

**BOARD OF COMMISSIONERS MEETING  
MCKEAN COUNTY, PENNSYLVANIA  
JULY 28, 2020**



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

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

- 8B1 Baseline Water Quality Data Grant Application**
- 8B2 Grant Agreement PA Dept Drug & Alcohol and CEM Counties 2020-2025**
- 8B3 Application to PA DCED Community Development Block Grant-Coronavirus**
- 8B4 CDBG – Bradford Township Project Allocations \$62,872**
- 8B5 CDBG – McKean County Projects Allocations \$166,152**
- 8B6 CDBG-CV McKean County/Bradford Township Cooperative Agreement**
- 8B7 CDBG-CV Subrecipient Agreement**
- 8B8 Relevant CBDG Grant Documents LAP, Report, Budget, MBE/WBE, Appl.**
- 8B9 GEMS Grant Acceptance – Elections \$313,605.84**
- 8B10 SFPP Covid-19 Grant Acceptance – Food Pantries \$57,289.16**
- 8B11 Acknowledge Change in County Aid Purpose – Liberty Township \$2,573.24**
- 8B12 County Aid Application – Norwich Township \$2,573.24**
- 8B13 County Aid Application – Hamilton Township \$1,832.03**
- 8B14 County Aid Application – Wetmore Township \$5,533.68**
- 8B15 Permitium, LLC Online Application Agreement Weapons Sheriff, no cost**
- 8B16 RACP Application UPB Engineering Building, County as Grantee, no cost**
- 8B17 Ballot Vote Proposed Amendment to Bylaws CCAP PIMCC**
- 8C1BMC Software, Inc. for Track-It renewal, IT, \$2,557.93**
- 8C2 Baker Tilly Advisory Services for Crisis Recovery, not to exceed \$25,000**
- 8D1 Community Nurses**
- 8D2 McKean County Housing-Forensic**
- 8D3 McKean County Housing-RHA**
- 8D4 JS Transports**
- 8D5 Rene Johnson Esq.**
- 8D6 Shippenville Project Point of Light**
- 8D7 Angela White**
- 8D8 Burlan Sizemore**
- 8D9 Matt Woodhouse**
- 8D10 Stoney Greenberg**
- 8D11 Tania Geist**
- 8D12 Johnna McCullough**
- 8D13 Martha Lloyd**
- 8D14 Adelphoi Village**
- 8D15 Community Specialist Corporation**

**8D16 Crossroads**  
**8D17 Pathways**  
**8D18 The Summit Academy**  
**Summary of Agenda Items Denied: None**  
**Summary of Agenda Items Tabled: None**

**Commissioners Present:**

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

**In Attendance:**

Staff: Pamela Burlingame, Chief Clerk; Anthony Clarke, Solicitor; Jeremy Morey, Planning Director; Bob Veilleux, Redevelopment Authority

Press: Fran DeLancey, The Bradford Era

Public in Attendance: Angie Eckstrom, Tammy Conway – Drug & Alcohol Services

Remote Attendance: Staff: Lori Coffman, Finance Director; Press: Bob Parana, Kane Republican

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

The Regular Meeting on July 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 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 indicated that Heather Conrad, the Regional Partnership Specialist for Census 2020 sent an email that for the census, there will be a mobile questionnaire assistance event at the Mount Jewett Borough building this week on Tuesday, Wednesday and Thursday from 10:00 a.m. to 12:00 p.m. They have facilitated this, it is not part of the Complete Count Committee, that is the only information they have. Someone will be there to assist people with their application. Jeremy Morey stated that census workers will be there and people will be encouraged to use their own devices, they will be there in a support role. They will have some iPads if someone comes in to complete the census and does not have a device. They will be offering some census materials as well.

**B. Human Resources Update**

Commissioner Kreiner announced a new employee, Sarah Glover, CYS caseworker, and one leave of service, Mary Helsley, clerk in the Prothonotary's Office.

**5. Minutes**

Commissioner Lane made a motion to accept the Minutes as presented from the July 14, 2020 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** – None

