINESS**

There was no other business.

**NEXT REGULAR MEETING...FEBRUARY 10, 2021 AT 10:30 A.M.**

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, February 10, 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 11:26 a.m.

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Sherene Hess, Secretary

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R. Michael Keith, Chairman