

**COMMISSIONERS' MEETING MINUTES**  
**MAY 27, 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.

**PLEDGE OF ALLEGIANCE**

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

**APPROVE MINUTES...MAY 13, 2020**

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the minutes of May 13, 2020.

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSIONS**

There were no Executive Sessions.

**PROCLAMATION...MAY IS NURSES MONTH**

After a proclamation was read by Ms. Gorman and Ms. Hess, a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to proclaim May as Nurses Month and urge all citizens to join in the celebration and recognition of nurses and their unique ability to have a positive impact on the lives of those in their care.

**CONTRACT...INDIANA COUNTY COMMUNITY ACTION PROGRAM (ICCAP) /  
DEPT. OF HUMAN SERVICES**

At the request of Lisa Spencer, Department of Human Services. a motion was made by Ms. Gorman, seconded by Ms. Hess and unanimously carried to approve a contract with Indiana County Community Action for the provision of Homeless Services for FY 2020-2021. ICCAP will continue to provide rental assistance, homeless case management, bridge services and emergency shelter to residents of Indiana County. The Department of Human Services will continue to administer the funding for the grant.

**RESOLUTION - AUTHORIZATION TO FILE 2020 EMERGENCY SOLUTIONS GRANT - CARES ACT 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 Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve the a Resolution authorizing the filing of the 2020 Emergency Solutions Grant – Cares Act (ESG-CV) program application with the Pennsylvania Department of Community and Economic Development. Approval also allows Commissioner Keith to sign all required application forms related to the grant. The application is requesting \$100,000.00 in 2020 ESG-CV funding to prevent homelessness. The project scope of the application includes homeless prevention, Homeless Management Information System (HMIS) data collection and administrative activities. The financial request is for eighteen months of funding assistance. The application is deadline is June 1, 2020.

**RESOLUTION – AUTHORIZATION TO SUBMIT APPLICATION TO U.S. DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) – CAPITALIZATION OF REVOLVING LOAN FUND (RLF) / 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 Resolution authorizing the filing of an application to the U.S. Department of Commerce, Economic Development Administration (EDA) for financial assistance of up to \$1,230,000 to capitalize a new Revolving Loan Fund (RLF) plus up to an additional ten percent of that amount to defray administrative costs necessary to establish the new Revolving Loan Fund under the EDA’s CARES Act Recovery Assistance as a supplemental appropriation. The new RLF shall be available to small businesses to help respond to the unusual and compelling urgency of the coronavirus pandemic. The EDA has invited us to apply for a single supplemental financial assistance award to alleviate sudden and severe economic dislocation caused by the coronavirus (COVID-19) pandemic in Indiana County. Approval also allows Commissioner Keith to sign any required paperwork for contract execution and authorize the Executive Director of the Office of Planning & Development to submit the necessary application documentation.

**RESOLUTION – AUTHORIZATION TO SUBMIT APPLICATION TO U.S. DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) – CAPITALIZATION OF REVOLVING LOAN FUND (RLF) / PLANNING**

Angela Campisano explained that the Office of Planning & Development currently administers a Revolving Loan Fund (RLF) under an existing administrative plan under policies established by the U.S. Department of Commerce, Economic Development Administration (EDA). Due to the COVID-19 pandemic, EDA is offering existing RLF’s the opportunity to provide exceptions to the previously approved plans. A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously approve a Resolution authorizing temporary exceptions to the policies and procedures contained in the current EDA RLF administrative plan. Approval also allows Commissioner Keith to sign any required paperwork for contract execution and authorize the Executive Director of the Office of Planning & Development to submit the necessary application documentation.

EDA is providing certain flexibilities in light of the impact of COVID-19 on small businesses, the increasing demand for RLF loans, and the need for RLFs to provide credit quickly and

efficiently to our communities. Requests for exceptions may include eligible business types and industries, our focus on working capital needs of businesses affected by the COVID-19, changes to maximum loan amounts, leveraging requirements, reducing fees, changes to collateral requirements, and establishing interest rates, among other considerations. These flexibilities will be waived for one year, from May 7, 2020 to May 6, 2021 on new RLF loans during this period.

### **TRI-COUNTY LOCAL WORKFORCE INVESTMENT REA CHIEF LOCAL ELECTED OFFICIALS AGREEMENT / TWIB**

A motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve an agreement between the Boards of Commissioners in Armstrong, Butler and Indiana County and the Tri-County Workforce Investment Board. The purpose of this agreement is to accomplish by joint and cooperative action the objectives of the Workforce Investment Act of 1998, The Workforce Innovation and Opportunity Act of 2014 and of Commonwealth workforce initiatives, which will promote maximum employment opportunities for job seekers and employers by providing programs of job training and employment opportunities in this three-county area.

### **GRANT AGREEMENT...STATE FOOD PURCHASE PROGRAM / ICCAP**

A motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve the 5-year grant agreement for the State food Purchase Program. The State food Purchase Program provides funds to county governments, regional food banks or emergency food providers for the purchase, transportation, storage and distribution of food to those need individuals who qualify as Program Participants.

