

BOARD OF COMMISSIONERS MEETING  
MCKEAN COUNTY, PENNSYLVANIA  
AUGUST 24, 2021



McKean County Commissioners, in a regular meeting, assembled on August 24, 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 Application for County Aid – Keating Township 8,911
- 8B2 County Aid Application Port Allegany Borough \$4,196
- 8B3 Tax Exempt Status YWCA 198 South Avenue
- 8B4 Tax Exempt Status Eldred Borough 5015 Route 446
- 8B5 Tax Exempt Status for Kane Borough 500 Biddle St
- 8B6 Tax Exempt Status for Kane Borough 128 Yarnell Street
- 8B7 Refund Joanne Ognen overpayment taxes \$21.50
- 8B8 CWIS Data Sharing Agreement - CYS
- 8B9 CAC PCCD Grant \$27,000 for 2022
- 8B10 Appoint Pamela Burlingame Interim 504 Compliance Officer
- 8C1 Zito Media Business Agreement for 911
- 8C2 Repository Sale Foster Township 21-020-617 \$250
- 8C3 Repository Sale Kane Borough 11-002-225 \$250
- 8C4 Five Year Program Mgt Agreement TEFAP
- 8D1 Resource Family Contract – Howell
- 8D2 Resource Family Contract – Bunce
- 8D3 Resource Family Contract – Button
- 8D4 Resource Family Contract – Dickinson
- 8D5 Resource Family Contract – Fox
- 8D6 Resource Family Contract – Main
- 8D7 Resource Family Contract – Malone
- 8D8 Resource Family Contract – Sell
- 8D9 The Guidance Center
- 8D10 Erin Smith-Bockmier
- 8D11 Life and Independence
- 8D12 Area on Aging
- 8D13 ADAS
- 8D14 Bradford Ecumenical Home
- 8D15 Guidance Center HSDF

**Summary of Agenda Items Denied: None**

**Summary of Agenda Items Tabled: None**

**Commissioners Present:**

Commissioner Thomas F. Kreiner, Commissioner Carol E. Duffy, Commissioner Cliff Lane

**In Attendance:**

Pamela Burlingame, Chief Clerk; Press: Fran DeLancey, The Bradford Era; Lori Coffman, Finance Director

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

The Regular Meeting on August 24, 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 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, all in favor. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

**4. Comments and Announcements****A. Commissioners Comments:**

Commissioner Kreiner noted that Covid-19 precautions still need to be taken and that there is still an opportunity for people to be vaccinated.

**B. Human Resources Update**

New Employees: Danielle Miller, CYS Case Aide 1, 8/23/2021

Leave/Change of Service: None

**5. Minutes**

Commissioner Lane made a motion to accept the Minutes, as presented, from the August 10, 2021 meeting. Commissioner Duffy seconded, all in favor. 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 approve Application for County Aid from Keating Township to purchase Aggregates and Pipe for the amount allocated, 8,911.00. 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 an Application for County Aid from Port Allegany Borough to encumber funds for a future project in the amount allocated, \$4,196.00. Commissioner Duffy seconded the motion. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

