

**BOARD OF COMMISSIONERS MEETING
MCKEAN COUNTY, PENNSYLVANIA
AUGUST 22, 2023**



McKean County Commissioners, in a regular meeting, assembled on August 22, 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.:

- 8A3 McKean County Medical Marijuana Policy**
- 8B1 ARPA Municipal Recovery Allocation, Lewis Run Borough, \$16,600.00**
- 8B2 ARPA Allocation, Corydon Township, \$15,544.62 & \$28,637.00**
- 8B3 ARPA Municipal Recovery Allocation, Allegany Borough, \$11,983.18**
- 8B4 Resolution to Open and/or Amend Deposit Account**
- 8B5 Application for County Aid, Liberty Township, \$7,296.09**
- 8B6 Application for County Aid, Lafayette Township, \$4,597.60**
- 8B7 Exempt Status Request, 7 Parcel Numbers, YWCA Properties**
- 8B8 Exempt Status Request, Parcel No. 10-002-515**
- 8B9 Exempt Status Request, Parcel No. 14-004-126**
- 8B10 ARPA Municipal Recovery Allocation, Annin Township, \$5,999.00**
- 8C1 Word Systems LLC, Contract Renewal, \$2,832.32**
- 8C2 Technical Consulting Support, ArcGIS, ESRI, \$24,024.00**
- 8C3 Children's Advocacy Center, Cameron County CYs, Service Agreement**
- 8C4 1-Year Maintenance Agreement, Marco, Recorder of Deeds**
- 8C5 Marco Quote, 3 Canon Printers, District Justice Offices, \$222.69 per month**
- 8C6 Marco Lease Agreement, Human Resources, \$89.77 per month**
- 8C7 Marco Maintenance Agreement, Human Resources**
- 8C8 Marco Quote, 1 Canon Copier, CYs, \$119.04 per month**
- 8C9 Amendment to contract, ADAS, Adding "Triple P"**
- 8D1 Contract Renewal – Area Agency on Aging**
- 8D2 Contract Renewal – Arc of Crawford County**
- 8D3 Contract Renewal - CASA**
- 8D4 Contract Renewal – Goodwill Industries**
- 8D5 Contract Renewal – Stanley E. Pecora Jr.**
- 8D6 MHID Renewal – Community Links**
- 8D7 MHID Renewal – Martha Lloyd**
- 8D8 MHID Renewal - OneWell**
- 8D9 CYs Renewal – Bethesda Children's Home**
- 8D10 CYs Renewal – Children's Aid Society**
- 8D11 CYs Renewal – Children's Aid Society of Mercer County**
- 8D12 CYs Renewal – City Mission**
- 8D13 CYs Renewal – Cornell Abraxas**
- 8D14 Early Intervention Renewal - CARE**

8D15 Early Intervention Renewal – Mary Buzard
8D16 Early Intervention Renewal – Milestone Physical Therapy LLC
8D17 Early Intervention Renewal – The Guidance Center
8D18 Foster Care Renewal – Jeannette and Jared Anderson
8D19 Foster Care Renewal – Andrew and Heather Angell
8D20 Foster Care Renewal – Rebecca Austin
8D21 Foster Care Renewal – Carol Dunkle
8D22 Foster Care Renewal – Todd and Tanya Grimes
8D23 Foster Care Renewal – Roger Malone
8D24 Foster Care Renewal – Kenneth and Tina Main
8D25 Foster Care Renewal – Joseph Michaud and Virginia Lane
8D26 Foster Care Renewal – Gary and Megan Reid
8D27 Foster Care Renewal – Brandi Rodgers
8D28 Foster Care Renewal – Kathryn and Phillip Sell
8D29 Foster Care Renewal – Ronald and Jeannine Shugars
8D30 Foster Care Renewal – Mary Skaggs
8D31 Foster Care Renewal – Danyelle and Rae El Whitman
8D32 Foster Care Renewal – Sean and Abby Williams
8D33 Foster Care Renewal – Randy and Cyle Wolfgang
8D34 Foster Care Renewal – Richard and Debbie Woods

Summary of Agenda Items Denied: None

Summary of Agenda Items Tabled:

8A1 Information Technology Cybersecurity Incident Reporting Policy

8A2 Information Technology Email Usage Policy

Commissioners Attending:

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

In Attendance:

Shawn E. Hutchings Jr., Chief Clerk; Anthony Clarke, Esq., Solicitor; Ann Robinson, Economic Development Liaison; Brenda Langan, Finance Director; Elise Grovanz, North Central; Lauren Adair, Seneca Resources; Nathan Kuble, National Fuel; Gabby Howard, GIS; Michael Austin, UPC; Brett Lawton, UPC; Jodie Wagner, UPC;

Remote: The Bradford Era: Marcie Schellhammer; The Kane Republican: Theresa Auriemmo; Jean Hendrickson, IT Director;

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

The Regular Meeting on August 22, 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 were no changes or additions to the Agenda as presented. Commissioner Duffy moved to approve the agenda. All in favor, 3-0.

