

COMMISSIONERS' MEETING MINUTES
JUNE 23, 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, 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...JUNE 9, 2021

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the minutes of June 9, 2021.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSIONS

There were no Executive Sessions.

COVID 19 UPDATE

Commissioner Keith gave an update on COVID 19. The Department of Health reported that Indiana County's population that is fully vaccinated is at 39.9% of those over the age of 10 and 5.4% are partially vaccinated. Indiana County's population from the 2020 Census is 84,952 and 76,054 are eligible to be vaccinated. Numbers of vaccinated are getting better and we continue to urge those eligible to get the vaccinated. There are over 50 sites in Indiana County where vaccinations are administered.

AGREEMENT...CLEARGOV

At the request of Lisa Gregersen, Financial Supervisor, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve an agreement to purchase a computer program with Cleargov. This program integrates with Munis, our current system, to prepare capital, operating and employee budgets electronically. After the budget process is complete, the program builds a budget book that links directly to our website. This product will also give the county the ability to produce a 10-year projection. The cost of the program is \$30,400 in year one; and \$25,000 yearly after one.

RESOLUTION AUTHORIZING DELEGATION OF SIGNING AUTHORITY 2020
COMPETITIVE CDBG INDIANA COUNTY / 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 a resolution authorizing the delegation of signing authority for invoicing of the 2020 Competitive CDBG Program for Indiana County. The contract provides funds for the construction of the Metz Road Water Line

Extension Project. The delegation of signing authority is for LuAnn Zak to review and sign all invoices for the 2020 Competitive 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.

RESOLUTION/COOPERATION AGREEMENT WITH ICCAP – 2021 EMERGENCY SOLUTIONS GRANT PROGRAM / PLANNING

At the request of LuAnn Zak, Office of Planning & Development and on behalf of the Indiana County Community Action Program (ICCAP) a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve a resolution to enter into a Cooperation Agreement with ICCAP for the 2021 Emergency Solutions Grant (ESG) Program. The Cooperation Agreement defines responsibilities to carry out the ESG Program. ICCAP will be the County's service provider for the ESG program by providing rapid re-housing services to assist the homeless or near homeless residents of Indiana County. ICCAP continues to operate and manage the Pathway Shelter that provides emergency housing for homeless individuals and families. The ESG Program provides permanent housing solutions for people exiting the services provided at the Pathway Shelter.

RESOLUTION – AUTHORIZATION TO FILE 2021 EMERGENCY SOLUTIONS GRANT APPLICATION / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, and on behalf of the Indiana County Community Action Program (ICCAP) a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously approve a resolution authorizing the filing of the 2021 Emergency Solutions Grant (ESG) program with the Pennsylvania Department of Community and Economic Development. The application is requesting \$151,300.00 in 2021 ESG funding to be matched with other state and local funds provided by ICCAP. The project scope of the application includes rapid rehousing services, Homeless Management Information System data collection and administrative activities. The financial request is for eighteen months of funding assistance. A public meeting to accept comments was conducted on June 17, 2021 for the proposed project. No citizen comments were received. The application is deadline is June 25, 2021. Approval also allows for Commissioner Keith to sign all required application forms.

CONTRACT APPROVAL – ALICE PAUL HOUSE BUILDING / REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP) / PLANNING

At the request of LuAnn Zak, Office of Planning & Development, and in conjunction with the Alice Paul House Board of Directors, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to enter into a \$1,750,000.00 contract agreement with the Commonwealth of Pennsylvania through the Office of the Budget. The contract is through the Redevelopment Assistance Capital Program (RACP) for the construction costs of the Alice Paul House Building Project. The RACP funds are part of a \$3.9 million funding package to design and construct a new 16,000 square foot domestic violence facility. The building is an emergency shelter for domestic violence victims with administrative/supportive services offices for victims of domestic violence, sexual assault, juvenile offenders and other crimes. Other funding sources for the project include Indiana County Entitlement and Competitive Community Development Block Grant Funds (CDBG), AVON grant funds, donations from UPMC, Indiana County Local funds, and local donations from the APH Capital Fund for the building project.

\$50,000 CARES ACT REVOLVING LOAN FUND (CARES ACT RLF) LOAN TO HARI HOTEL CORPORATION, OPERATING AS, QUALITY INN & SUITES / PLANNING

At the request of Angela Campisano, Office of Planning & Development, a motion was made by Ms. Gorman, seconded Ms. Hess and carried unanimously to approve a \$50,000 term loan from the Indiana County CARES Act Revolving Loan Fund (RLF) to Hari Hotel Corporation, Operating As, Quality Inn & Suites. The Quality Inn & Suites is a 95-room hotel including jacuzzi rooms and an exterior swimming pool located along Wayne Avenue in White Township.

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% fixed for the term of the loan and there is no payment for the first 12 months and 60 months principle. The borrower will retain 5 full-time employees as a result of these funds. The application was reviewed and approved by the RLF review committee.

