

**COMMISSIONERS' MEETING MINUTES**  
**MARCH 23, 2022**

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...MARCH 9, 2022**

A motion was made by Ms. Hess, seconded by Ms. Gorman, and carried unanimously to approve the minutes of March 9, 2022.

**COVID UPDATE**

Tom Stutzman reported that Indiana County is at a low level and CDC recommends that everyone stay up to date on their vaccines, get tested if you have symptoms and if you have tested positive, have been exposed are encouraged to mask. Over the last seven days the positive rate is at 3.33% which places the county in a moderate rate category which is consistent with the rest of the Commonwealth. Covid testing has decreased by 30.63%. Home test kits are still available at the Pennsylvania Department of Health, Indiana Office. IRMC has shown a decrease in covid positive cases over the last 7 days, however, that is slowly creeping up and three covid related deaths have been reported. Discussion is continuing with the Pennsylvania Department of Health Initiative for Rural PA and PA Office of Rural Health to expand the healthcare community's ability to extend public access to covid vaccinations and testing in rural areas. Influenza Type A is the predominant strain of the flu. 310 cases have been documented in Indiana County and are mostly Influenza Type A.

**PUBLIC COMMENT**

Ron Riley made public comment regarding COVID and vaccinations of the younger population. Jessica Clark from the Care Center announced that the Pinwheel ceremony for Child Abuse Prevention Month will be held on April 1<sup>st</sup> in front of the courthouse at noon. Mario Delassio made comment regarding a petition that was given to the commissioners regarding public water in his area.

**EXECUTIVE SESSIONS**

There were no Executive Sessions.

**PROCLAMATION...AUTISM AWARENESS & ACCEPTANCE MONTH**

After a proclamation was read, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to proclaim April, 2022 as Autism Awareness & Acceptance Month and to promote autism awareness, inclusion, and self-determination for all, and assure that each person with ASD is provided an opportunity to achieve the highest possible quality of life.

### **PROCLAMATION...VIETNAM WAR VETERANS DAY**

After a proclamation was read, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to proclaim March 29, 2022 as Vietnam War Veterans Day and through this commemoration, join with all citizens to honor and remember Vietnam Veterans and their families for their courage, sacrifice, and valor and encourage all citizens to participate in activities that bestow honor and commendation on American heroes past and present.

### **PROCLAMATION...NATIONAL LIBRARY WEEK**

After a proclamation was read, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to proclaim April 3 – 9, 2022 as National Library Week in Indiana County and encouraged all residents to visit libraries, and explore all they have to offer.

### **PROCLAMATION...WOMEN'S HISTORY MONTH**

After a proclamation was read, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to proclaim March, 2022 as Women's History Month and honor the women who have served in public office and charitable organizations, worked in the business or health sector, have fought for our country, have raised families, and have dedicated their lives to making our county and nation a better place to live.

### **PROCLAMATION...PENNSYLVANIA 811 SAFE DIGGING MONTH**

After a proclamation was read, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously support of the Pennsylvania Underground Utility Line Protection Law and also proclaim April 2022 as Pennsylvania 811 Safe Digging Month.

### **RESOLUTION...INDUSTRIAL DEVELOPMENT AUTHORITY IN CONNECTICUT WITH THE INDIANA UNIVERSITY OF PENNSYLVANIA PROJECT**

Jim Carmella, Solicitor for the Industrial Development Authority, explained that the Student Coop at IUP would like to refinance Bonds issued by the IDA in 2012 and 2015. In order to accomplish this, the IDA needs to conduct a TEFRA hearing and then have the County Commissioners adopt a Resolution confirming that there is no public opposition to the refinancing. The hearing was held at 10:00 on this date and there was no public opposition to the refinancing. A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to adopt a Resolution confirming there was no opposition to the refinancing.

### **STATE OFFENDER SUPERVISION FUND AGREEMENT FY 2021-2022 / PROBATION**

At the request of James Decker, Probation Office, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve the State Offender Supervision Fund agreement renewal. This annual submission is an award based on the collection of supervision fees in Indiana County and the amount received is based on fifty percent of the total collected during the previous fiscal year. The amount to be received for this fiscal period will range between \$105,000 and \$130,000.

### **COOPERATION AGREEMENT BETWEEN INDIANA COUNTY AND INDIANA COUNTY COMMUNITY ACTION PROGRAM TO PROVIDE NUTRITIONAL WORKSHOPS / DEPT OF HUMAN SERVICES**

At the request of Maureen Pounds, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a Cooperation Agreement between Indiana County and

Indiana County Community Action Program to be the services provider of the specified HSDF Funding to implement and administer Nutritional Workshops Incorporating Instapots.

**COOPERATION AGREEMENT BETWEEN INDIANA COUNTY AND INDIANA COUNTY HEAD START TO PROVIDE FOOD, SAFETY AND PREPARATION PROGRAM / DEPT OF HUMAN SERVICES**

At the request of Maureen Pounds, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve a Cooperation Agreement between Indiana County and Indiana County Community Action Program to be the services provider of the specified HSDF Funding to implement and administer Food, Safety and Preparation Program for Early Head Start Families.

**COOPERATION AGREEMENT BETWEEN INDIANA COUNTY AND INDIANA COUNTY HEAD START TO PROVIDE INSTAPOT DEMONSTRATION CLASSES / DEPT OF HUMAN SERVICES**

At the request of Maureen Pounds, motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve an agreement contracting with the Indiana County Head Start to be the service provider of the specified funding to implement and administer the Instapot program.

