

COMMISSIONERS' MEETING MINUTES
JANUARY 27, 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 13, 2021

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the minutes of January 13, 2021.

PUBLIC COMMENT

Kate Geiger from the Indiana Free Library thanked the Commissioners for their support through the CARES Act Funding. Public comment was also made by Tammy Curry, Darcy Trunzo, Anne Simmons and Marcia Croce. Their comments were related to meeting attendance and Covid19 vaccines.

EXECUTIVE SESSIONS

There were no Executive Sessions.

DOCUMENT APPROVAL...HOODLEBUG TRAIL MILE HILL PROJECT / PARKS & TRAILS

At the request of Ed Patterson, Parks & Trails, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve signing paperwork required by PennDOT for the Hoodlebug Trail Mile Hill Project. The project involves the rehabilitation of a Hoodlebug Trail segment from the Mile Hill underpass to Cornell Road. Documents include a Resolution for Project Signatures and Disclose of Lobbying Activities.

GRANT ACCEPTANCE...RIGHTS AND SERVICES ACT (RASA) GRANT FOR VICTIM NOTIFICATION / DISTRICT ATTORNEY

At the request of Linda Callihan, District Attorney's Office, a motion was made by Ms. Hess, seconded by Mr. Keith and carried unanimously to accept the Rights and Services Act (RASA) Grant for Victim Notification in the amount of \$135,105.00. The grant period is from January 1, 2021 through December 31, 2022.

DISTRICT JUSTICE OFFICE, 350 NORTH 4TH STREET PROJECT CHANGE ORDER / MAINTENANCE

At the request of Mike Yanity, Director of County Facilities, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve change order #10 with Fred L. Burns in the amount of \$746.00. This change order is due to the addition of six (6) passage locksets and two (2) additional door closures.

CHILD ACCOUNTING & PROFILE SYSTEM (CAPS) APPLICATION SERVICE PROVIDER AGREEMENT / CYS

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 the Child Accounting & Profile System (CAPS) Application Service Provider Agreement. This Application Service Provider Agreement provides 24-hour system access for up to 50 authorized users. It provides secure Client Data, backup and/or recovery of Client Data on a daily and weekly basis, and telephone support. Cost is a prorated annual fee of \$34,388.56 paid through the Information & Technology Grant. Terms of the agreement is July 1, 2020 to June 30, 2021.

HIPAA BUSINESS ASSOCIATE AGREEMENT ADDENDUM / CYS

At the request of Terrence Redd, Children & Youth Services, a motion was made by Mr. Keith, seconded Ms. Gorman and carried unanimously to approve the HIPAA Business Associate Agreement Addendum. The HIPAA Privacy and Security Rules require Indiana County Children and Youth to enter into this Agreement with Avanco International, Inc. to obtain satisfactory assurances that Avanco International, Inc. will appropriately safeguard all Protected Health Information that Avanco International, Inc. receives from, creates or receives on behalf of Indiana County Children and Youth. The purpose of this HIPAA Business Associate Agreement Addendum is to satisfy such standards and requirements of HIPAA and the HIPAA Regulations.

CHILD ACCOUNTING AND PROFILE SYSTEM (CAPS) VERSION 16 UPGRADES / CYS

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 the Child Accounting and Profile system (CAPS) version 16 Upgrades. The CAPS Version 16 Upgrade is fully comprised of the mandatory CWIS (Child Welfare Information Solution) Upgrades. These upgrades are shared by 56 CAPS counties and were finalized on July 22, 2020. The total cost of the Version 16 Upgrades for all 56 counties is \$500,000.00 and has been proportionally allocated across all counties based on the number of users in each county compared to the total number of CAPS users. The cost of the upgrade to Indiana County is a fixed price of \$6,130.46 and will be paid from the Information Technology Grant.