4. Comments and Announcements

A. Commissioners Comments:

Commissioners Duffy stated on July 27th, 2023. The commissioners attended the PA Wilds annual awards ceremony. They recognized one of our colleagues, Erick Coolidge who is a Tiago County Commissioner, with the Leadership Award. The Governor has put fourth an executive directive to create a master plan for older adults. Right now, they are doing a survey to get information. They are having listening sessions in each of our Counties. McKean County will be September 19 at the Greater Bradford Senior Center. They would really appreciate input on this master plan. It would take approximately 10 minutes to complete the survey online. Also, the Department of Community Economic Development has a survey out for our input on a 5-year action plan.

Commissioner Kreiner stated the commissioners were privileged to attend our CCAP conference back in August in Lake Erie. It was a great educational conference and we appreciate being able to go to that and bringing back what we are able to learn.

B. Human Resources Update

New Employees: April Foley, Case Aide 1; Russel Orner, Part Time Security Officer; Ruth Crisp, Part Time ARPA Director;

Leave/Change of Service: Carolyn Cobo, Part Time Dispatcher, 7/17/2023; Christina Paul Cobb, Clerk Typist 1, 8/4/2023; Shannon Keesler, Food Service, 8/10/2023; Julie Trumble, Adult Probation Clerk, 8/25/2023; Derek Crum, Part Time Correctional Officer, 8/10/2023;

5. Minutes

Commissioner Lane made a motion to accept the Minutes as presented from the July 18, 2023 Meeting. Commissioner Duffy 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 Duffy moved to table an Information Technology Cybersecurity Incident Reporting Policy. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

2) Commissioner Duffy moved to table an Information Technology Email Usage Policy. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

3) Commissioner Duffy moved to approve a McKean County Medical Marijuana Policy. 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 Lane moved to approve an ARPA Municipal Recovery Allocation in the amount of \$16,600.00 to Lewis Run Borough. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 2) Commissioner Duffy moved to approve an ARPA Municipal Recovery Allocation Application for Reimbursement from Corydon Township for McKean County Community Development/Parks & Recreation Project in the amount of \$15,544.62 and McKean County Infrastructure/Blight Remediation Project in the amount of \$28,637.00. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 3) Commissioner Lane moved to approve an ARPA Municipal Recovery Allocation Application for Reimbursement from Port Allegany Borough for McKean County Infrastructure/Blight Remediation Project in the amount of \$11,983.18. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 4) Commissioner Duffy moved to approve a Resolution to Open and/or Amend Deposit Account for Online Banking at PLGIT. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 5) Commissioner Lane moved to approve an Application for County Aid from Liberty Township from County Liquid Fuel Funds, as allocated, for \$7,296.09. Project Number 23-42211-001. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 6) Commissioner Duffy moved to approve an Application for County Aid from Lafayette Township from County Liquid Fuel Funds, as allocated, for \$4,597.60. Project Number 23-42210-001. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 7) Commissioner Lane moved to approve 7 Exempt Status Request for the following:
 - 1) Parcel No. 01-002-112 at 21 Chautauqua Ave, Bradford City 1st Ward, Assessed value \$2,000.00.
 - 2) Parcel No. 01-002-128 at West Corydon Street, Bradford City 1st Ward, Assessed value \$2,000.
 - 3) Parcel No. 01-002-129 at 18 West Corydon Street, Bradford City 1st Ward, Assessed value \$25,770.
 - 4) Parcel No. 01-002-130 at 24 West Corydon Street, Bradford City 1st Ward, Assessed value \$260,760.
 - 5) Parcel No. 01-002-132 at Walker Place, Bradford City 1st Ward, Assessed value \$57,630.
 - 6) Parcel No. 01-002-133 at 26 West Corydon Street, Bradford City 1st Ward, Assessed value \$24,770.

7) Parcel No. 02-009-121 at 63 West Corydon Street, Bradford City 2nd Ward, Assessed value \$32,670.

