

BOARD OF COMMISSIONERS' MEETING  
MCKEAN COUNTY, PENNSYLVANIA  
JANUARY 28, 2020



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

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

- 8A1. Adopted McKean County Comprehensive Plan
- 8A2 Adopted McKean County Fiscal Policies
- 8A3 Adopted McKean County GIS Data Purchase and Sharing Agreements
- 8B1 Appointments to Authorities
- 8B2 Approved Planning Commission Act 13 Greenways Recommendations
- 8B3 Approved Planning Commission Act 13 At Risk Bridge Recommendations
- 8B4 Authorized PennDot to Select a Bridge Consultant for Six Years
- 8B5 Authorized an Administrative Agreement with The Wilds Sonshine Factory
- 8B6 Approved Repository Sales as Submitted by Tax Claim
- 8B7 Approved Amendment of County Bank Account Signatory
- 8C1 Approved Planning Commission Enterprise Agreement
- 8C2 Approved Planning Commission Service Bundle Agreement
- 8C3 Approved Infocon Purchase Agreement(s) – 3
- 8D1 Approved DHS Agreement – Kelly Compton
- 8D2 Approved DHS Agreement – The Guidance Center
- 8E Commendation of Children's Advocacy Center of McKean County

**Summary of Agenda Items Denied: None**

**Summary of Agenda Items Tabled: None**

**Commissioners Present:**

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

**In Attendance:**

Solicitor: Anthony V. Clarke

Staff: Pamela Burlingame, Chief Clerk; Lori Coffman, Finance Director; Melissa Smith, Treasurer; Jeremy Morey, Planning Director; Sean McLaughlin, GIS Coordinator; Sandy Thompson, Conservation; Lisa Pratt, Elections; Angelia Tennies, Tax Claim/Chief Assessor

Press/Public: Ted Lutz, Kane Republican; Ruth Bogdan, Bradford Era

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

The Regular Meeting on January 28, 2020 of the McKean County Board of Commissioners was called to order by Commissioner Kreiner at 10:00 AM, followed by the Pledge of Allegiance and a moment of silence. He established that there was a quorum to proceed with the county's business as presented.

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

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

Commissioner Duffy reported on the status of Complete Count Committee for the 2020 Census. She indicated that they were still securing volunteers to help make sure that all citizens are counted. The next meeting is February 5 at 3:30 p.m. She will be there along with Heather Conrad, Outreach Specialist will be there to facilitate the meeting along with Jeremy Morey of Planning.

Commissioner Kreiner asked Lisa Pratt to provide an update regarding the election changes with the Act 77 Reform. She said it recently passed and noted that the state will take out a 90 million bond to reimburse counties up to 60% of the cost of new equipment from last year's purchase. There will be no straight party beginning in the November General election. Voter registration deadline is now 15 days prior to the election instead of 30. Canvassing of ballots will be centralized which they already did last time. There is a second type of mail in ballot for anyone who wants one. The deadline to receive those is up until 8:00 p.m. on election day and has to come to the Election's office. You can be now be on a permanent absentee list that is automatic and goes out in February of each year.

Commissioner Kreiner recognized the Maintenance Department for their efforts with the recent weather while staff was off and how quickly and effectively they cleared the snow and ice.

Tom Kreiner noted the following staff changes:

##### **New Employees:**

Tyler Shaffer Part-Time 911 Dispatcher  
Sherrie Swanson-Hamlin Township Tax Collector  
CYS: Mary Dunkle CYS Caseworker 1  
Kody Taylor-Part Time 911 Dispatcher  
Steven Spees Part Time Correctional Officer

##### **Leave/Change of Service:**

Heather Schena CYS Caseworker 1  
Chad Church Correctional Officer  
Kasi Armstrong Clerk/Typist Prothonotary Office  
Kathy Roche HR Director

#### **5. Minutes**

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

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

No public Comment.

