

**BOARD OF COMMISSIONERS MEETING
MCKEAN COUNTY, PENNSYLVANIA
MAY 23, 2023**



McKean County Commissioners, in a regular meeting, assembled on May 23, 2023, at 10:00 AM, in the Commissioners Meeting Room, McKean County Courthouse, 500 West Main Street, Smethport.

Summary of Motions Carried, by Agenda Item No.:

- 8A1 Procurement, Credit Card, & Travel Manual**
- 8B1 Appoint Anita Holman to CEDS as an At- Large Representative**
- 8B3 Appoint Tim Asinger to the Industrial Development Authority**
- 8B4 Appoint Alicia Dankesreiter to the Industrial Development Authority**
- 8B5 County Liquid Fuel Tax Funds Allocation, \$109,359.83**
- 8C1 2023-2024 PCORP Renewal, \$185,350.00**
- 8C2 Part Time Use of Forensic Pathologist with County of Erie, PA, \$5,000**
- 8C3 Service Agreement, Potter County Commissioners and CAC McKean County**
- 8C4 MJ Mechanical Services, Inc., Agreement for DRO, 911, CYS, and Courthouse**
- 8C5 Capital Area Communications Quote, Microwave System, \$333,919.15**
- 8D1 Foster Care Renewal – Mary Skaggs**

Summary of Agenda Items Denied: None

Summary of Agenda Items Tabled:

- 8B2 County COVID-19 Recovery Grant, Bradford Airport, Deicer, \$141,656**

Commissioners Attending:

Commissioner Thomas F. Kreiner, Commissioner Carol E. Duffy, Commissioner Clifford D. Lane

In Attendance:

Shawn Hutchings, Chief Clerk; Anthony Clarke, Esq., Solicitor; Lisa Johnston, CYS; Marcy Flickinger, CYS;

Remote: The Bradford Era: Marcie Schellhammer; The Kane Republican: Theresa Auriemmo; Jean Hendrickson, IT Director; Julie Cochran, IT System Tech; Troy Glasgow, Assistant Director;

1, 2 and 3: Call to Order, Pledge of Allegiance & Roll Call

The Regular Meeting on May 23, 2023 of the McKean County Board of Commissioners was called to order by Commissioner Kreiner at 10:00 AM, followed by the Pledge of Allegiance. He established that there was a quorum to proceed with the county's business as presented and noted that the meeting is recorded.

There was one change to the Agenda. Commissioner Duffy moved to add Resolution 5, Liquid Fuels Tax Fund Allocation to today's agenda. Commissioner Lane seconded. Vote on Motion: Yes:

Duffy, Kreiner, Lane. Carried 3-0. Commissioner Lane moved to approve the agenda. All in favor, 3-0.

4. Comments and Announcements

A. Commissioners Comments:

Commissioner Duffy commented, help us celebrate Kindness 143 Day. We received a request to support this initiative. Celebrate Kindness on 143 Day. Kindness is essential to Pennsylvania's Culture, it is apart of who we are, and on the 143 Day of the year, May 23, we will once come again to encourage citizens to spread kindness.

Commissioner Lane commented, every year we have a display out here in front of the Courthouse and they are in the process of setting it up. And wants to remind everyone to remember our Veterans and people that has passed.

Commissioner Kreiner commented, this week is EMS week. So please take a moment to thank your Fire, EMS, and Police volunteers. We had a meeting last week at the firehall to discuss the shortcomings of Fire and EMS personnel and thank those who are still with us. Also last week on Monday May 15, 2023 was the Police Officer Memorial Day and Day of Prayer. That was established May 15, 1962 by President John F. Kennedy. It is a day remember those that have died in the line of duty or have since passed due to age.

B. Human Resources Update

New Employees: Derek Crum, Part Time Correctional Officer; Shannon Keesler, Full Time Food Service;
Leave/Change of Service: None

5. Minutes

Commissioner Duffy made a motion to accept the Minutes as presented from the May 9, 2023 Meeting. Commissioner Lane seconded. No discussion on the motion.
Vote on the motion: Yes: Duffy, Kreiner, Lane . Carried 3-0.

6. Public to be heard –

7. Old Business – None

8. New Business

A. Ordinances and Policies

1) Commissioner Lane moved to approve a Procurement, Credit Card, & Travel Manual. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0

B. Resolutions and Approvals of the Board

- 1) Commissioner Duffy moved to approve Appointing Anita Holman to the North Central PA Regional Planning and Development Commission's Comprehensive Economic Development Strategy Committee (CEDS) as an At-Large Representative effective immediately until December 31, 2023. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 2) Commissioner Lane moved to Approve, the motion failed to receive a Second. Commissioner Kreiner moved to table a McKean County COVID-19 Recovery Grant – Pilot Program application from the Bradford Regional Airport Authority. Project Title – Aviation Safety Equipment. To purchase a Polar Aircraft Deicer in the amount of \$141,656.00. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Tabled 3-0.
- 3) Commissioner Duffy moved to approve Appointing Tim Asinger to the McKean County Industrial Development Authority as a Board Member effective June 1, 2023 until December 31, 2025. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 4) Commissioner Lane moved to approve Appointing Alicia Dankesreiter to the McKean County Industrial Development Authority effective immediately until December 31, 2025. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 5) Commissioner Duffy moved to approve a Liquid Fuels Tax Funds Allocation bi-annual share of \$109,359.83 to Municipalities and for Administration as follows, McKean County Administration Fee per 2021 Cost Allocation Plan: \$9,449.00. Municipalities at 50% Fund for Population, 50% of Fund for Miles of Qualifying Roads: \$99,910.83. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

C. Contracts/Leases/Purchase Agreements

- 1) Commissioner Lane moved to approve a 2023-2024 PCORP Renewal in the amount of \$185,350.00. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 2) Commissioner Duffy moved to approve an Agreement for Part Time Use of Forensic Pathologist with County of Erie, PA, to include \$5,000.00 retainer from January 1, 2023 to December 31, 2023. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 3) Commissioner Lane moved to approve a Service Agreement between Potter County Board of Commissioners and CAC of McKean County. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 4) Commissioner Duffy moved to approve a MJ Mechanical Services, Inc., Preventive Maintenance & Service Agreement for the following departments and amounts: Domestic Relations - \$2,210.00. 911 Center - \$2,690.00. CYS - \$2,000.00. McKean County Courthouse - \$8,250.00. Shawn Hutchings read the Contract dates and are as follows, July 1,

2023 and deemed to be automatically renewed every year unless terminated. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

- 5) Commissioner Lane moved to approve a Capital Area Communications Quote for the McKean Songbird Site System Microwave System in the amount of \$333,919.15. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

D. DHS Contracts

- 1) Commissioner Duffy moved to approve a Foster Care Renewal – Mary Skaggs. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

E. Proclamations and Recognitions:

- 1) Resource Care Month

9. Public Comment Period

Commissioner Kreiner noted that the next meeting would be on June 13, 2023.

10. Adjournment

Commissioner Lane moved to adjourn the meeting. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0. Commissioner Kreiner adjourned the meeting at 10:20 a.m.

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read 'Shawn E. Hutchings Jr.', with a long, sweeping horizontal flourish extending to the right.

Shawn E. Hutchings Jr.
McKean County Chief Clerk