

**COMMISSIONERS' MEETING MINUTES**  
**SEPTEMBER 22, 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...SEPTEMBER 8, 2021**

A motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the minutes of September 8, 2021.

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSIONS**

There were an Executive Sessions held on:

- September 10, 2021 at 10:00 a.m. to discuss legal matters and status update on the Route 22 pedestrian bridge project.
- September 10, 2021 at 3:00 p.m. to discuss legal matters and status update concerning the Lewis James Fogle vs. Indiana County et. al case

**COVID 19 UPDATE**

Thomas Stutzman reported over 43 new cases per day, 120 tests are being performed per day and 5 new deaths. Over the last 7-day period, positive cases increased 10.9% per day but a reduction of 9.5% in the number of ICU patients. Indiana County remains at a high community transmission level. Vaccinations are still not being widely sought and Indiana County's vaccination rate is at 46%. Mr. Stutzman said he will be working with Indiana Regional Medical Center to request the deployment of the PA Army National Guard to support staffing at the IRMC Emergency Department and the Urgent Care Facility in Burrell Township. There has been an overwhelming number of symptomatic patients visiting the ER and Urgent Care and 30-50% of those patients coming in are seeking COVID tests. He is strongly urging those not vaccinated to please do so.

**COOPERATION AGREEMENT...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 carried unanimously to approve a Cooperation Agreement with Indiana County Community Action Program appointing ICCAP as the county representative and the provider of services for the ERAP 2 activities/services.

**AGREEMENT...ZELENKOFKSKE AXELROD, LLC (Emergency Rent/Utility Assistance Program 2) / DEPT. OF HUMAN SERVICES**

At the request of Lisa Spencer, Department of Human Services, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve an agreement with Zelenkofske Axelrod, LLC to provide technical assistance and advice in relation to the policies, procedures, accountability and monitoring of the expenditures of the ERAP 2 funding from May 10, 2021 through March 31, 2022. The total cost of the contract is not to exceed \$20,000.00.

**RESOLUTION – 2021 INDIANA COUNTY CDBG PROJECT SCOPE AND 3-YR PLAN/ 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 adopt a resolution authorizing the project scope and 3-year plan of the County-wide needs priorities for the 2021 Non-Entitlement CDBG application. Indiana County will submit the Indiana County Food Bank Facility Rehabilitation project for the 2021 CDBG funds. The 2021 Indiana County Entitlement is \$299,392 and is due to the Pennsylvania Department of Community and Economic Development by October 28, 2021. All citizen participation requirements for project development and selection were completed as required.

**FILING RESOLUTION – 2021 COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT APPLICATIONS / 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 adopt a resolution authorizing the filing of the 2021 Community Development Block Grant Entitlement application to the Pennsylvania Department of Community and Economic Development by the deadline date of October 28, 2021. The application submission includes Indiana County's CDBG Entitlement and the three entitlement communities of Indiana Borough, and the Townships of Burrell and Center. The total application amount is \$699,806. Approval also allows for Chairman Keith to sign all necessary forms to complete the application process.

**INDIANA COUNTY SUBDIVISION AND LAND DEVELOPMENT ORDINANCE – 2ND ROUND OF PUBLIC OUTREACH, ENGAGEMENT, REVIEW AND ADOPTION PROCESS / PLANNING**

At the request of Josh Krug, Office of Planning & Development, a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to authorize the initiation of a second round of public and stakeholder engagement as well as the formal public review and adoption process for the Indiana County Subdivision and Land Development Ordinance (SALDO). For over 4 years, staff and the SALDO Committee of the Planning Commission have worked in cooperation with project consultants Environmental Planning & Design as well as the municipalities throughout Indiana County, the general public, the County Commissioners, and other key stakeholders to develop the Indiana County SALDO. This ordinance will replace the Indiana County Subdivision Ordinance, last amended in 1991. A final draft document has been completed, and the project team is ready to assist the Commissioners in engaging our municipal partners, key stakeholders and the public for a second round of outreach and engagement as well as working through the process outlined by the Pennsylvania Municipalities Planning Code (MPC) for formal adoption. After completing the planned second round of outreach and discussion with municipalities, key stakeholders and the public, the formal adoption process will include public notice of where the draft document is available for public review and printing for