**AGREEMENT...CHILD ACCOUNTING AND PROFILE SYSTEM (CAPS) VERSION 17 UPGRADE / CYS**

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Ms. Hess, seconded by Ms. Gorman and unanimously carried to approve the Child Accounting and Profile System (CAPS) Version 17 Upgrade agreement. The cost is proportionally allocated across counties based on the number of users. Indiana County's share of this agreement is \$5,191.91.

**PRIVATE PROVIDER CONTRACT...CYS**

At the request of Vicki Weaver, Children & Youth Services, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve an agreement with Alternative Community Engagement Solutions, LLC, Greensburg, PA for FY 21-22 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

At the request of Vicki Weaver, 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., Eugene, OR for FY 22-23 to provide services to Children & Youth Services and Juvenile Probation on an as needed basis. They provide non-placement services.

**\$50,000 CARES ACT REVOLVING LOAN FUND (CARES ACT RLF) LOAN TO LUKE'S LANDSCAPING & TREE SERVICE, CO. / 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 approve a \$50,000 term loan from the Indiana County CARES Act Revolving Loan Fund (RLF) to Luke's Landscaping & Tree Service, Co. The business was established in 2013 and offers mulching, snow removal, leaf cleanup, mowing, full landscape designs and retaining walls. They also provide tree services, building fences and decks. 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 60 months of principal. The Borrower will retain 8 and create 6 full-time equivalent employees as a result of these funds. The application was reviewed and approved by the Revolving Loan Fund Loan Review Committee.

**\$50,000 CARES ACT REVOLVING LOAN FUND (CARES ACT RLF) LOAN TO LISA ANN HUNTER DBA EVOLUTIONS SALON / PLANNING**

At the request of Angela Campisano, Office of Planning & Development, a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve a \$50,000 term loan from the Indiana County CARES Act Revolving Loan Fund (RLF) to Lisa Ann Hunter dba Evolutions Salon. Evolutions Salon is a beauty salon that's been operating since 1996. They provide haircare services including perming, coloring, hair cutting, nail and waxing services. They also offer hair loss solutions such as wigs, hair systems, scarves, and hat adhesives. 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 60 months of principal. The Borrower will retain 5.5 full-time equivalent employees as a result of these funds. The application was reviewed and approved by the Revolving Loan Fund Loan Review Committee.

**\$16,000 CARES ACT REVOLVING LOAN FUND (CARES ACT RLF) LOAN TO HEWITT OUTDOOR CO. / 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 approve a \$16,000 term loan from the Indiana County CARES Act Revolving Loan Fund (RLF) to Hewitt Outdoor Co. The company provides billboard marketing solutions for businesses, specifically operating Junior Poster Billboards, the smallest size billboard. Their marketing area is comprised of six counties throughout Western Pennsylvania. 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 60 months of principal. The Borrower will create 1 full-time equivalent employee as a result of these funds. The application was reviewed and approved by the Revolving Loan Fund Loan Review Committee.

**\$50,000 CARES ACT REVOLVING LOAN FUND (CARES ACT RLF) LOAN TO POSEIDON WATERPROOFING, 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 \$50,000 term loan from the Indiana County CARES Act Revolving Loan Fund (RLF) to Poseidon Waterproofing, LLC. They were established in 2016 and are the only SafeBasements™ dealer providing basement waterproofing, foundation repair, crawl space services, and encapsulation services in PA. The SafeBasements™ dealer network is a group of carefully selected foundation repair contractors working to only offer the best products and services. 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 60 months of principal. The Borrower will retain 24 and create 4 full-time equivalent employees as a result of these funds. The application was reviewed and approved by

the Revolving Loan Fund Loan Review Committee.

**CONTRACT AGREEMENT – CDBG-CV DISCRETIONARY / 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 through the Department of Community and Economic Development for Indiana County Broadband Deployment Initiative - Northwestern Area Project. The total contract amount is \$2 million of CDBG-CV Discretionary funds to extend broadband services to areas of West and South Mahoning Townships and Smicksburg Borough. The CDBG-CV funds are part of the CARES Act funding that must demonstrate a direct tie or response to the Coronavirus Pandemic. The funds will assist with extending broadband services further into the identified project areas.

**RESOLUTION AUTHORIZING DELEGATION OF SIGNING AUTHORITY CDBG-CV DISCRETIONARY CONTRACT / 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 a resolution authorizing the delegation of signing authority for invoicing of the CDBG-CV Discretionary Program for the Indiana County Broadband Deployment Initiative – Northwestern Area Project. The delegation of the signing authority is for LuAnn Zak to review and sign all invoices for the CDBG-CV Discretionary 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 EXTENSION – ESG-CV (2) CONTRACT / 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 a contract time extension for the ESG-CV (2) contract. The requested time extension changes the contract termination date from April 20, 2022 to June 30, 2022. ICCAP is the County’s service provider for this contract and the additional time will assist more households with permanent housing assistance. If approved the required paperwork will be submitted to the PA Department of Community and Economic Development for final approvals.

**OTHER BUSINESS**

The board recognized the IUP Men’s Basketball team making it to the final four. Town hall meetings will be held in the following locations:

- \*April 14, 2022 - S&T Arena, 7:00 – 8:30 p.m.
- \*April 18, 2022 – Armagh/East Wheatfield Fire Hall, 7:00 – 8:30 p.m.
- \*April 27, 2022 – Marion Center Community Center, 7:00 – 8:30 p.m.

The Chamber of Commerce is also hold a State of the County Event with the Commissioners on Friday, May 6, 2022 at the Hilton Garden Inn. Also announces was the Job Fair on April 13<sup>th</sup> at the KCAC from 9:00 – 11:30 a.m.

**NEXT REGULAR MEETING...APRIL 13, 2022 AT 10:30 A.M.**

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, April 13, 2022 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 11:45 a.m.

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Sherene Hess, Secretary

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R. Michael Keith, Chairman