Under this agreement the county certifies that the execution of this agreement including receipt and distribution of program funds allocated PA department of Agriculture under the program to the county and/or its designated Lead Agency shall be completed in accordance with the act and also certifies that Program funds allocated by PDA will be managed in accordance with generally accepted account accounting principles, and that upon request by PDA the county will provide any and all information and documentation relating to program management. The County is also naming Indiana County Community Action program and the Lead Agency for Indiana county.

### **2020 ELECTION SECURITY GRANT (HAVA)**

At the request of Robin Maryai, Chief Clerk, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve the 2020 Election Security Grant (HAVA) in the amount of \$40,670.86. The grant funds can be used for increased personnel, equipment and/or other approved expenditures related to Act 77 of 2019, Ransomware, DDOS Protections, and other cyber security measures, increased security of voting systems and ballots and increased expenditures to expand and support vote by mail and other voter services.

### **CARES ACT (ELECTIONS)**

At the request of Robin Maryai, Chief Clerk, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve the Cares Act (Elections) Grant in the amount of \$34,851.39. The grant funds can be used to pay for increased election expenses arising due to COVID-19, including but not limited to voter notifications and education, increased costs related

to mail-in and absentee voting, supplies to mitigate the spread of COVID-19, and increased equipment, staffing, training, or other needs permissible under the CARES Act.

### **POLLING PLACE CHANGES FOR JUNE 2, 2020**

At the request of Robin Maryai, a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve the following are polling place changes for the June 2, 2020 General Primary Election:

- a. Armstrong #1 voters will vote at Armstrong #2 – Shelocta United Presbyterian Church, 182 S. Ridge Rd., Shelocta, PA 15774
- b. White #6 has moved from the YMCA to Summit Church, 2707 West Pike Rd. (Rear Entrance), Indiana, PA 15701
- c. Indiana #3/1 will be located at Zink Hall. 1190 Maple St., Indiana, PA 15701

### **ELECTION REMINDERS**

Robin Maryai, Chief Clerk, read the following regarding the June 2, 2020 General Primary Election:

A variety of Democratic and Republican nominations will be decided by Voters on June 2<sup>nd</sup>. Offices are:

- President of the United States
- Attorney General
- Auditor General
- State Treasurer
- Representatives in Congress – 15<sup>th</sup> District
- Senator in the General Assembly – 41<sup>st</sup> District
- Representative in the General Assembly – 55<sup>th</sup> - 60<sup>th</sup> - 62<sup>nd</sup> - 66<sup>th</sup> Districts
- Party Offices include Delegate to the Democratic National Convention, Delegate to the Republican National Convention, and Alternate Delegate to the Republican National Convention.

All offices on each party ballot can be seen in the samples that have been posted at [www.indianacountypa.gov](http://www.indianacountypa.gov) (click on voting under Departments, Voting/Elections).

All voting precincts in Indiana County will be open from 7:00 a.m. to 8:00 p.m. A list of polling place locations is also available on the county's website. Reminder only registered Democratic and Republican voters are eligible to cast ballots in respective primaries.

This election marks the debut of the expanded vote-by-mail options that has proven to be popular in Indiana County. Approximately 8,000 voters have requested absentee or mail-in ballots. Those voters who have applied for an absentee or mail-in ballot are not eligible to vote at the polls on June 2<sup>nd</sup> except by provisional ballot. Absentee and mail-in ballots must be received by the Voter Registration Office at the Indiana County Courthouse no later than 8:00 p.m. on June 2, 2020. The courthouse is closed but ballots can be dropped off at front door security where a secure ballot box is located. Please be sure the back of the ballot return

envelope is completed with signature, address and date when completing the ballot. Many voters are confusing the date with Date of Birth.

Safety precautions will be in place. Voters are urged to wear a mask in order to protect themselves, other voters and poll workers. Hand sanitizer will be available at each polling place and floor tape will be provided to each polling place to mark 6-foot spaces between voters waiting in line. Pens will be supplied to each voter for signing the poll book and voting the ballot. The Voter will take the pen with them when they leave

### **OTHER BUSINESS**

Commissioner Hess explained that the Tri-County Workforce Investment Board is a resource for employers and job seekers and encouraged those to go to their Facebook page where there are many virtual workshops and resources. The Southwest Planning Commission is soliciting public comment on their Facebook page and website for their plan that lays out how western Pennsylvania will receive and implement state and federal funding for roads, highways, bridges, bike paths, transit and other transportation related projects.

Commissioner Gorman thanked everyone who is trying to serve, do and help the citizens of Indiana County during COVID-19. She announced there will be a frozen meal distribution by the Salvation Army on June 3, 10, 17 between 2-4 p.m. at the KCAC parking lot. Commissioner Keith said a distribution will also be made May 27<sup>th</sup> and 29<sup>th</sup> at 3:00 p.m.

Commissioner Keith reminded small businesses who are in need of help to contact the Office of Planning & Development and the Indiana County Chamber of Commerce.

### **NEXT REGULAR MEETING...JUNE 10, 2020 AT 10:30 A.M.**

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, June 10, 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. Gorman, seconded by Ms. Hess to adjourn the meeting at 10:59 a.m.

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Sherene Hess, Secretary

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R. Michael Keith, Chairman