

December 16, 2021

WESTMORELAND COUNTY INDUSTRIAL DEVELOPMENT CORPORATION

Minutes of regular meeting held Thursday, November 18, 2021 as presented

- (1) Consider approval to adopt the 2022 Administrative Budget of \$1,522,815 contingent upon required funding as reflected in the 2022 County Budget.
- (2) Consider approval of **Resolution No. WCIDC-22-2021** to be executed by the Chairman, Sean Kertes, authorizing the adoption and approval of Westmoreland County Industrial Development Corporation 401 (K) Plan and Trust Documents with an effective date of January 1, 2022 as pre-approved by the Department of Treasury Internal Revenue Service:
 - Westmoreland County Industrial Development Corporation 401 (K) Adoption Agreement. The Agreement is a reference guide to the Pre-Approved IRS Plan Document. The Agreement requires execution by Chairman, Sean Kertes.
 - Westmoreland County Industrial Development Corporation 401 (K) Plan and Trust as amended and restated. This Agreement sets forth the responsibilities and duties of the plan Trustees for the WCIDC 401 (k) Plan. The Agreement requires execution by Chairman, Sean Kertes and Trustees, Jason W. Rigone and Tracy D. Bigo.
 - WCIDC 401 (K) Plan and Trust Summary Plan Description to be distributed to each participant within 120 days after the Plan is adopted. The Summary Plan Description incorporates the changes to the 401 (K) Plan required by the IRS.
 - WCIDC 401 (k) Plan and Trust Funding Policy and Method. The policy sets forth the purpose of the benefits and the security of the investments.
- (3) Consider approval of **Resolution No. WCIDC-23-2021** to be executed by Chairman, Sean Kertes. The Resolution authorizes the approval and adoption of the Amendment to Implement Hardship Distribution Provisions of the Bipartisan Budget Act of 2018. The Amendment modifies WCIDC's 401 (K) to comply with IRS regulations for and the Bipartisan Budget Act of 2018 for hardship distributions. The Amendment will be executed by Chairman, Sean Kertes.
- (4) Consider approval of a Participant Loan Program for WCIDC 401 (K) Plan and Trust. WCIDC's 401 (K) permits participants to obtain a loan from their account and the Loan Program document is required to comply with the IRS and is distributed to the participant when a loan inquiry is made. This document will be executed by one of the two Plan Trustees, Jason W. Rigone or Tracy D. Bigo.
- (5) Consider approval of an Automatic Services Rollover Agreement with Millennium Trust Company. The Rollover Agreement permits the WCIDC 401 (K) Plan and Trust to rollover a terminated participants account with \$5,000 or less into an IRA. The rollover would occur when the participant does not return the proper paperwork to the Plan and Trust within 60 days of termination. The Rollover Agreement will be executed by the Chairman, Sean Kertes and one of the two Trustees, Jason W. Rigone or Tracy D. Bigo.

- (6) Consider approval of a Proposal with **GAI Consultants, Inc.** in the amount of **\$11,000.00** to provide bridge inspection services for the MSI Corporation bridge over the Norfolk Southern Railroad located in Vandergrift. This agreement will provide a Field Inspection and Inspection Report. No other proposals received.
- (7) Consider approval of a contract with **Pittsburgh Business Times** for **\$18,395.00**. The contract is for 2022 print and digital advertising to the Greater Pittsburgh Region for Westmoreland County Industrial Development Sites.
- (8) Consider approval of a bid with **Silvis Group Inc.** in the amount of **\$689.50 per trip**. This bid is for 2021-2022 Winter Management at Jeanette Industrial Park. Other bids received:
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| <i>Four Brothers</i> | <i>\$788.00</i> |
| <i>House's Hauling & Excavating</i> | <i>\$1,288.00</i> |
- (9) Consider approval of an Agreement with **D.J.'s Cleaning Services** to perform interior cleaning for the New Kensington Social Security Office located at 707 Fifth Avenue, New Kensington, PA. This new agreement will replace the current cleaning company who has submitted her 30 days written notice due to retirement. **The cost will be \$640.00 per month (\$32.00 per night)** with the understanding that the price may vary depending upon the number of cleaning days in the month, plus an additional COVID-19 cleaning in the amount of \$60.00 per week as required by the GSA.
- (10) Consider approval of a Bid with **Drew's Mowing** in the amount of **\$9,565.00**. This bid is for clearing of Lot Five (5) for Commerce Crossing at Westmoreland located in Sewickley Township. Other bids received:
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|---------------------------|--------------------|
| <i>Four Brothers</i> | <i>\$11,200.00</i> |
| <i>Bruno Holnaider</i> | <i>\$14,200.00</i> |
| <i>Silvis Group, Inc.</i> | <i>\$22,664.00</i> |
- (11) Consider approval of a Proposal with **Ulery Architecture LLC.** in the amount of **\$7,900.00** for Architectural/Engineering Services at the Mount Pleasant Glass Centre located in Mt. Pleasant. This agreement is to provide architectural and engineering service for space 700B. This project will include demolition and interior renovations suitable for a file storage space.

Adjourn