

**COMMISSIONERS' MEETING MINUTES**  
**MAY 13, 2020**

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 via zoom  
Commissioner Sherene Hess, present via zoom

Also, in attendance were Solicitor Matthew T. Budash, Chief Clerk Robin Maryai (via Zoom)

**PLEDGE OF ALLEGIANCE**

Commissioner Keith led in reciting the Pledge of Allegiance to the American Flag.

**APPROVE MINUTES...APRIL 22, 2020**

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

**PUBLIC COMMENT**

Susan Welsh asked questions regarding polling place consolidation, mail-in ballots, polling place safety and ballot security.

**EXECUTIVE SESSIONS**

There were no Executive Sessions.

**PROCLAMATION...MENTAL HEALTH AWARENESS MONTH**

After a proclamation was read by Ms. Gorman, a motion was made, seconded by Ms. Hess and carried unanimously to proclaim May as Mental Health Awareness Month and recommit to strengthening our efforts to ensure every individual living with a mental illness, including children and young adults, receives the care and treatment they need to enjoy the blessings of a fulfilling and productive life.

**RESOLUTION...2020 COUNTY TAXES**

A motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve a resolution to implement provisions of Act 15 of 2020 relating to property tax relief as follows:

**TAX RESOLUTION**

Tax Resolution of the Board of Commissioners of Indiana County to implement provisions of Act 15 of 2020 relating to property tax relief.

**WHEREAS**, Act 15 of 2020 permits taxing districts, including counties that impose taxes on assessed value of real property to provide relief to tax payers; and

**WHEREAS**, Indiana County has determined that it is in the best interest of the County, its residents and taxpayers for the county to provide relief to those paying County real estate taxes on the assessed value of real property located within the county;

**NOW, THEREFORE**, be it resolved that Indiana County hereby waives any fees, penalties associated with a late payment of the tax imposed on the assessed value of real estate, provided that the tax is paid in its entirety by December 31, 2020.

Adopted this 13<sup>th</sup> day of May, 2020.

**ATTEST:**

**COUNTY OF INDIANA:**

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Robyn Maryai, Chief Clerk

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R. Michael Keith, Chairman

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Robin A. Gorman, Commissioner

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Sherene Hess, Commissioner

**RESOLUTION – COOPERATION AGREEMENT 2016 / 2017 / 2018 CDBG INDIANA COUNTY “OBO” BURRELL TOWNSHIP /BURRELL TOWNSHIP SEWER AUTHORITY / 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 a resolution entering into a cooperation agreement with the Burrell Township Sewer Authority. The resolution approves that the Commissioners enter into a Cooperation Agreement on behalf of the Burrell Township Supervisors for the Josephine Inflow/Infiltration Improvement Project. The Cooperation Agreement identifies the roles and responsibilities between Burrell Township Sewer Authority and the County for the undertaking of the CDBG funded activity. The project is funded by multiple CDBG funding years from the Burrell Township Entitlement Funds.

**2017 INDIANA COUNTY CDBG – ERNEST BOROUGH OLD MINE BUILDING PROJECT / PLANNING**

At the request of LuAnn Zak, Office of Planning & Development and on behalf of Ernest Borough, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve proceeding with the subdivision of the Old Mine Office Building property in Ernest Borough. The subdivision is the first step in the acquisition of the property from John M. Stilley by Indiana County on behalf of Ernest Borough. Mr. Stilley has accepted the subdivision as

prepared by Botsford Surveying, Inc. of Marion Center. The acquisition and demolition of the Old Mine Building is being funded by the County's 2017 CDBG Entitlement funds.

### **RACP GRANT APPLICATION SUBMISSION – INDIANA COUNTY EDUCATION & TECHNOLOGY CENTER PROJECT / 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 authorization to submit a full grant application to the Commonwealth of Pennsylvania, Redevelopment Assistance Capital Program (RACP) in the amount of \$4,115,000 for eligible project costs associated with the development of the Indiana County Education & Technology Center (ICETC). The ICETC project will be located on the campus of the Indiana County Technology Center in White Township consisting of approximately 26,400 square feet. The purpose of the ICETC is to provide a state of the art education facility for the expansion of Westmoreland County Community College and the proposed Challenger Learning Center at Indiana, Pennsylvania, a regional science learning facility with a focus on middle and high school students, providing hands on, experimental activities that will augment traditional classroom work efforts to simulate real world applications in science, technology, engineering and mathematics, or STEM. WCCC is committed to helping area business and industry develop and maintain a skilled workforce to remain competitive in an ever-changing world. The Resolution stipulates that the County will provide the required matching funds for the RACP as well as provide for the interim financing for the project. The authorization also allows for Commissioner Keith and/or any appropriate officials, as necessary, to be granted authorization to execute any such documents or take such actions required to execute the Redevelopment Assistance Capital Grant contract and to implement same.