CONSULTING SERVICES ADDENDUM TO CHILD ACCOUNTING AND PROFILE SYSTEM APPLICATION SERVICE PROVIDER AGREEMENT / CYS

At the request of Terrence Redd, Children & Youth Services, a motion was made by Ms. Gorman, seconded Ms. Gorman and carried unanimously to approve a Consulting Services Addendum to Child Accounting and Profile System Application Service Provider Agreement. The Consulting Services Addendum allows for Avanco to provide Consulting Services to CYS as requested by CYS and agreed to by Avanco. Consulting Services could include addressing new software and hardware issues unrelated to CAPS issues already

covered under the agreement; advising issues related to systems; addressing technical vendor relations; county strategic plan support, system research and design; project assessment and management; systems analysis; data conversion and integration; systems administration, design, and development; business process engineering and review; application review and modification; minor software development; report development; and training and technical knowledge transfer. The Consultant fees vary from \$54.50 per hour to \$125.00 per hour depending on which consultant is utilized. If there is a need for consultant services, the cost will be paid from the Information Technology Grant.

CHILD ACCOUNTING & PROFILE SYSTEM (CAPS) CWIS FY 20-21 / CYS

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 the Child Accounting & Profile System (CAPS) CWIS for FY 20-21. CWIS FY 20-21 is shared by fifty-six CAPS counties. The primary intervals are itemized in sections 1.1 to 1.3 of this agreement. The terms of the agreement are from July 1, 2020 through June 30, 2021. The total cost is \$350,000 and has been proportionally allocated across all CAPS counties based on the number of users in each county compared to the total number of CAPS users. The total cost to Indiana County is a fixed price of \$4,291.32 and will be paid through the Information & Technology Grant.

PRIVATE PROVIDER AGREEMENT FY 20-21 / CYS

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 Centre County Youth Service Bureau, State College, PA for FY 20-21 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide placement services.

9-1-1 STATEWIDE INTERCONNECTIVITY FUNDING GRANT AGREEMENT / EMA

At the request of Tom Stutzman, Emergency Management Agency, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve an agreement between the Commonwealth of Pennsylvania and Indiana county under the 9-1-1 Statewide Interconnectivity Funding grant process in the amount of \$78,437.89. This agreement will provide funding for the county share of the Region-13 ESINet Maintenance and ICORRS Mastersite maintenance.

2021 COUNTY DEPARTMENT RADIO UPGRADES..EMA

At the request of Tom Stutzman, Emergency Management Agency, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve a lease/purchase agreement with Motorola Solutions for the following county departments radio replacements:

- Indiana County Jail – 15 portable radios, for their newly installed system
- Indiana County Team 900 – 12 portable radios, for interface with new breathing apparatus and intrinsic safety.
- Indiana County Probation – 2 mobile radios for additions to their fleet

The total cost of the purchase is \$142,146.96 and is being made under Pennsylvania State Contract Pricing. The lease purchase will be made under the Municipal Lease Purchase Agreement with Motorola Solutions, Inc. and payment being made over a 5-year program at 3.58% interest. The annual recurring cost is \$31,607.23.

The Commissioners asked that Mr. Stutzman give an update on the COVID 19 vaccines and testing sites. Mr. Stutzman said they will be working with the Department of Health and sub-contractor AMI to do a 5-day free test site at the former Bon Ton parking lot at the Indiana Mall on February 13 – 17th from 9:00 a.m. to 6:00 p.m. with 240 tests available each day. Persons wanting tested must have ID and medical card for identification purposes. Mr. Stutzman explained his office is working with PEMA and the Pennsylvania Department of Health to update their website of when and where vaccines will be available including the scheduling process. There is no county or state boundary restrictions to get the vaccine. There is no charge to get a vaccine as they are federally funded. There have been reports of scams where people are getting charged for the vaccine. He warned residents to be cautious because typically it would not be the vaccine.

3-YEAR PROJECT ACTIVITY COMPLETION EXTENSION / 2017 CDBG / PLANNING

At the request of LuAnn Zak, Office of Planning & Development and on Behalf of Indiana Borough, a motion was made by Ms. Hess, seconded by Mr. Keith and carried unanimously to approve a 3-Year Project Activity Completion Extension for the 2017 CDBG contract activity on behalf of Indiana Borough. The current contract specifies that contract activities are to be completed by February 13, 2021. This extension is necessary to accommodate a recently approved contract modification which eliminated the Water Street Retention Pond activity and added the S. 15th Street Storm Sewer Project. The additional time will be used to complete the final design, permitting and construction activities due to the change. The request is to extend the activity completion date to January 30, 2022.