The Property Owner for all properties: Vanessa M. Castano & Katherine Randall. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

- 8) Commissioner Duffy moved to approve an Exempt Status Request from McKean County Assessment for the 2023 School & 2024 County/Borough Tax Year for a Municipal Government. Parcel No. 10-002-515 at 437 Biddle Street, Kane Borough 3rd Ward, Assessed value \$19,270. Property Owner: Borough of Kane. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 9) Commissioner Lane moved to approve an Exempt Status Request from McKean County Assessment for the 2023 School & 2024 County/Borough Tax Year for a Public School. Parcel No. 14-004-126 at 570 East Mill Street, Port Allegany Borough, Assessed value \$8,630. Property Owner: Port Allegany School District. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 10) Commissioner Duffy moved to approve an ARPA Municipal Recovery Allocation Application for Reimbursement from Annin Township for McKean County Community Development/Parks & Recreation project in the amount of \$5,999.00. 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 Word Systems, LLC contract renewal for machine maintenance for CAC effective 9/1/2023 to 8/31/2024 in the amount of \$2,832.32. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 2) Commissioner Duffy moved to approve a Technical Consulting Support for ArcGIS Enterprise Configuration and Data Migration from Environmental Systems Research Institute, Inc. (ESRI) Professional Services to provide consulting services for support with their deployment and configuration of ArcGIS Enterprise 10.9.1 in the amount of \$24,024.00. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 3) Commissioner Lane moved to approve a Purchase of Service Agreement effective July 1, 2023 to June 30, 2024 between Cameron County Children and Youth Services and Children's Advocacy Center 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 1-Year Maintenance Agreement with Marco for McKean County Recorder of Deeds in the amount of \$300.00. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

- 5) Commissioner Lane moved to approve a Marco Quote for 3 Canon Printers for the District Justice Offices in the amount of \$222.69 per month for 60 Months. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 6) Commissioner Duffy moved to approve a Marco Lease Agreement with Human Resources for \$89.77 a month for 60 months. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 7) Commissioner Lane moved to approve a Marco Maintenance Agreement with Human Resources for 60 months. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 8) Commissioner Duffy moved to approve a Marco Quote for 1 Canon Copier for CYS in the amount of \$119.04 per month for 60 Months. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 9) Commissioner Lane moved to approve an Amendment to contract between McKean County and Alcohol & Drug Abuse Services, Inc. Adding "Triple P" to the description. No cost changes. 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 all of the following DHS Contracts:
 - 1) Contract Renewal – Area Agency on Aging
 - 2) Contract Renewal – Arc of Crawford County
 - 3) Contract Renewal - CASA
 - 4) Contract Renewal – Goodwill Industries
 - 5) Contract Renewal – Stanley E. Pecora Jr.
 - 6) MHID Renewal – Community Links
 - 7) MHID Renewal – Martha Lloyd
 - 8) MHID Renewal - OneWell
 - 9) CYS Renewal – Bethesda Children’s Home
 - 10) CYS Renewal – Children’s Aid Society
 - 11) CYS Renewal – Children’s Aid Society of Mercer County
 - 12) CYS Renewal – City Mission
 - 13) CYS Renewal – Cornell Abraxas
 - 14) Early Intervention Renewal - CARE
 - 15) Early Intervention Renewal – Mary Buzard
 - 16) Early Intervention Renewal – Milestone Physical Therapy LLC
 - 17) Early Intervention Renewal – The Guidance Center
 - 18) Foster Care Renewal – Jeannette and Jared Anderson
 - 19) Foster Care Renewal – Andrew and Heather Angell
 - 20) Foster Care Renewal – Rebecca Austin

- 21) Foster Care Renewal – Carol Dunkle
- 22) Foster Care Renewal – Todd and Tanya Grimes
- 23) Foster Care Renewal – Roger Malone
- 24) Foster Care Renewal – Kenneth and Tina Main
- 25) Foster Care Renewal – Joseph Michaud and Virginia Lane
- 26) Foster Care Renewal – Gary and Megan Reid
- 27) Foster Care Renewal – Brandi Rodgers
- 28) Foster Care Renewal – Kathryn and Phillip Sell
- 29) Foster Care Renewal – Ronald and Jeannine Shugars
- 30) Foster Care Renewal – Mary Skaggs
- 31) Foster Care Renewal – Danyelle and Rae El Whitman
- 32) Foster Care Renewal – Sean and Abby Williams
- 33) Foster Care Renewal – Randy and Cyle Wolfgang
- 34) Foster Care Renewal – Richard and Debbie Woods

No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

E. Proclamations and Recognitions:

- 1) National Health Center Week

9. Public Comment Period

Commissioner Kreiner noted that the next meeting would be on September 12, 2023 at 10am.

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 10:33 a.m.

Respectfully Submitted By:



Shawn E. Hutchings Jr.
McKean County Chief Clerk