a fee that does not exceed the cost to print. We anticipate the County Law Library and all public libraries throughout the County, the Office of Planning & Development, and the Commissioner's Office to be the locations at which the draft document will be made available for review. The draft document will be accompanied by a draft version of an accompanying SALDO Applicants Workbook that is to be used as a guide and supplement to the ordinance itself. The work book is not to be formally adopted but will be available for review and comment nonetheless. The SALDO and other informational materials will be available on the Office of Planning & Development's website at [www.icopd.org](http://www.icopd.org).

### **AMERICAN RESCUE PLAN ACT (ARPA) ALLOCATION – ICCAP FOOD BANK WAREHOUSE / PLANNING**

At the request of Byron Stauffer, Office of Planning & Development, and on behalf of the Indiana County Community Action Program, Inc. (ICCAP), a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve an allocation of \$500,000 from the County's American Rescue Plan Act (ARPA) funds for the ICCAP Food Bank Warehouse Project. The proposed project will be advanced as a multi-phased project consisting of the acquisition and renovations to an existing vacant industrial building located at 2131 Shelly Drive, Indiana consisting of approximately 18,000 square feet located in White Township. This project site is located on the IndiGO bus route and will replace the existing food bank warehouse currently located on S. Sixth Street, thus improving the accessibility for county-residents.

Due to the pandemic and other economic issues, the demand for food has dramatically increased. ICCAP has 17 conveniently located food pantries throughout Indiana County that operate on a monthly basis for households or individuals that are in need of food. Additionally, ICCAP offers specific food programs tailored for seniors, students and offers nutritional programs. If approved, the County's ARPA funding will leverage an additional \$1.35 million of Federal, State, and local private funding available to the proposed project.

Due to the complexity of the project and including all phases, i.e., acquisition, architecture, engineering, permitting, bidding, construction, etc., the motion also includes authorization to enter into a Memorandum of Understanding (MOU) for the Office of Planning & Development to assist ICCAP to deliver this project.

### **LIQUID FUELS – COUNTY AID – ERNEST BOROUGH / 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 County Aid from Liquid Fuels to Ernest Borough and also to submit the necessary Liquid Fuels funding encumbrance to PennDOT District-10 for a total \$30,800 Application for County Aid on behalf of Ernest Borough to partially offset eligible project costs for the Storehill Road/West First Street Road Resurfacing Project. The total estimated project costs are \$52,270. The proposed County Aid allocation represents approximately 59% of the total estimated project costs.

### **LIQUID FUELS – COUNTY AID - BANKS TOWNSHIP / PLANNING**

At the request of Byron Stauffer, Office of Planning & Development, a motion was made by Mr. Keith, seconded by Ms. Hess and carried unanimously to approve County Aid from Liquid Fuels to Banks Township and also to submit the necessary Liquid Fuels funding encumbrance to PennDOT District-10 for a total \$26,500 Application for County Aid on behalf of Banks Township to partially offset eligible project costs for the Spotts Road Cross Culvert

Improvements Project. The total estimated project cost is \$120,759.50. The proposed County Aid allocation represents approximately 22% of the total estimated project costs.

**MATERIALS ONLY / EQUIPMENT PURCHASE REQUEST – LABORATORY FUME HOODS (ITEM 1.) – INDIANA COUNTY EDUCATION & TECHNOLOGY CENTER PROJECT / PLANNING**

At the request of Byron Stauffer, Office of Planning & Development and Cavcon Construction, Inc., a motion was made by Ms. Hess, seconded by Ms. Gorman and carried unanimously to approve the expenditure of \$35,785.00 for the purchase of Laboratory Fume Hoods through Nycom Inc. of Midlothian, VA for the Indiana County Education & Technology Center Project. A total of two (2) responsive proposals were submitted ranging from low bid as stated by Nycom Inc. of \$35,785.00 and a high bid of \$42,250.00. This materials only purchase is being funded with Appalachian Regional Commission (ARC) Grant funds and County matching funds.