\$50,000 CARES ACT REVOLVING LOAN FUND (CARES ACT RLF) LOAN TO NAP PATTI'S BAR, INC. / 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 \$50,000 term loan from the Indiana County CARES Act Revolving Loan Fund (RLF) to Nap Patti's Bar, Inc. Nap Patti's Bar, Inc. is a long-established, family-owned business which operates Nap's Cucina Mia and Josephine's. The business originally opened as a bar in downtown Indiana in 1949 and incorporated as Nap Patti's Bar, Inc. in 1983. In 1992, Nap and Josephine Patti's daughter, Mary Jo Karas took over the business and in 2014, Mary Jo's son, Nick, became an owner in the family business.

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 36 months of principal. The Borrower will retain 8 full-time equivalent employees as a result of these funds. The application was reviewed and approved by Revolving Loan Fund Loan Review Committee.

GRANT APPLICATION – KEYSTONE COMMUNITIES PROGRAM – AIRPORT IMPROVEMENTS / 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 approve a resolution to submit a Keystone Communities Program (KCP) application seeking a \$750,000 grant with the Commonwealth of Pennsylvania, Department of Community & Economic Development for infrastructure projects and related expenses in preparation for a the construction of a new hangar

facility at the Indiana County – Jimmy Stewart Airport, located in White Township. This project will be developed in collaboration with the Indiana County Airport Authority and does not require nor commit any matching funds from either the County or the Authority. Authorization allows for Commissioner Keith and the Executive Director of the Office of Planning & Development to submit the KCP application and for any two Commissioners to execute documents is also requested.

RESOLUTION...2021 COUNTY REAL ESTATE TAXES

After a resolution was read by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve a resolution to set the 2021 penalty rate for county real estate taxes on the assessed value of real property located within the county at 0% provided that the tax is paid in its entirety by December 31, 2021.

TAX COLLECTOR SALARIES FOR 2022-2025 TERM

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the salaries of the Tax Collectors for the 2022-2025 term as follows:

1. 5% - up to \$50,000.00
2. 1% - \$50,001.00 until penalty.
3. 5% - penalty

The Commissioners are required to set the salaries prior to the first day of circulating petitions which is February 16, 2021 for the upcoming Primary Election.

BOARD APPOINTMENT...INDIANA COUNTY MUNICIPAL SERVICES AUTHORITY

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the appointment of Susan McLoughlin to the Indiana County Municipal Services Authority; term to expire January, 2027.

BOARD APPOINTMENT...INDIANA COUNTY CONSERVATION DISTRICT

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve the appointment of Vincent Receski to the Indiana County Conservation District; term to expire January 1, 2023.

CERTIFICATION OF COUNTY FUNDS FOR 2021 PROGRAM YEAR / FARMLAND PRESERVATION

A motion was made by Ms. Hess, seconded by Mr. Ruddock and carried unanimously to approve the Certification of County Funds for 2021 Program Year for Farmland Preservation in the amount of \$13,000.00 from Act 13.

LANDOWNER AGREEMENT FOR THE LUCERNE 3A/WATERWORKS ABANDONED MINE DRAINAGE DISCHARGE PROJECT / CONSERVATION DISTRICT

At the request of Sherene Hess, Commissioner, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a Landowner Agreement for the Lucerne 3A Waterworks Abandoned Mine Drainage Discharge Project. This agreement allows DEP and/or Grantee, its employees, agents, and contractors to enter upon the premises to perform the work

under the Grant Agreement. The county has received a grant in the amount of \$491,515.00 for this project.

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 Mr. Keith, seconded by Ms. Gorman to adjourn the meeting at 11:10 a.m.

Sherene Hess, Secretary

R. Michael Keith, Chairman