Commissioner Kreiner asked for the following staff to provide updates:

### **A. McKean County Comprehensive Plan – Jeremy Morey, Planning Director**

Potter and Cameron have adopted their portion and McKean County held the 45 day open public comment period. They did receive a letter from Pat Cercone and Joseph Narin, addressing education and it's importance and the need to address it in the Comprehensive Plan. Those were passed on their consultant and subsequently added. Another letter from Linda Thompson about the varied housing stock where throughout the development young professionals indicated a 6-bedroom Victorian needing to be fixed up won't work for them. Diverse housing stock is needed including detached houses and multi-family dwellings. This was included as were subsidies. The last letter was a forest company employee regarding energy development in including protection of natural development, so we aren't clearing lands to put up wind farms or solar panels. The four comments have been addressed in the plan. They are now ready for a resolution to adopt. Commissioner Duffy asked if it would be on the county web page, Jeremy Morey indicated that it already was. She thanked him for his work on the plan and the many meetings.

### **B. McKean County Fiscal Policies – Lori Coffman, Finance Director**

Lori Coffman indicated that there were three policies that needed to be adopted and in place for federal monies. The policies state that guidelines are followed, properly deposited and reconciled with the recipient so the monies are paid out to the recipient. This will update our policies to the Uniform Federal Guidelines.

### **C. McKean County GIS Agreements – Sean McLaughlin**

Sean McLaughlin indicated that he drafted tow agreements to sell certain data sets that are not being sold by the Assessment office. The other is the state multiparty agreement where the state prefers all counties sign.

## **7. Old Business**

None

## **8. New Business**

### **A. Ordinances and Policies**

- 1) Commissioner Duffy moved to adopt McKean County Comprehensive Plan. Commissioner Lane seconded the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 2) Commissioner Lan moved to adopt McKean County Fiscal Policies Commissioner Duffy seconded the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

- 3) Commissioner Duffy moved to adopt the McKean County GIS Data General Purchase Agreement and GIS Data Sharing Agreements. Commissioner Lane seconded the motion.  
Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

D. Resolutions and Approvals of the Board

- 1) Appointments and Reappointments

Commissioner Duffy moved to appoint Susan Zook Wilson to North Central as Industry Representative. Commissioner Lane seconded the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

Commissioner Lane moved to appoint Ken Kane to the Board of Directors for McKean County Conservation District to replace Bob Wright Commissioner seconded the motion.  
Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

- 2) Commissioner Duffy moved to approve Planning Commission recommendation for Act 13 Greenways Fund as follows:

\$25,000 Borough of Kane for Knox-Kane Trailhead, Parking, Spur Surfacing

\$11,201: Tuna Valley Trail Association construction of bathroom facility and pedestrian crossing signage

\$8,800 KVTA for split rail fence

Commissioner seconded the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane.  
Carried 3-0.

Commissioner Lane seconded the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane.  
Carried 3-0.

- 3) Commissioner Duffy moved to approve Planning Commission recommendation for Act 13 At Risk Bridge Project, as follows:

\$30,862 Wetmore Township replace Dwights Road Bridge

\$22,807: Keating Township Kent Hollow Bridge

\$20,625: City of Bradford Design and Engineering Costs Elm Street Bridge

Commissioner seconded the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane.  
Carried 3-0.

Authorize PennDot to advertise an agreement and select a consultant on behalf of McKean County to inspect local bridges. Commissioner Lane seconded the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

- 4) Commissioner Lane moved to approve a Resolution to authorize an Administrative Agreement with The Wilds Sonshine Factory, Inc. and McKean County for RACP Funding. Commissioner Duffy seconded the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

- 5) Commissioner Duffy moved to consider requests for Repository Sales, individually:

