

BOARD OF COMMISSIONERS' MEETING
MCKEAN COUNTY, PENNSYLVANIA
FEBRUARY 11, 2020



McKean County Commissioners, in a regular meeting, assembled on February 11, 2020, at 10:00 AM, in the Commissioners Meeting Room, McKean County Courthouse.

Summary of Motions Carried, by Agenda Item No.:

- 8A1. Promulgate McKean County Operations Plan**
- 8B1 Appointed panel to Census 2020 Complete County Committee**
- 8B2 Approve Application for EMS Performance Grant for Salaries**
- 8B3 Approve Application for EMS Hazardous Material Response Fund**
- 8C1 Approve Purchase of Karpel Solutions Software by Public Defender**
- 8D1 Approve DHS Contract – Fox Run Center Agreement 1/1/2020 – 6/30/2020**
- 8D2 Approve DHS Contract – Katherine Gleason 1/1/2020 – 6/30/2020**
- 8D3 Approved DHS Contract – Amie Peck 1/1/2019 – 6/30/2020**

Summary of Agenda Items Denied: None

Summary of Agenda Items Tabled: None

Commissioners Present:

Present: Commissioner Thomas F. Kreiner, Commissioner Carol E. Duffy

In Attendance:

Solicitor: Anthony V. Clarke

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

Press/Public: Ted Lutz, Kane Republican; Ruth Bogdan, Bradford Era; Troy Herzog, Business Owner, Carolyn Newhouse, Bradford Alliance

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

The Regular Meeting on February 11, 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 and noted that the meeting is recorded.

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

4. Comments and Announcements

A. Commissioners' Comments

Commissioner Duffy brought the group up to speed on the February 5 Complete Count Committee meeting. It was well attended with 12 people. Heather Conrad, Partnership Specialist attended to guide the group and speak about the purpose of the committee. They are now in the awareness and motivation phase. They will pull together different information and decide how to best increase public awareness. They identified three areas and discussed awareness, safety, and ease. You can now call in, complete the form online, as well as by mail the form. She reported she understood that in May the census takers will begin going around and knocking on doors at least six times if the party has not completed the census survey. They discussed a challenge of some kind because as the forms are completed, the data will be available regarding completion rates. There is also a grant available through DCED that they are considering applying for funding to pay for printed materials and additional promotions. Later in this meeting a panel be appointed as the committee members to the Complete Count Committee. They are still looking for members for the committee and subcommittees. Commissioner Kreiner noted that Commissioner Duffy has done a great deal of work to get them up to this point. Wherever they go, they will emphasize the importance of the census. It will begin on April 1 and it is important that everyone get involved. They have made it known that for every head missed there is the potential for \$2100 in funding that is missed.

B. Human Resources Update - Commissioner Kreiner presented the following staff changes:

New Employees: None

Leave/Change of Service:

Josh Haney move to CAC forensic interviewer

Alley Coast move from Voter Registration to 1st Deputy Treasurer 2/17

Kyle Babcock DOR 2/12

Brianna Jones CYS Supervisor DOR 2/28

5. Minutes

Commissioner Duffy made a motion to accept the Minutes as presented from the January 28, 2020 meeting. Commissioner Kreiner seconded.

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

6. Public to be heard

Carolyn Newhouse stated she realized there are things that the Commissioners do throughout the day that aren't recognized and wanted to thank the commissioners for being part of the newly launched Bradford Business Competition. She brought flyers to hand out and wanted to give an update because the commissioners were engaged in the steering of the committee. She wanted to make sure that people understood it was the Bradford area, including the city of Bradford, Lewis Run Foster, Bradford, Lafayette and Corydon. Any persons who are interested in starting a business in those areas is eligible. There were 65 people who have gone to the Bradford Area Alliance website to look into the competition to review the details and they are pretty excited.

7. Old Business - None

8. New Business

A. Ordinances and Policies

Commissioner Duffy moved to promulgate the McKean County Operations Plan.

Commissioner Kreiner seconded. No further discussion on the motion.

Vote on the motion: Yes: Duffy, Kreiner. Carried 2-0.

