

**BOARD OF COMMISSIONERS MEETING  
MCKEAN COUNTY, PENNSYLVANIA  
MARCH 9, 2021**



McKean County Commissioners, in a regular meeting, assembled on March 9, 2021, at 10:00 AM, in the Commissioners Meeting Room, McKean County Courthouse, 500 West Main Street, Smethport.

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

- 8B1 NCRPDC Professional and Administrative Agreement CHIRP \$460,134
- 8B2 DHS FY 20/21 Emergency Rental Assistance (ERAP) County Plan
- 8B3 Agreement with Crawford County ARC Grant Administration \$1,500,000
- 8B4 Tax Exemption for Parcel number: 13-007-142, Mt. Jewett UMC for 5 Boyd St
- 8B5 Tax Exemption for Parcel number 12-003-204-2, Lewis Run for 30 Main Street
- 8B6 Appoint Stacey Fussell to DHS Advisory Board, term expiring 6/30/2023
- 8B7 Appoint Jodie Homberg to DHS Advisory Board, term expiring 6/30/2023
- 8B8 Appoint Teresa Wilcox to DHS Advisory Board, term expiring 6/30/2023
- 8B9 Appoint Vanessa Castano to DHS Advisory Board, term expiring 6/30/2024
- 8B10 Appoint Ken Coffman to DHS Advisory Board, term expiring 6/30/2024
- 8B11 Appoint Gretchen Daugherty to DHS Advisory Board, term exp. 6/30/2024
- 8B12 Appoint Suzy Meyer-Page to DHS Advisory Board, term expiring 6/30/2024
- 8B13 Appoint Alcherrie Williams to DHS Advisory Board, term expiring 6/30/2024
- 8B14 Appoint Stacy Williams to DHS Advisory Board, term expiring 6/30/2024
- 8C1 MCM Consulting 911 Planning \$13,000/yr. for 3 years through 1/31/2024
- 8C2 MJ Mechanical DRO \$2,146; 911 \$2,628; CYS \$1,964 for Maintenance; 1 yr.
- 8C3 MJ Mechanical Courthouse \$8,120 for Maintenance; 1 yr.
- 8D1 DHS Guidance Center Project RAPPORT, 1/1/2020 to 6/30/2021 per funding
- 8D2 DHS Resource Family Contract Kenneth and Tina Main

Summary of Agenda Items Denied: None

Summary of Agenda Items Tabled: None

**Commissioners Attending:**

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

**In Attendance:**

Staff: Pamela Burlingame, Chief Clerk; Anthony Clarke, Esq., Solicitor; Sean McLaughlin, GIS Director

Public: Carolyn Newhouse, Bradford Alliance

**Remote Attendance:**

Staff: Jeremy Morey, Planning Director, Lori Coffman, Finance Director; Dan Wertz, Human Services Administrator;

Public: Don Payne, Kane Borough Manager; Jim Chorney, NCRPDC

Press: Ruth Bogdan, The Bradford Era; Claire Galvin, The Kane Republican

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

The Regular Meeting on March 9, 2021 of the McKean County Board of Commissioners was called to order by Commissioner Kreiner at 10:00 AM, followed by the Pledge of Allegiance. He established that there was a quorum to proceed with the county's business as presented and noted that the meeting is recorded.

Commissioner Kreiner noted that there was on addition to the agenda that had been sent out to those attending remotely, consent resolution for Emergency Rental Assistance County Plan. Commissioner Duffy made a motion to accept the Draft Agenda as presented. Commissioner Lane seconded. No further discussion. Vote on the motion: Yes: Kreiner, Duffy, Lane. Carried 3-0.

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

#### **A. Commissioners Comments:**

Commissioner Duffy reminded everyone that the EDA Cares Act Revolving Loan Fund through North Central is still open and information is available through the North Central website.

