

BOARD OF COMMISSIONERS MEETING  
MCKEAN COUNTY, PENNSYLVANIA  
APRIL 28, 2020



McKean County Commissioners, in a regular meeting, assembled on April 28, 2020, at 10:00 AM, in the Commissioners Meeting Room, McKean County Courthouse.

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

**8B1 NCPRPDC 2019 CDBG funding**

**8B2 CDBG Spot Demolition Guidelines**

**8B3 DCED Grant Acceptance Census Complete Count Committee \$10,000**

**8B4 Extend County Property and Per Capita 0% penalty to August 31, 2020**

**Summary of Agenda Items Denied: None**

**Summary of Agenda Items Tabled: None**

**Commissioners Present:**

In Person: Commissioner Thomas F. Kreiner, Commissioner Cliff Lane, Commissioner Carol Duffy

**In Attendance:**

In Person: Anthony Clarke, Solicitor; Lori Coffman, Finance Director

**Teleconference:**

Staff: Pamela Burlingame, Chief Clerk; Jeremy Morey, Planning Director;

Bob Veilleux, Redevelopment Authority; Sherri Geary, Economic Development; Sandy Thompson, Conservation District

Press: Ted Lutz, Kane Republican; Joel Whetzel, Bradford Era

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

The Regular Meeting on April 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. It was 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 Kreiner noted the meeting is recorded.

Commissioner Duffy informed the group that North Central Regional Planning and Development Commission is putting together a COVID-19 Task Force to share information and resources for the re-opening of the state. She will be representing McKean County along with Sherri Geary and Ron Orris of Bradford OECD.

Commissioner Duffy invited Sherri Geary and Jeremy Morey to provide updates on their respective areas.

Sherri Geary, Economic Development Director, indicated the following were in the works. They are providing ongoing referrals from our county businesses to the PREP network which includes our chambers, local economic development entities, commercial lenders and SBDC. There is an initial Roll out of the GIS based Connect McKean map which has approximately 68 businesses participating. It outlines the hours of operation and services provided and products available. McKean County GIS Sean McLaughlin has worked on this project letting people what is open and when. She reported that PIDA is out of funds. The roll out of 61 million against 75.6 million in requests. As of today, two McKean county businesses received PIDA funds. They discovered that the process was very challenging and made more difficult by some of the required documentation who, because it was the first quarter didn't have real time data. There is an effort underway to assist small businesses through our county gap financing programs. OECD, McKean County Industrial Development Loan Program, MCRDA and North Central's loan program. They are working together through the referral process and directing businesses to the right program. The SBA small business loan is proving to be a growing challenge. It is a complicated process for local businesses for not only their customers but also their customers, there are only a few certified in the county. Our local lending community has filed several thousand applications on behalf of commercial and small business owners. There is an additional potential and they are waiting for further information from EDA on continuation of their loan funding, which is accessed through North Central Regional Planning. Penn State Launch Box put together a survey to help sustain businesses going forward and identify the greatest need. We are concerned about some of our businesses not re-opening. Recovery Planning is needed by communities to begin an organized process. County, state and federal partners, as well as universities and NGOs, can pool resources to provide planning technical assistance, staffing resources and funding. Community Engagement through PREP partners is currently taking place and has been advising & supporting communities and businesses within the region while involving stakeholders in recovery planning. Our infrastructure project for the county RACP, Wilds Sonshine and CRISI are ongoing and they are meeting twice per month to stay on top of that. That is a short version of what is going on. She wanted to give a shout out to Redevelopment Authority and Bradford OECD for assisting small businesses and Bob will have more to say about that.

Jeremy Morey provided an update on the status of the 2020 Complete Count Committee. The McKean County Complete Count Committee is still working behind the scenes to do our public outreach that has been limited because of the COVID-19 outbreak. They have a count program called drop and leave where they leave information at a household for them to complete the census, that is on hold. They are working with a local designer to get some signs that will show the response rate for each municipality. The preliminary draft has been sent to the Commissioners for review and we have some edits to make. We want to remind people that it is not too late to fill out your Census. Some of our residents, predominantly in Sergeant and Norwich Townships have not yet received their invitation to complete the Census. This is because they are in areas of "Drop & Leave" where a Census employee will physically go to each of those residences and leave the invitation. Those operations have since ceased in light of the COVID-19 but will resume once the current shut-down is over. Those individuals can still complete it online at [2020census.gov](https://2020census.gov) if they have internet at their homes or by telephone. Sean

McLaughlin, our GIS Coordinator has created an online dashboard which can be found at [mckeancountypa.org](http://mckeancountypa.org) and by clicking on "Census 2020". It is a very easy to maneuver dashboard with a lot of really good information on each Census tract as well as each municipality. Some of our best responding municipalities are Bradford Township at 67% and Foster Township at 57%. Norwich Township 12% and Sergeant Township 7% are our lowest responding municipalities as of now, but it is likely to the issues that I have previously mentioned. I have spoken with the Sergeant Township Supervisors about this and they understand the importance of the Census and will do everything they can to spread the word to their residents. The McKean County Complete Count Committee has offered them some literature to distribute as well as placing some yard signs throughout the township where they can get the most visibility. We were awarded a DCED Census Outreach grant in the amount of \$10,000 which the Commissioners acknowledged in the meeting. We have the entire front page of today's MoneySaver News to continue to remind people to complete the Census and has a list of FAQ's. One of the members of the Complete Count Committee will be putting together a Letter to the Editor that will be distributed to the Bradford Era and Kane Republican for print. The Census is very easy to complete, it is nine short questions and takes about ten minutes to complete. They were working to put a letter to the editor to the local papers to continue visibility. There are some communities of concern. Anyone with any questions can contact him at his office.

