

BOARD OF COMMISSIONERS MEETING  
MCKEAN COUNTY, PENNSYLVANIA  
MAY 25, 2021



McKean County Commissioners, in a regular meeting, assembled on May 25, 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.:**

**7A1 Rejected Only Bid for CYS/911 Paving and Sealing from IA**

**8B1 MOU IDA for Services from OED 5/1/2021 to 6/30/2023**

**8B2 MOU IDC for Services from OED 5/1/2021 to 6/30/2023**

**8C1 Agreement for Courts Thomson Reuters West, 5 yr, \$1036/mo+3%/yr**

**8C2 Barracuda Renewal for IT 1 yr SPAM filer \$3464.00**

**8D1 Resource Family Contract – Shirley Bunce**

**8D2 Agreement – Avanco International Inc – from prior agreement with revision**

**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:**

Pamela Burlingame, Chief Clerk; Anthony Clarke, Solicitor; Tracy Carl, EMA Director  
DA Stephanie Vettenburg-Shaffer; Rob Dickinson, PSU Ext.; Jody Bloomquist, Controller  
Remote Call In: Lori Coffman, DA Stephanie Vettenburg-Shaffer; Don Payne

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

The Regular Meeting on May 25, 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 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. Commissioner Duffy moved to approve the Agenda. Commissioner Lane seconded. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

**4. Comments and Announcements**

**A. Commissioners Comments**

None

## **B. Human Resources Update**

### **New Employees:**

Haley Burkett, Caseworker 1 CYS, start: 5/24/2021  
Julie Trumble, Clerk Adult Probation, start 5/24/2021  
Tiffany Bair, Caseworker 1, CYS, start 5/24/2021  
Mercedes Pifer, Caseworker 1, CYS, start 5/24/2021

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

Retirements: Tracy Cromley, Security  
Jamie Trask, Judge's Administrative Assistant  
Tracy Carl, EMA Director

## **5. Minutes**

Commissioner Lane made a motion to accept the Minutes, as presented, from the May 11, 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** – None

## **7. Old Business**

A. Commissioner Duffy moved to reject the bid from IA, as tabled from the May 11, 2021 meeting. Commissioner Lane seconded the motion. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

B. Commissioner Kreiner entertained a motion to rebid the project. Commissioner Lane moved to rebid the CYS/911 Paving Project. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

## **8. New Business**

A. Ordinances and Policies – None

B. Resolutions and Approvals of the Board

- 1) Commissioner Duffy moved to accept Memorandum of Understanding between McKean County Industrial Development Authority and McKean County Economic Development to outline the working relationship from May 1, 2021 to June 30, 2023 with billing for services for basic support from Economic Development to IDA, at predetermined amounts of time and overages as follows: May 1 – December 31, 2021 - \$46/hour; January 1 – December 31, 2022 - \$47.50/hour; January 1 – June 30, 2023 – \$49.00/hour. Commissioner Lane seconded the motion. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 2) Commissioner Lane moved to accept the Memorandum of Understanding between McKean County Industrial Development Council and McKean County Economic Development to outline the working relationship from May 1, 2021 to June 30, 2023 with billing for services for basic support from Economic Development to IDA, at predetermined amounts of time and overages as follows: May 1 – December 31, 2021 - \$46/hour; January 1 – December 31, 2022 - \$47.50/hour; January 1 – June 30, 2023 – \$49.00/hour. Commissioner Duffy seconded the motion. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

C. Contracts/Leases/Purchase Agreements/Refunds

- 1) Commissioner Duffy moved to accept Agreement with Thompson Reuters for West – Print Subscription Renewal for courts, as a 5-year contract with the first year billed at \$1,036.00 per month and an additional 3% increase for each year of the balance of the contract agreement. Commissioner Lane seconded the motion. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 2) Commissioner Lane moved to accept the Barracuda Renewal Agreement for Information Technology for one year of SPAM Filter for a cost of \$3,464.00. Commissioner Duffy seconded the action. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

D. DHS Contracts

- 1) Commissioner Duffy moved accept a Resource Family Contract – Shirley Bunce. Commissioner Lane seconded the motion. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 2) Commissioner Lane moved to accept an Agreement with Avanco International Inc – from prior agreement with revision of Section 1. 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:

- 1) Commendation - 100<sup>th</sup> Anniversary of Bradford Post 108 on August 1, 2020
- 2) Commendation - 100<sup>th</sup> Anniversary of Mt Jewett Post 574 on April 1, 2021

**9. Public Comment Period**

None

Next Regular Meeting will be held on June 8, 2021 at 10:00 a.m.

**10. Adjournment**

Commissioner Lane moved to adjourn the meeting, Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0. Commissioner Kreiner adjourned the meeting at 10:11 a.m.

Respectfully Submitted:



Pamela J. Burlingame  
McKean County Chief Clerk