**7. Old Business** – None

**8. New Business**

A. Ordinances and Policies – None

B. Resolutions and Approvals of the Board

- 1) Commissioner Duffy moved to authorize the request of a Baseline Water Quality Data Grant of \$250,000 from the Commonwealth Financing Authority to be used for conducting monitoring and reporting baseline groundwater quality results in McKean County. Commissioner Lane seconded. Jeremy Morey indicated that this was the third attempt at this grant. Potter, Clinton and Tioga have already completed theirs. This will be conducted on 42 voluntary private water wells to establish the baseline quality of their water. Every landowner that participates will be handed a lab report of the findings. They can do with that as they wish, there is no mandatory mitigation that they would have to take part in. The ask is for \$250,000 and there is a \$100,000 commitment for the match from the National Geological Survey, so zero cost to McKean County.  
No further discussion on the motion.  
Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 2) Commissioner Lane moved to approve the Grant Agreement between The Pennsylvania Department of Drug and Alcohol Programs and Cameron/Elk/McKean Counties with McKean County as the Lead County effective July 1, 2020 through June 30, 2025. Commissioner Duffy seconded the motion. Angie Eckstrom thanked the commissioner for accommodating them with the late issue from the state. They will continue to deliver substance services to the county free for the next five years. Commissioner Kreiner thanked them for their efforts. Commissioner Lane said they had done a fantastic job over the previous year and he looked forward to their work with the three counties over the next five years.  
No further discussion on the motion.  
Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 3) Commissioner Duffy moved to approve a County Resolution Authorizing Application to the Pennsylvania Department of Community and Economic Development (DCED) for funding through the Community Development Block Grant – Coronavirus (CBDG-CV). Commissioner Lane seconded. Bob Veilleux indicated that the commissioners had reviewed the documents and these were just the steps to make it legal.  
No further discussion on the motion.  
Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0
- 4) Commissioner Lane moved to approve a resolution for CDBG Bradford Township Projects as follows:
  - a. Purchase of a Delivery Vehicle & Related Equipment for Meals on Wheels – Township Portion \$5,567 (LMC Limited Clientele – Presumed Benefit: Disabled)

- b. Purchase of PPE and Hand Sanitizer for Public Housing and Section 8 Program Residents - \$945 (LMC Limited Clientele – Nature and Location)
- c. Business Assistance Grant Program for Businesses impacted by COVID-19 \$42,250 (LMI)

Commissioner Duffy seconded. Commissioner Duffy indicated they would be entering into a contract with the auditors later and asked if it would be subject to their review. Bob Veilleux asked for clarification. She indicated the eligibility requirements and wanted to know if they were going to consider having the auditors review it. Commissioner Kreiner indicated she was asking if their program was different than the county program. Bob said that for every application, especially for the business assistance grant that they needed to do an individual duplication of benefits check for each company that applies and if they have other federal dollars that are being used for the same purpose then they would not approve their dollars, so they would do that duplication check to make sure there is no duplication and that would be included in the final audit for the program. Commissioner Duffy confirmed that this would not fall under the CARES Act. Commissioner Lane stated that he understood it was a pass through. Commissioner Duffy assured that Lori Coffman would have a handle on that.

No further discussion on the motion.

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

- 5) Commissioner Duffy moved to approve a resolution for CDBG McKean County Projects as follows:

- a. Purchase of a Delivery Vehicle & Related Equipment for Meals on Wheels – County Portion \$34,058 (LMC Limited Clientele – Presumed Benefit: Disabled)
- b. Purchase of PPE and Hand Sanitizer for Public Housing and Section 8 Program Residents - \$49,073 (LMC Limited Clientele – Nature and Location)
- c. Purchase of PPE for Staff and Residents of the Beacon Light Intellectual Disabilities Cottages - \$20,040 (LMC Limited Clientele – Presumed Benefit: Disabled)
- d. Purchase of Food for Distribution at the Kane Area Food Pantry (LMC Limited Clientele – Income Eligibility) Bob Veilleux provided the amount for this project as \$33,600.

Commissioner Lane seconded. No discussion on the motion.

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

- 6) Commissioner Lane moved to accept CDBG-CV McKean County/Bradford Township Cooperative Agreement. Commissioner Duffy seconded. Bob Veilleux indicated the county applies on behalf of the township and they administer on behalf of the county.

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

- 7) Commissioner Duffy moved to accept County CDBG-CV Subrecipient Agreement.

Commissioner Lane seconded. Bob Veilleux said this is the agreement between the county and the Redevelopment Authority so they can administer the funds.

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

- 8) Commissioner Lane moved to accept the following CBDG related documents:

- a. Language Access Plan Certification
- b. Disclosure Report Draft

- c. Project Budget Summary
- d. CDBG-CV MBE and WBE Accomplishments
- e. DCED Single Application

Commissioner Duffy seconded. No discussion on the motion.