\$250,000 Revolving Loan Fund Loan to Upstreet Ace Hardware, LLC and Lucy Rae Holdings, LLC / PLANNING

At the request of Angela Campisano, Office of Planning & Development, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve a \$250,000 term loan from the Indiana County Revolving Loan Fund (RLF) to Upstreet Ace Hardware, LLC and Lucy Rae Holdings, LLC for the start-up of an Ace Hardware Store, including equipment, fixtures and start-up costs. Upstreet Ace will be owned by Hastie and Frank Kinter and located at the site of the former Cambria Rowe Business College along 13th Street in Indiana Borough. Upstreet Ace will be considered a “Super Store” with 10,119 square feet of retail space.

The interest rate is 2.5% fixed for 120 months. The RLF funds will be leveraged by funds from S&T Bank, the SBA 504 program and owner contribution. Upstreet Ace will create 5 full-time and 10 part-time employees over the next three years as a result of these funds. The application was reviewed and approved by Revolving Loan Fund Loan Review Committee.

RESOLUTION – RE-CERTIFYING THE REVOLVING LOAN FUND / PLANNING

At the request of Angela Campisano, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to adopt a resolution re-certifying that the Indiana County Revolving Loan Funds, including the CARES Act Revolving Loan Fund are being operated consistent with the existing Economic Development Strategy and are being operated in accordance with the policies and procedures contained in the administrative plan. This is a housekeeping item required semi-annually by the Economic Development Administration. Our Economic Development Strategy is embodied within the document, *Mapping the Future: The Southwestern PA Plan* which is developed by the Southwestern Pennsylvania Commission and endorsed by EDA.

RESOLUTION – REQUEST DE-FEDERALIZATION OF EDA RLF #011903351 / PLANNING

At the request of Byon Stauffer, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to adopt a resolution to de-federalize or provide for local control of the U.S. Department of Commerce, Economic Development Administration (EDA) Revolving Loan Fund (RLF) #011903351. The recently enacted Reinvigorating Lending for the Future Act authorizes EDA to release its federal interest in

certain RLF awards that have operated satisfactorily for seven years beyond disbursement of grant funds. By requesting EDA to release its federal interest in RLF #011903351, the County will realize a reduced administrative burden during each subsequent semi-annual reporting period and furthermore will allow RLF award funds to be used to carry out one or more broader economic development activities consistent with the Public Works and Economic Development Act of 1965 (PWEDA). The request includes authorization for the Chairman, the Chief Clerk, and the Executive Director of the Office of Planning & Development to submit the required documentation to request the EDA to release its federal interest in RLF #011903351.

RESOLUTION – REQUEST DE-FEDERALIZATION OF EDA RLF #011903056 / 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 adopt a resolution to de-federalize or provide for local control of the U.S. Department of Commerce, Economic Development Administration (EDA) Revolving Loan Fund (RLF) #011903056. The recently enacted Reinvigorating Lending for the Future Act authorizes EDA to release its federal interest in certain RLF awards that have operated satisfactorily for seven years beyond disbursement of grant funds. By requesting EDA to release its federal interest in RLF #011903056, the County will realize a reduced administrative burden during each subsequent semi-annual reporting period and furthermore will allow RLF award funds to be used to carry out one or more broader economic development activities consistent with the Public Works and Economic Development Act of 1965 (PWEDA). The request includes authorization for the Chairman, the Chief Clerk, and the Executive Director of the Office of Planning & Development to submit the required documentation to request the EDA to release its federal interest in RLF #011903056.

30-DAY EXTENSION OF MANAGEMENT SERVICES AGREEMENT / COMMUNITIES AT INDIAN HAVEN

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve a 30-day extension of the current Management Services Agreement with Affinity Health Services until July 31, 2021.

COURTHOUSE CLOSED, MONDAY, JULY 5, 2021 – INDEPENDENCE DAY HOLIDAY

Commissioner Keith announced the Courthouse will be closed on Monday, July 5, 2021 in observance of the Independence Day Holiday.

OTHER BUSINESS

Commissioner Gorman reported on the American Recover Plan Funds. DCED reported to the County that 16 of the municipalities in Indiana County as of this date have not submitted an application to accept the funds. The County will be reaching out to each of the municipalities to assist them with the applications. Efforts are continuing regarding broadband expansion. Jimmy Stewart Airport Days will be on July 10 and 11th, and the Indiana, Cookport and Ox hill Fairs will be late summer or early fall. Commissioner Hess announced the ribbon cutting for the new Conservation District Building will be on July 22nd. Commissioner Keith reminded everyone who has not got their COVID 19 vaccine to do so.

NEXT REGULAR MEETING... JULY 14, 2021 AT 10:30 A.M.

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, July 14, 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 11:07 a.m.

Sherene Hess, Secretary

R. Michael Keith, Chairman