18 King Road Mt. Jewett PA \$1,500 to Andrew Geary and Brittany Carvalho  
 430 Greeves Street, Kane PA \$333.00 to Borough of Kane  
 330 Reynolds Street, Kane PA \$400.00 to Stephen Dyne  
 104 Janeway Street, Kane PA \$301.00 to Paul and Aime Gregg  
 31 Kinzua Avenue, Kane PA \$400.00 to Stephen Dyne  
 519 Haines Street, Kane PA \$ 250.00 to Borough of Kane  
 432 Janeway Street, Kane PA \$333.00 to Borough of Kane  
 17 Maple Lane, Kane PA \$50.00 Mobile Home only to David and Tanya Okerlund  
 2 Jackson Avenue, Kane PA \$500.00 to Francis and Theresa Auriemmo  
 173 South Avenue, Bradford PA \$450.00 to Anthony Giordano  
 15 Cole Avenue, Bradford PA \$600.00 to John B. Nelson and Sandra K. Nelson  
 319 Jackson Avenue, Bradford PA \$600.00 to Brian M. Chapman and Katie M. Boser  
 1108 South Avenue, Bradford PA \$400.00 to William and Mary Sirline, Sr.  
 71 Willoughby Road, Lafayette Township, PA \$ 250.00 to Brandon VanAlstyne  
 130 Barbour Street, Bradford PA \$710.00 to Richard and Gerald Cottillion  
 50 Rochester Street, Bradford PA \$2,500.00 to David Ackley  
 112 Summer Street, Bradford PA \$750.00 to Paula Urbassik  
 9 Rochester Street, Bradford PA \$300.00 to Anthony Weezorak  
 292 South Avenue, Bradford PA \$500.00 to Vickie E. O'Berry  
 319 Congress Street, Bradford PA \$250.00 to Brock R. Bigley and Mariah L. Harrington  
 3665 Route 446, Eldred Township PA \$6,952.00 to Angel Haley  
 1855 Moody Hollow, Eldred Township PA \$250.00 to David Reed  
 147 Fullerton Road, Otto Township PA \$4,250.00 to Kevin Currier  
 2801 Route 446 Eldred Township PA \$ 3,552.00 to Angell Haley  
 12 Wilson Avenue, Liberty Township PA \$351.99 to Cynthia Cisneros  
 Commissioner Duffy seconded the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane.  
 Carried 3-0.

Commissioner Lane moved to approve the Amendment of County Bank Accounts to update  
 authorized signatures to add Melissa Jo Smith as Treasurer. Commissioner Duffy seconded  
 the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

#### E. Contracts/Leases/Purchase Agreements

1. Commissioner Duffy moved to approve Planning Commission requisition for Enterprise Agreement for \$35,000 . Commissioner Lane seconded the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
2. Commissioner Lane moved to approve Planning Commission requisition for Service Bundle \$9,900. Commissioner Duffy seconded the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

3. Commissioner Duffy moved to Approve Software Support Agreement with Optical Storage Solution, Inc. for Recorder of Deeds for 9 Landex Full licenses at an annual cost of \$10,415.00 from March 1, 2020 to February 28, 2021. Commissioner Duffy seconded the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
  4. Commissioner Duffy moved approve Purchase Agreement from Infocon as follows:
    - Annual Support and Maintenance \$3,600
    - Software and Professional Services \$5,400
    - Online Tax Lien Software and Professional Services \$600.00
- F. DHS Contracts
1. Kelly Compton – Agreement
  2. The Guidance Center – Agreement
- G. Proclamations and Recognitions
- Commendation of the Children's Advocacy Center of McKean County or CACMC for being awarded accreditation by National Children's Alliance

**9. Public Comment Period**

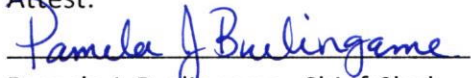
**10. Adjournment**

Commissioner Lane moved to adjourn the meeting, Commissioner Duffy seconded.  
No discussion on the motion. Vote of the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.  
Commissioner Kreiner adjourned the meeting at 10:28 a.m.

**Next Regular Meeting: 10:00 AM    February 11, 2020**

Respectfully Submitted By:  
Pamela J. Burlingame  
McKean County Chief Clerk

Attest:



Pamela J. Burlingame, Chief Clerk