- 3) Commissioner Duffy moved to approve Request for Tax Exempt Status for the YWCA of Bradford, for a property owned by the YWCA at 198 South Avenue, Bradford with reason for request: owned by a non-profit organization providing charitable services and programs. Assess Value: \$36,000. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 4) Commissioner Lane moved to approve Request for Tax Exempt Status for Eldred Borough for a property owned by the borough at 5015 Route 446, Eldred with reason for request: owned by Municipal Government. Assessed Value: \$10,920. Commissioner Duffy seconded. No further discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 5) Commissioner Lane moved to approve Request for Tax Exempt Status for Borough of Kane for a property owned by the borough at 500 Biddle Street, Kane with reason for request: owned by Municipal Government. Assessed Value: \$26,340. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 6) Commissioner Duffy moved to approve Request for Tax Exempt Status for Borough of Kane for a property owned by the borough at 128 Yarnell Street, Kane with reason for request: owned by Municipal Government. Assessed Value: \$58,800. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 7) Commissioner Lane moved to issue a Refund request for overpayment of taxes to Joanne Ognen, Smethport Borough, due to return being filed delinquent in error for 23-057433 in 2018. 2020 County Tax Paid in error: \$21.50. Refund requested: \$21.50. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 8) Commissioner Duffy moved to approve Child Welfare Information System (CWIS) Data Sharing Agreement with the PA Department of Human Service from October 1, 2021 to September 30, 2022. Commissioner Lane seconded the motion. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 9) Commissioner Duffy moved to approve Children's Advocacy Center Grant Application to Pennsylvania Commission on Crime and Delinquency for CAC – Birth Certificate Funds for \$47,000 for 2022. Commissioner Lane seconded the motion. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 10) Commissioner Duffy moved to Appoint Pamela Burlingame, Chief Clerk, as Interim 504 Compliance Officer. Commissioner Lane 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 Lane moved to approve Consent Agenda Contract: Zito Media Business Agreement for equipment and Commercial hosted PBX Phone Extensions for McKean

County 911 Center for \$300 for equipment and monthly recurring cost of \$123.45 per month for 48 months. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

- 2) Commissioner Duffy moved to accept a Repository Sale in Foster Township Map No 21-020-617, Bates Road .02 acres – vacant. Reputed owners Thomas and Kathleen Steinhauser. Single Bid from Kenneth D. Swanson and Becky J. Swanson for \$250. Commissioner Lane seconded. No further discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 3) Commissioner Lane moved to accept a Repository Sale in Kane Borough 4<sup>th</sup> Ward Map No 11-002-225, 407 Chase Street .09 acres with house. Reputed owner: Kathy Toth. Single Bid from Borough of Kane for \$250. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 4) Commissioner Duffy moved to accept a Five-Year Program Management Agreement for The Emergency Food Assistance Program (TEFAP) with the Pennsylvania Department of Agriculture from October 2021 to September 2026 with Second Harvest Food Bank of Northwest Pennsylvania as Lead Agency, renewed annually, and Pamela Burlingame, Chief Clerk, as McKean County program manager. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

D. DHS Contracts were approved pending solicitor review.

- 1) Commissioner Duffy moved to approve a Resource Family Contract for Tasha Howell. 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 Resource Family Contract for Shirley Bunce. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 3) Commissioner Duffy moved to approve a Resource Family Contract for Susan Button. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 4) Commissioner Lane moved to approve a Resource Family Contract for Charles and Jessica Dickinson. 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 a Resource Family Contract for Kathleen Fox. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 6) Commissioner Lane moved to approve a Resource Family Contract for Kenneth and Tina Main. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.

- 7) Commissioner Duffy moved to approve a Resource Family Contract for Roger Malone. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 8) Commissioner Lane moved to approve a Resource Family Contract for Phillip and Kathryn Sell. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 9) Commissioner Duffy moved to approve an Early Intervention Agreement with The Guidance Center. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 10) Commissioner Lane moved to approve an agreement with Erin Smith-Bockmier. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 11) Commissioner Duffy moved to approve an agreement for Life and Independence for Today. Commissioner Kreiner seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 12) Commissioner Lane moved to approve an agreement with Office of Human Services, Area Agency on Aging. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 13) Commissioner Duffy moved to approve an agreement for Alcohol and Drug Abuse Services. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 14) Commissioner Lane moved to accept an agreement for Bradford Ecumenical Home. Commissioner Duffy seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane. Carried 3-0.
- 15) Commissioner Duffy moved to approve and agreement with The Guidance Center Human Service Development Fund. Commissioner Lane seconded. 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**

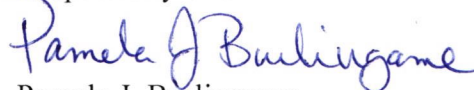
None

Next Regular Meeting will be held on September 14, 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 10:12 a.m.

Respectfully Submitted:



Pamela J. Burlingame  
McKean County Chief Clerk