#### **B. Human Resources Update – None**

#### **5. Minutes**

Commissioner Lane made a motion to accept the Minutes as presented from the April 14, 2020 meeting. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Kreiner, Duffy, Lane. Carried 3-0.

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

None

#### **7. Old Business - None**

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

##### **A. Ordinances and Policies – None**

##### **B. Resolutions and Approvals of the Board**

- 1) Commissioner Lane moved to approve the North Central PA Regional Planning and Development Commission funding for 2019 Community Development Block Grant, as follows:
  - a. Eldred Borough & Foster Township \$107,683 Rehab 100% LMI
  - b. Municipalities except Bradford City and Bradford Township, \$58,000  
Spot Demolition for Blight
  - c. Foster Township \$30,000 Water Lateral Assistance 100%LMI
  - d. Bradford Township \$78,371 HH Rehab 100% LMI
  - e. Bradford Township \$10,000 Spot Demolition for Blight

Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Kreiner, Duffy, Lane. Carried 3-0.

- 2) Commissioner Duffy moved to approve the Community Development Block Grant Spot Demolition Guidelines Update Commissioner Lane seconded. Commissioner Kreiner asked Bob Veilleux to comment on the motion. He stated that McKean County and Bradford Township have offered a private property owner spot demolition program for several years through the CDBG program administered by the McKean County Redevelopment Authority. In early March, the McKean County Redevelopment Authority was notified that the County and Bradford Township are no longer permitted to administer the demolition program as an incentive program for private property owners. DCED indicated that the Spot Demolition Programs had to be re-structured to provide the County and individual municipalities resources to enforce blight ordinances and eliminate blight at abandoned properties. The guidelines for the demolition program have been updated to utilize CDBG funds to demolish blighted buildings located on properties in the County Repository and to help local municipalities with expenses associated with demolishing blighted buildings in accordance with their applicable local ordinance. No further discussion on the motion.

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

- 3) Commissioner Lane moved to accept DCED Grant Acceptance Census Complete Count Committee Expense Award \$10,000. No discussion on the motion. Vote on the motion: Yes: Kreiner, Duffy Lane. Carried 3-0.
- 4) Commissioner Duffy moved to adopt a Resolution to Extend County Property and County Per Capita Tax Payment at Face Value (0% penalty) to August 31, 2020 with new penalty dates September 1, 2020 to December 31, 2020, to be assessed at the prior established penalty rate of 10%, for the County Portion of Real Property Tax and County Per Capita Tax. Commissioner Lane seconded. Commissioner Lane indicated this is a tough time and that many residents are unemployed and this is a big expense that comes once a year and they are trying to work with them to give them more time. Commissioner Kreiner indicated there were a few ways they could have gone, he would have preferred they go until the end of the year to allow taxpayers to pay the taxes at face value. Vote on the motion: Yes: Duffy Lane. No: Kreiner. Carried 2-1.

**C. Contracts/Leases/Purchase Agreements**

**D. DHS Contracts**

None

**E. Proclamations and Recognitions**

- 1) Proclamation Conservation District Week May 3-9, 2020 – see following
- 2) Proclamation National Tourism Week May 3-9, 2020 – see following

Commissioner Kreiner invited Sandy Thompson, McKean County Conservation District to add remarks to the proclamation. Conservation Districts are still hard at work during this pandemic with many of them working remotely. While we may not be able to come together to celebrate the important work of conservation districts. We are planning to hold conversations with our legislators to discuss funding for conservation districts across the Commonwealth. We know this year's budget will be difficult but it is important

for conservation districts to remain at the existing funding level for PA's economy and the health and safety of our residents. In McKean County the Conservation District has been here for over 60 years and today for every dollar the county gives we return \$47 for conservation in the county.

Commissioner Kreiner further noted that in speaking to Linda Devlin, she still wanted the proclamation done at this time even though many businesses are shut down. He did learn that the governor will be opening private campgrounds and that should be helpful to tourism.

Commissioner Kreiner also added that it is anticipated that the region and county will be opening up on May 8 in a limited yellow phase, the intended date of the Governor re-opening. He emphasized that it is going to be imperative for people to continue safety measures including masking, disinfecting and maintaining social distancing. It is going to be huge as you get people out and about that everyone does their part so we don't get a massive outbreak. He noted people will start to go out and that gatherings will be limited to 25 people or less. Everyone's efforts will help keep the county in the yellow and hopefully move to green phase. Currently numbers are low in the county but we are in the northwest region so some of the statistics can be skewed by a higher rate in Erie. Checking with the hospital to make sure they have ample testing, will be key to moving forward in the Governor's plan and hopefully everyone can do their part. The next meeting will continue teleconferencing until the county gets into the green phase. In the meantime, social distancing is required as they do not have the room to keep everyone attending socially distanced.

**9. Public Comment Period**    None

**10. Adjournment**

Commissioner Lane made a motion to adjourn the meeting, Commissioner Kreiner seconded. No discussion on the motion. Vote on the motion: Yes: Kreiner, Duffy, Lane. Carried 3-0.


Commissioner Kreiner adjourned the meeting at 10:39 a.m.

Commissioner Kreiner noted that the next meeting would be held on May 12, 2020 and it will also be held as a teleconference for public participation.

**Next Regular Meeting: 10:00 AM    May 12, 2020**

Respectfully Submitted:  
Pamela J. Burlingame  
McKean County Chief Clerk

Attest:

  
Pamela J. Burlingame, Chief Clerk