

BOARD OF COMMISSIONERS MEETING  
MCKEAN COUNTY, PENNSYLVANIA  
JUNE 28, 2022



McKean County Commissioners, in a regular meeting, assembled on June 28, 2022, 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 Letter of Engagement Maher Duessel for 911 Audit
- 8B2 Appoint Ami Shavalier as Resident Board Member to MCHA to 11/22/25
- 8B3 SFFP FY 22/23 Application
- 8C1 Extension of KOS Copier Leases for one-year for four MDJ offices
- 8C2 Quality Assurance Agreement for QPR 3 mos./\$8,856.00
- 8C3 Partnership Grants with MCCF for ARP for Non-Profits \$250,000 10% admin
- 8C4 KOS Quote for Copier for Adult Probation for \$87.06/ mo. for 5 Years
- 8D1 Bethesda
- 8D2 Central Counties Youth Services
- 8D3 Children's Aid Society
- 8D4 Cornell Abraxas
- 8D5 Diakon
- 8D6 Family Pathways
- 8D7 Hoffman Homes for Youth
- 8D8 Lifespan
- 8D9 Merakey
- 8D10 Perseus House
- 8D11 Kelly Compton
- 8D12 Susquehanna Software
- 8D13 Ramsbottom Center, Inc.
- 8D14 Holly McCrary
- 8D15 Shania and Marla McMillen

**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:**

Pamela Burlingame, Chief Clerk; Anthony Clarke, Esq., Solicitor; Brenda Langan, Finance Director; Paula Fritz Eddy, MCCF Exec Director, Bob Esch, MCCF.

Remote: Ann Robinson ARP Director

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

The Regular Meeting on June 28, 2022 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.

There were no changes or additions to the Agenda as presented. Commissioner Duffy moved to approve the agenda. All in favor, 3-0.

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

**A. Commissioners Comments:** Commissioner Duffy noted that Bob Veilleux was going to discuss Broadband, but had a conflict with a webinar. She said they will be bringing information on the CCAP 2022 Priorities. She said that many, if not all of the items on the agenda related to the youth in our community and health which are related to the Mental Health priority and the funding they receive for Human Services. Commissioner Kreiner welcomed Brenda Langan, Finance Director as a new employee.

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

#### New Employees:

Rachele Walker, PT Correctional Officer effective 5/23  
Matthew Siszka, Conservation Tech effective 5/31  
Kord Kinney, PT Assistant Public Defender, effective 6/13/2022  
Casey Graffius, PT Assistant District Attorney effective 6/13  
Caleb Benson, PT Dispatcher 911, effective 6/20/2022  
Ethan Sprankle, PT Dispatcher 911 effective 6/20/2022  
Brenda Langan, Finance Director, effective 6/27/2022  
Scott Walker, PT Correctional Officer, effective 6/27/2022

#### Leave/Change of Service:

Joe Marasco, PT Juvenile Public Defender effective 6/2/2022  
Kyle Day, PT 911 Dispatcher effective 5/17/2022  
Kody Taylor, PT 911 Dispatcher effective 5/20/2022  
Jessica Carro, CYS Caseworker, effective 5/27/2022  
Mike Maze, FT 911 Dispatcher effective 6/9/2022  
Kristie Murray, CYS Caseworker effective 6/3/2022  
Terri Chapman, DRO effective 6/30/2022

### **5. Minutes**

Commissioner Lane made a motion to accept the Minutes as presented from the June 14, 2022 Meeting. Commissioner Duffy seconded. No discussion on the motion.

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

Commissioner Duffy made a motion to accept the Minutes as presented from the June 20, 2022 Special Meeting. Commissioner Lane 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 Lane moved to approve a Letter of Engagement for Maher Duessel to audit 911 Program of the County of McKean on behalf of The Pennsylvania Emergency Management Agency at no cost to the County. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 2) Commissioner Duffy moved to approve Appoint Ami Shavalier as Resident Board Member of the McKean County Housing Authority Board to fulfill the term of Sharon Zmuda, who resigned. The term will expire on November 22, 2025. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 3) Commissioner Lane moved to approve an Application for State Food Purchase Program on behalf of Second Harvest Food Bank of Northwest Pennsylvania for FY 2022/2023. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

C. Contracts/Leases/Purchase Agreements

- 1) Commissioner Duffy moved to approve the Extension of KOS copier lease for Magisterial District Judge Offices (4) for one year at \$187.00 per month for all four machines, which includes the Maintenance Agreement for up to 24,000 copies plus overage of \$0.008 per copy. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 2) Commissioner Lane moved to approve a Quality Assurance Agreement for Quality Performance Review (QPR) for McKean County 911 Center from June 27, 2022 for 3 months at \$8,856.00. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 3) Commissioner Duffy moved to Establish Partnership Grants with McKean County Community Foundation for one open grant cycle of \$250,000 in funds from the American Rescue Plan Funds for qualifying organizations and 10% distributed to the Foundation for administration of funds and to correct the error on the agenda stating 5%. Paula Fritz Eddy said they were excited to be involved and that if it needed more than one grant cycle they would like to have that opportunity. Bob Esch noted how important the small non-profits are in McKean County and that they provide needed services. He also said that Covid created a gap in their fundraising and that it is important to support them. Primarily there is no organization that can step in and take over the services they provide and that our

communities would not be the same without them. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

- 4) Commissioner Lane moved to approve a KOS Quote for copier for McKean County Adult Probation Office for a Canon Image Runner DX 527 for a 5-year lease at \$57.06 per month and a Maintenance Agreement at a rate of \$30.00 per month for a total cost of \$87.06. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

#### D. DHS Contracts

Commissioner Duffy moved to approve the following CYS Agreements.

- 1) Bethesda
- 2) Central Counties Youth Services (2 agreements, 1-County & 1-Provider)
- 3) Children's Aid Society
- 4) Cornell Abraxas
- 5) Diakon
- 6) Family Pathways
- 7) Hoffman Homes for Youth
- 8) Lifespan
- 9) Merakey
- 10) Perseus House

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

- 11) Commissioner Lane moved to approve the DHS Agreement with Kelly Compton. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 12) Commissioner Duffy moved to approve the DHS Agreement with Susquehanna Software. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 13) Commissioner Lane moved to approve the MHID Agreement with Ramsbottom, Center, Inc. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

Commissioner Duffy moved to approve the Foster Care Agreement with the following:

- 14) Holly McCrary.
- 15) Shania and Marla McMillen

No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.  
Proclamations and Recognitions: None

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

Commissioner Kreiner noted that the next meeting would be on July 12, 2022 with a Special Meeting on Thursday June 30, 2022 at 11:00 a.m.

**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 10:17 a.m.

Respectfully Submitted By:



Pamela J. Burlingame

McKean County Chief Clerk