Commissioner Kreiner stated that Covid-19 vaccines are still taking place throughout the county, although on a limited basis and that the county is still working with the providers to get more vaccinations available. Had a meeting yesterday with Kane Hospital and Port Allegany Pharmacy was able to acquire 500 doses that they administered to residents last weekend with the second shot scheduled for April 11, due to Easter. They are trying to get a hold of the hospital to find out how they stand on vaccines, they received 100 last week. They have been provided information on how they can get additional doses.

Commissioner Duffy thanked the staff and the volunteers and Port Pharmacy for working collaboratively to make the clinic happen, getting 500 doses administered is remarkable. The doses were administered in just over 5 hours.

#### **B. Human Resources Update**

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

Leiann Wilber DRO Establishment Officer Start: 3/1/2021

Breanna Green DRO Enforcement Officer Start 2/23/2021

Mackenzie Swanson 911 Dispatcher Start 3/8/2021

Haley Nicastro Public Defender Clerk Typist II Start 3/1/2021

Leave/Change of Service: None

### **5. Minutes**

Commissioner Lane made a motion to accept the Minutes as presented from the February 23, 2021 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** – Commissioner Duffy invited Jim Chorney to speak about the CHIRP funding. Jim Chorney stated they are working within the six counties in our region to administer the program and have been meeting for several weeks. They are working to establish a common application. They are

responsible for the approval of the applications for the grants in order for the counties to disburse those funds. They don't have the capacity to handle the entire process so the counties are assisting to collect and process the data. North Central will not be charging any fees for their role. This will allow more monies to be awarded. Commissioner Duffy thanked him for his work on this

## **7. Old Business** – None

## **8. New Business**

### A. Ordinances and Policies – None

### B. Resolutions and Approvals of the Board

- 1) Commissioner Duffy moved to approve a Consent Resolution Item: North Central Regional Planning and Development Commission Professional and Administrative Services Agreement for Covid-19 Hospitality Industry Recovery Program (CHIRP).  
Commissioner Lane seconded. Commissioner Duffy commented that there have been many meetings with North Central to work through some issues, it's a six-county project and they are all working on this together. They have worked well together, North Central has waived the fees that are allowable in order to allow businesses to have access to that funding and that is appreciated. No further discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 2) Commissioner Lane moved to approve a Consent Resolution Item: Department of Human Services FY 20/21 Emergency Rental Assistance Program County Plan (ERAP).  
Commissioner Duffy seconded the motion. Dan Wertz said this is a plan to provide rental assistance to renters and ultimately, relief to the landlords who rent to them. This provides rental assistance to eligible households for a period beginning March 13, 2020 through December 2021. The program began March 8 and the Redevelopment Housing Authority to coordinate the program. They have expertise in managing various federal and state housing programs and providing housing and homeless services to county residents. They are the central hub for housing and homeless services in the county. As part of this program the Redevelopment Authority will distribute essentially 2.5 million dollars to landlords and utility companies on behalf of eligible renters who have fallen behind. They will also address future payments for rent and utilities. The short message to the public is any renters in rented households that have annual incomes at or below 80% of the area median income are potentially eligible. For McKean County, a one-person home, would be \$36,350, any income at or below that amount would be eligible. Up to \$68,550 for a household of 8 individuals, with ranges in between. People can apply on the states' Compass website, he provided that site and will forward it. Those who don't have access can contact the Housing Authority directly at 887-5563 to reach Michelle Hatch. They will assist with any required documents. They are encouraging anyone to apply as soon as they think they have been impacted, through unemployment or financial hardship. Both the tenant and the landlord can reach out to the Housing Authority. They are looking to get the money back into the county and get people back up on their feet who have been impacted by Covid-19. Commissioner Kreiner thanked him for his thorough explanation. No further discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