B. Resolutions and Approvals of the Board

2) Appointments and Reappointments

Commissioner Kreiner moved to appoint a panel to Census 2020 Complete Count Committee and Commissioner Duffy read the following names:

Lacey Love, Bradford Library

Robbin Puvel, YWCA

Sarah Matzner, City of Bradford OECD

Anita Dolan, City of Bradford OECD

Robert Boyer, Kane resident

Tonia Hartzell, CAC of McKean County

Dan Wertz, DHS

Tom Kreiner, Commissioner

Bob Rusiewski, North Central RPC

Heather Conrad, Outreach Specialist US Census

Bonnie Fuller, McKean County resident

Mary Grace Collier-Kister S.W. Smith Library, Port Allegany

Bill Orzechowski, Office of Aging

Shelley Alcorn, YWCA

Carol Duffy, Commissioner

Jeremy Morey, Planning Commissioner

Stacey Williams, McKean County resident, Bradford Regional Medical Center

Peggy Chapman, Kane resident

Commissioner Duffy seconded the motion. Commissioner Duffy added that the committee is still accepting members. No further discussion on the motion.

Vote on the motion: Yes: Duffy, Kreiner. Carried 2-0.

- 3) Commissioner Duffy moved to approve Single Application for Assistance for McKean County Emergency Management for the Emergency Management Performance Grant for Salaries and Benefits in the amount of \$74,485.23 with a Local Match of \$74,485.23 for a total budget amount of \$148,970.46. Commissioner Kreiner seconded. Commissioner Kreiner asked Tracy Carl to provide details and he stated that this is to make an application for federal funds that are funneled through PEMA for wages and benefits for Emergency Management program.

No further discussion on the motion.

Vote on the motion: Yes: Duffy, Kreiner. Carried 2-0.

- 4) Commissioner Duffy moved to approve a Single Application for Assistance for McKean County Emergency Management for Hazardous Material Response Fund (HMRF). Commissioner Kreiner seconded. Commissioner Kreiner seconded and asked for comment from EMS. Tracy Carl indicated that this is the money collected from facilities that retain chemicals and they let first responders know the plan for any incidents.

No further discussion on the motion.

Vote on the motion: Yes: Duffy, Kreiner. Carried 2-0.

Vice Chair Commissioner Duffy assumed the role of Chair of the meeting and presented the following items:

C. Contracts/Leases/Purchase Agreements

- 1) Commissioner Kreiner moved to Approve Public Defender request to purchase case management software from Karpel Solutions for initial migration of \$28,200.00 to include Software Licensing \$7200; Installation \$300; Professional Services \$11,300; Onsite Training \$4,800; Annual Support Services \$2,400 and Estimated Travel \$2,200. Commissioner Duffy seconded. Commissioner Kreiner indicated the program was going to sunset and needed to be replaced, Commissioner Duffy added it had been budgeted.

No further discussion on the motion.

Vote on the motion: Yes: Duffy, Kreiner. Carried 2-0.

D. DHS Contracts

- 1) Commissioner Duffy moved to approve an agreement with Fox Run Center for Children and Adolescents – New Agreement for January 1, 2020 to June 30, 2020. Commissioner Kreiner seconded.

No further discussion on the motion.

Vote on the motion: Yes: Duffy, Kreiner. Carried 2-0.

- 2) Commissioner Duffy moved to approve an agreement with Katherine Gleason – Renewal Agreement for January 1, 2020 – June 30, 2020

No further discussion on the motion.

Vote on the motion: Yes: Duffy, Kreiner. Carried 2-0.

- 3) Commissioner Duffy moved to approve an agreement with Amy Peck – New Agreement for DHS Investigations July 1, 2019 - June 30, 2020. Commissioner Kreiner seconded.

Commissioner Kreiner indicated that this was a prior contract that had secured insurance.

No further discussion on the motion.

Vote on the motion: Yes: Duffy, Kreiner. Carried 2-0.

E. Proclamations and Recognitions - None

9. Public Comment Period - None

10. Adjournment

Commissioner Duffy moved to adjourn the meeting, Commissioner Kreiner seconded.

No further discussion on the motion.

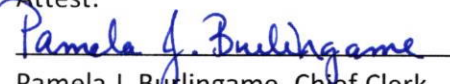
Vote on the motion: Yes: Duffy, Kreiner. Carried 2-0.

Commissioner Duffy adjourned the meeting at 10: 15 a.m.

Next Regular Meeting: 10:00 AM February 25, 2020

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

Attest:


Pamela J. Burlingame, Chief Clerk