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

- 9) Commissioner Lane moved to accept a County Grant Agreement for the receipt of financial assistance from the Department of State (DOS) Grants for Election Modernization and Security (GEMS) program for \$313,605.84, representing 60% of the total cost of \$522,676.40. Commissioner Duffy seconded. No discussion on the motion.  
Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0
- 10) Commissioner Duffy moved to accept Acceptance of McKean County State Food Purchase Program – CARES Grant funds for \$57,289.16 Pam Burlingame that this was based on last years grant funding and will be in addition to the monies we are allocate annually. The county will need to spend the money before November in the local programs that are approved.  
Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-
- 11) Commissioner Lane move to acknowledge a change in previously approved County Aid Application from Liberty Township as amended and approved by PennDOT Pam Burlingame indicated that Liberty Township is changing the purpose of the funds, we already approved the funds in June, this amends the purpose and has been approved by PennDOT.  
Commissioner Duffy seconded. No discussion on the motion.  
Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0
- 12) Commissioner Duffy moved to accept Liquid Fuels County Aid Application from Norwich Township for purchase of anti-skid for \$2,573.24. Commissioner Lane seconded. No discussion on the motion.  
Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0
- 13) Commissioner Lane moved to accept Liquid Fuels County Aid Application from Hamilton Township to encumber for future projects for \$1,832.03 Commissioner Duffy seconded. No discussion on the motion.  
Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0
- 14) Commissioner Duffy Application for County Aid from Liquid Fuels Fund from Wetmore Township for the allocated amount of \$5,533.68 for Chip and Seal Project. Commissioner Lane seconded. No discussion on the motion.  
Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0
- 15) Commissioner Lane moved User License Agreement for Online Application with Permittium, LLC, for Concealed Weapon Applications – Sheriff's Office Commissioner Lane indicated that with COVID it makes it easier for people to do things online. Commissioner Kreiner said that this will save time, but that the person applying still has to go down to the Sheriff's department to have their photo ID taken after it is approved. This saves them an hour of time waiting on approval, the county still gets the same fee for the application and the person applying pays a convenience fee to the company. Commissioner Duffy seconded. No discussion on the motion.

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

- 16) Commissioner Duffy moved Commonwealth of Pennsylvania Redevelopment Assistance Capital Project (RACP) for the Engineering and Computer Information Technology Building at the University of Pittsburgh of Pittsburgh with McKean County as Grantee and no cost to the county. Commissioner Lane seconded. No discussion on the motion.

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

- 17) Commissioner Lane moved to Ballot for Proposed Amendment to Bylaws and Intergovernmental Agreement for CCAP Prison Inmate Medical Cost Containment. Commissioner Duffy seconded. No discussion on the motion.

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

#### C. Contracts/Leases/Purchase Agreements

- 1) Commissioner Duffy moved to approve an agreement BMC Software, Inc. for Track-It Renewal at a cost of \$2,557.93. Commissioner Lane seconded. No discussion on the motion.

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

- 2) Commissioner Lane moved to approve a contract Baker Tilly Statement of Work for Advisory Services related to Crisis Recovery Assistance not to exceed \$25,000 which equated to approximately 150 hours of professional time. Commissioner Duffy seconded. Commissioner Kreiner indicated that this is to help with distribution of cares act. No discussion on the motion.

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

#### D. DHS Contracts

Commissioner Duffy moved to approve the following Early Intervention Agreements and Resource Family Contracts as follows:

- 1) Community Nurses
- 2) McKean County Housing-Forensic
- 3) McKean County Housing-RHA
- 4) JS Transports
- 5) Rene Johnson Esq.
- 6) Shippenville Project Point of Light

Commissioner Lane seconded. No discussion on the motion.

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

Commissioner Lane moved to accept the following Delegate Agreements:

- 7) Angela White
- 8) Burlan Sizemore
- 9) Matt Woodhouse
- 10) Stoney Greenberg
- 11) Tania Geist
- 12) Johnna McCullough

Commissioner Duffy seconded. No discussion on the motion.

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

Commissioner Duffy moved accept the following Contractual Agreement:

13) Martha Lloyd

Commissioner Lane seconded. No discussion on the motion.

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

Commissioner Lane moved to approve the following Purchase of Service Agreements.

14) Adelphoi Village

15) Community Specialist Corporation

16) Crossroads

17) Pathways

18) The Summit Academy

Commissioner Duffy seconded the motion. No discussion on the motion.

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

E) Proclamations and Recognitions – None

### **9. Public Comment Period**

Jeremy Morey pointed out that tomorrow he will be presenting for the Professional Recyclers of Pennsylvania on the county's Key Card Program so it is being recognized statewide as a success in the recycling world. He said he would be giving an outline of how we got there, how we developed the key card program some of the pitfalls and the successes. He said it really is a success compared to what was down there before. The Key Card Program will be recognized statewide at 1:00 and there is an option to video in. Commissioners Kreiner noted that the next meeting will again be open to the public if possible and there is a call in available for anyone who needs it.

### **10. Adjournment**

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

No further discussion on the motion.

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

Commissioner Kreiner adjourned the meeting at 10:23 a.m.

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

Respectfully Submitted By:

Pamela J. Burlingame

McKean County Chief Clerk

Attest:

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Pamela J. Burlingame, Chief Clerk