- 3) Commissioner Duffy moved to approve a Cooperation Agreement By and Between Crawford County and participating counties, McKean and Clarion Counties, for the FY 2020 Administration of Appalachian Regional Commission funds of \$1,500,000 for the construction of sections of the Erie to Pittsburgh or PA Wilds Loop Trails through parts of McKean And Clarion Counties. Commissioner Lane seconded. Jeremy Morey explained this agreement is between McKean County and Crawford County and its partner, the PA environmental Council. They applied and received an ARC Assistance Grant. They identified and 18.2 miles of multiuse recreational trail that they would like to further development. Some of that is on the Knox Kane rail corridor. Of the 1.5 million they were awarded, \$480,000 will be coming back to McKean County to develop about 4.8 miles of the Knox Kane rail trail between Kan and Lantz Corners. This is managed by the MJ2KB out of Mt. Jewett and the Kane group. Both are active and have a core group of volunteers. The grant will be administered by Crawford County, there is no commitment for an in-kind match or efforts by the county. This is an agreement allowing them to spend some of their ARC Funds in McKean County for trail development. No further discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0
- 4) Commissioner Lane moved to approve a Request for Tax Exemption for Parcel number: 13-007-142, Mt. Jewett United Methodist Church for 5 Boyd St., for use as a meeting hall for non-profit organization; Assessed value: 42,450. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0
- 5) Commissioner Duffy moved to approve Request for Tax Exemption for Parcel number 12-003-204-2, Borough of Lewis Run for 30 Main Street for municipal use; Assessed Value \$84,000. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 6) Commissioner Lane moved to appoint Rev. Stacey Fussell to the DHS Advisory Board with term expiring 6/30/2023. Commissioner Duffy seconded No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 7) Commissioner Duffy moved to appoint Jodie Homberg to the DHS Advisory Board with term expiring 6/30/2023. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 8) Commissioner Lane moved to appoint Teresa Wilcox to the DHS Advisory Board with term expiring 6/30/2023. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 9) Commissioner Duffy moved to appoint Vanessa Castano to the DHS Advisory Board with term expiring 6/30/2024. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 10) Commissioner Lane moved to appoint Ken Coffman to the DHS Advisory Board with term expiring 6/30/2024. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

- 11) Commissioner Duffy moved to appoint Gretchen Daugherty to the DHS Advisory Board with term expiring 6/30/2024. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 12) Commissioner Lane moved to appoint Suzy Meyer-Page to the DHS Advisory Board with term expiring 6/30/2024. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 13) Commissioner Duffy moved to appoint Alcherrie Williams to the DHS Advisory Board with term expiring 6/30/2024. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 14) Commissioner Lane moved to appoint Stacy Williams to the DHS Advisory Board with term expiring 6/30/2024 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 the MCM Consulting Group, Inc Professional Services for 911 Planning for \$13,000 for 3 years for contracts running February 1 to January 31 for 2021, 2022, and 2023 through January 2024. Commissioner Lane seconded. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 2) Commissioner Lane moved to approve an MJ Mechanical Services – Preventative Maintenance & Service Agreement for McKean County Domestic Relations Office, \$2,146.00; 911 Center, \$2,628.00 and Children & Youth Services Building for \$1,964.00. Commissioner Duffy seconded and asked how long the contract was. Chief Clerk Pam Burlingame indicated it was for one year of service and automatically renewed until terminated. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 3) Commissioner Duffy moved to approve the MJ Mechanical Services – Preventative Maintenance & Service Agreement for McKean County Courthouse, 500 W. Main Street for \$8,120.00. Commissioner Lane seconded. Commissioner Duffy asked the time frame on that one. Pam Burlingame indicated it was the same as the first, one year with auto renew. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Carried 3-0.

D. DHS Contracts

- 1) Commissioner Lane moved to approve The Guidance Center July 1, 2020 – June 30, 2021 for Project RAPPORT. Commissioner Duffy seconded. Pam Burlingame indicated the funding just came through from the state and this is why it is on now. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0
- 2) Commissioner Duffy moved to approve Resource Family Contract 2020-21 Renewal – Kenneth and Tina Main. Commissioner Lane seconded. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Carried 3-0

E. Proclamations and Recognitions: None

**9. Public Comment Period**


None

Commissioner Kreiner noted the next meeting would be on March 24, 2021 at 10:00 a.m. and that is a Wednesday because they have a meeting.

**10. Adjournment**

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

Respectfully Submitted By:



Pamela J. Burlingame

McKean County Chief Clerk