

BOARD OF COMMISSIONERS' MEETING  
MCKEAN COUNTY, PENNSYLVANIA  
JANUARY 6, 2020



McKean County Commissioners, in a regular meeting, assembled on Tuesday, December 28, 2019, at 10:00 AM, in the Commissioners Meeting Room, McKean County Courthouse.

**Summary of Motions Carried, by Agenda Item No.:**

- 1A. Election of Tom Kreiner, Chair; Carol Duffy, Vice Chair; Cliff Lane, Secretary
- 8B1. Adopt Rules and Regulation for Conduct and Order of Business
- 8B2 Adopt format of Model Agenda
- 8B3 Designate 2020 Commissioners' Meetings
- 8B4 Designate working hours for staff
- 8B5 Appointments to Authorities
- 8C Approve DCED Emergency Solutions Grant program
- 8D Approve DHS Contracts

**Summary of Agenda Items Denied: None**

**Summary of Agenda Items Tabled: None**

**Commissioners Present:**

Present: Clifford D. Lane, Carol E. Duffy, Thomas F. Kreiner

**In Attendance:**

Solicitor: Anthony V. Clarke

Staff: Pamela Burlingame, Chief Clerk; Lori Coffman, Finance Director; Melissa Smith, Treasurer

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

The Regular Meeting on January 6, 2020 of the McKean County Board of Commissioners was called to order by Mr. Lane at 10:00 AM, followed by the Pledge of Allegiance and a moment of silence. Mr. Lane established that there was a quorum to proceed with the county's business as presented.

- A. The current board of commissioners appointed officers for the year 2020 as follows:
  - a. Cliff Lane nominated Tom Kreiner as chair, Carol Duffy second.  
Tom Kreiner accepted the nomination to chair. Yes: Lane, Duffy. Abstain: Kreiner
  - b. Cliff Lane nominated Carol Duffy as vice chair, Tom Kreiner seconded.  
Carol Duffy accepted the nomination to vice chair. Yes: Kreiner, Lane. Abstain: Duffy
  - c. Carol Duffy nominated Cliff Lane as secretary, Tom Kreiner seconded.

Cliff Lane accepted the nomination to secretary. Yes: Duffy, Kreiner. Abstain: Lane  
All nominations for the Officers of the Board of Commissioners passed 2-0.

There were no changes or additions to the Agenda as presented.

#### **4. Comments and Announcements**

No commissioner comments.

Tom Kreiner noted the following staff changes:

New Employees: Anthony V. Clarke, Esq. Solicitor; Melissa Smith, McKean County Treasurer

CYS: Jennifer Madison, Timothy Crumrine, Sarah Furman and Mary Dunkle

Leave/Change of Service: Dan Hartle, Solicitor to Assistant Solicitor; Sherri Swanson, Acting McKean County Treasurer

#### **5. Minutes**

Carol Duffy made a motion to accept the Minutes as presented from the December 30, 2019 meeting. Cliff Lane seconded. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

#### **6. Public to be heard**

No comments.

#### **7. Old Business**

None

#### **8. New Business**

- A. Ordinances – None
- B. Resolutions and Approvals of the Board
  - 1) Commissioner Lane moved to adopt Rules and Regulations for conduct and order of business for the McKean County commissioners' meetings for 2020. Commissioner Duffy seconded.  
No discussion on the motion. Vote of the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
  - 2) Commissioner Duffy moved to Adopt Model Agenda as drafted, Commissioner Lane seconded. Commissioner Duffy commented on the changes to the format of the agenda and thanked the Chief Clerk.  
No discussion on the motion. Vote of the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
  - 3) Commissioner Lane moved to Designate Commissioner Meeting Days as the second and fourth Tuesday of the month with the exceptions of March and November. Commissioner Duffy seconded.  
No discussion on the motion. Vote of the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.