### **ENGINEERING CONTRACT...GIBSON-THOMAS ENGINEERING / PARKS AND TRAILS**

At the request of Ed Patterson, Parks and Trails, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve an engineering contract with Gibson-Thomas Engineering for work related to the Hoodlebug Trail Mile Hill Project. The engineering contract, in the amount of \$53,447.10 will provide surveying, geotechnical review, engineering, design work and bid preparation for the rehabilitation of the Hoodlebug Trail section from the Mile Hill underpass to Cornell Road. On March 5, 2020, a \$350,000 grant from the Southwest PA Commission Transportation Set-Aside Program was approved for the project construction work. The engineering work will serve as the County's match for this project. Funding for the engineering work is being provided from Indiana County's 2017 Marcellus Shale Legacy Fund allocation.

### **GRANT MODIFICATION...PENNSYLVANIA COMMISSION AND CRIME AND DELINQUENCY / PROBATION**

At the request of the Probation Office, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve a grant modification with the Pennsylvania Commission and Crime and Delinquency related to the Indiana County Intermediate Punishment program. The grant will decrease funding in the amount of \$30,324.00. The change is necessary due to decreased treatment and travel costs due to COVID-19 and personnel changes.

**ELECTRONIC ACCESS AGREEMENT FOR PENNSYLVANIA CRASH INFORMATION TOOL / DISTRICT ATTORNEY**

At the request of Brad Shields, County Detective, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the Electronic Access Agreement for Pennsylvania Crash Information Tool between the Commonwealth of Pennsylvania and Indiana County and for Mr. Keith to sign any necessary documents. This agreement will allow the District Attorney's Office access to retrieve data and information contained in the system and may be an essential component of a traffic engineering, in-depth accident investigation or safety study.

**PROPERTY TRANSFER...COMMAND POST TRAILER / 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 the property transfer of the 2005 Gulf Stream trailer that was previously outfitted as a Mobile Command Post Vehicle to Cambria County. This vehicle was outfitted with mobile radios and power supplies provided through Homeland Security grants, as well as custom installed flat screen televisions. The transfer of this vehicle to another county EMA/Public Safety operation, within Region 13, affords the county the ability to transfer the Homeland Security property without incurring the expense of removal and storage. Additionally, having this trailer remain in service in a neighboring county permits Indiana County access to this resource should there ever be a need for two deployments simultaneously.

**INDIANA COUNTY HOUSING AUTHORITY ANNUAL PLAN  
INDIANA COUNTY HOUSING AUTHORITY 5-YEAR PLAN**

On behalf of the Housing Authority, Robin Maryai, Chief Clerk, explained that the Public Housing Authority (PHA) Plan is a comprehensive guide to public housing agency policies, programs, operations and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the 5-year plan, which each PHA submits to HUD once every 5<sup>th</sup> PHA fiscal year, and the Annual Plan, which is submitted to HUD every year. The plans will go into effect on July 1, 2020.

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve the Indiana County Housing Authority Annual Plan.

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the Indiana County Housing Authority 5-year plan.

**BOARD APPOINTMENTS...INDIANA COUNTY AIRPORT AUTHORITY**

A motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve the following appointments to the Indiana County Airport Authority; James Duncan – term to expire January 2021 and Brad Kratz – term to expire January 2023.

**GENERAL PRIMARY ELECTION ON JUNE 2, 2020...TEMPORARY POLLING PLACE RELOCATION...INDIANA #3/1 WILL MOVE FROM PRATT HALL TO ZINK HALL.**

At the request of Robin Maryai, Chief Clerk, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the temporary move of the polling location of Indiana #3/1 to Zink Hall.

**OTHER BUSINESS**

Chief Clerk, Robin Maryai, addressed the questions asked under public comment by Susan Welsh.

1. Indiana County is consolidating Indiana #3/1 and #3/2 and both will be located at Zink Hall. No other precincts will be combined. Combining precincts puts more people in the same polling place and that doesn't pass the common sense test. All polling place locations have been contacted and have agreed to hold the elections. A complete list of polling places will be in the Indiana Gazette on May 23<sup>rd</sup> and also will be posted on the Indiana County Website.
2. Indiana County purchased a machine to help open the mail-in ballots. Also purchased was an ES&S DS450 which is a central count machine that will count those ballots. I will personally oversee the process and Melissa Miller and other county personnel will assist.
3. Each Judge of Election for every precinct in the county has been contacted and poll worker training will be conducted the week of May 18<sup>th</sup>. Our County Maintenance Department made the "sneeze guards" and will be placed in each polling place. The Department of State is providing kits with masks, gloves, hand sanitizer, floor tape, etc. The County purchased pens for every voter to use to sign their name and vote with. They will take the pen with them when they leave.
4. Each ballot when returned is recorded as received and are secured each night.

Byron Stuafter and the Commissioners reminded those who have not filled out their Census to please do so.

**NEXT REGULAR MEETING...MAY 27, 2020 AT 10:30 A.M.**

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, May 27, 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 Ms. Hess, seconded by Ms. Gorman to adjourn the meeting at 11:12 a.m.

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Sherene Hess, Secretary

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R. Michael Keith, Chairman