**MATERIALS ONLY / FURNITURE/FIXTURES PURCHASE REQUEST – SUSPENDED BAFFLES (ITEM 2.) – INDIANA COUNTY EDUCATION & TECHNOLOGY CENTER PROJECT / PLANNING**

At the request of Byron Stauffer, Office of Planning & Development and Cavcon Construction, Inc. a motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to reject the sole bid received for the purchase of the Suspended Baffles for the Indiana County Education & Technology Center Project. A total of one (1) responsive proposal was submitted, which was not opened. This materials only purchase will be rebid at a later date.

**MATERIALS ONLY / EQUIPMENT PURCHASE REQUEST – WHITE BOARDS (ITEM 3.) – INDIANA COUNTY EDUCATION & TECHNOLOGY CENTER PROJECT / PLANNING**

At the request of Byron Stauffer, Office of Planning & Development and Cavcon Construction, Inc. a motion was made by Ms. Gorman, seconded by Ms. Hess and carried unanimously to approve the expenditure of \$58,000.00 for the purchase of White Boards through Northeast Interior Systems, Inc. of Harmony, PA for the Indiana County Education & Technology Center Project. A total of two (2) responsive proposals were submitted ranging from low bid as stated by Northeast Interior Systems, Inc. of \$58,000.00 and a high bid of \$60,250.00. This materials only purchase is being funded with Appalachian Regional Commission (ARC) Grant funds and County matching funds.

**MATERIALS ONLY PURCHASE REQUEST – LANDSCAPING (ITEM 4.) – INDIANA COUNTY EDUCATION & TECHNOLOGY CENTER PROJECT / PLANNING**

At the request of Byron Stauffer, Office of Planning & Development and Cavcon Construction, Inc. a motion was made by Ms. Gorman, seconded by Mr. Keith and carried unanimously to approve the expenditure of \$31,395.00 for the purchase of Landscaping plant materials through Silvis Group, Inc. of Mt. Pleasant, PA for the Indiana County Education & Technology Center Project. A total of one (1) responsive proposal was submitted with the low bid as stated by Silvis Group, Inc. of \$31,395.00. It should be noted that this is the second attempt to bid this project and thus the bid process allows for acceptance of only one responsive proposal following two or more attempts. This materials only purchase is being funded with Appalachian Regional Commission (ARC) Grant funds and County matching funds.

### **BOARD APPOINTMENTS...TRI-COUNTY WORKFORCE INVESTMENT BOARD**

A motion was made by Mr. Keith, seconded by Ms. Gorman and carried unanimously to approve the appointments of Mark Hilliard, Gladys Knox and John Nelson, III to the Tri-County Workforce Investment Board; terms to expire September 30, 2024.

### **OTHER BUSINESS**

Commissioner Gorman announced IUP's Homecoming is September 27<sup>th</sup> through October 3<sup>rd</sup> with the Parade on October 2<sup>nd</sup>. The All-Stakeholders Meeting is September 27<sup>th</sup> at 1:00 p.m. at the KCAC, PNC Room. Commissioners are continuing to meet regularly for the Americas Recover Program funding and planning. The funds are to be spent by 2024 and we want to use them wisely and prioritize appropriately with all partners. The recovery event "Breaking Down Borders" is September 25<sup>th</sup> at 11:00 – 6:00 p.m. in Seward at the United Youth Ball Field. Commissioner Hess reminded residents that services through Indigo are on their updated Facebook page. Commissioner Keith said the three fairs, Indiana, Cookport and Ox Hill went well. Mr. Keith also reminded residents to please get their COVID vaccinations. Robin Maryai, Chief Clerk, announced that the last day to register to vote is October 18<sup>th</sup> and the last day to apply for a civilian absentee ballot is October 26<sup>th</sup>.

### **NEXT REGULAR MEETING... OCTOBER 13, 2021 AT 10:30 A.M.**

The next regular scheduled Commissioners' Public meeting will be held on Wednesday, October 13, 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. Hess, seconded by Ms. Gorman to adjourn the meeting at 11:27 a.m.

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Sherene Hess, Secretary

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R. Michael Keith, Chairman