

**BOARD OF COMMISSIONERS MEETING
MCKEAN COUNTY, PENNSYLVANIA
JANUARY 24, 2023**



McKean County Commissioners, in a regular meeting, assembled on January 24, 2023, 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 AP PCCD Grant-in-aid, \$42,332**
- 8B2 MCRA, DCED, Whole Home Repair Grant, \$369,459**
- 8B3 Appoint James Kallenborn to Planning Commission**
- 8B4 ACT 13 Greenways Project Funds, \$40,451.23**
- 8B5 ACT 13 At Risk Bridge Project, Kallenborn Memorial Bridge, \$65,855.36**
- 8B6 Appoint Carol Duffy to Chief Elected Office Board, Workforce Solutions**
- 8C1 CAC Cortexflo Maintenance Agreement**
- 8C2 Graventa Lift Maintenance Agreement, \$950.00**
- 8C3 Link Computer Veeam Renewal, IT, \$10,663.92**
- 8D1 Foster Care Agreement, Molly Taylor**

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; Shawn Hutchings, Purchasing Director; Brenda Langan, Finance Director; Rick Fry, Planning Director; Ann Robinson, ARP Coordinator
Remote: The Bradford Era: Marcie Schellhammer; The Kane Republican: Theresa Auriemmo;
Anthony Clarke, Esq., Solicitor

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

The Regular Meeting on January 24, 2023 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 Kreiner said that we bid farewell to Chief Clerk Pam Burlingame as today is her last official day with the County. We thank her for her services. We hired Shawn Hutchings as the new Chief Clerk effective tomorrow. Also, the Economic Development Liaison Bob Veilleux will be leaving our services as of close of business Thursday. In his place we have interviewed and selected Ann Robinson as the new Economic Development Liaison.

B. Human Resources Update

New Employees:

Amy Hollebeke – DRO Enforcement Officer

Leave/Change of Service:

Tanner Danielson – CYS Caseworker

Hobie Milliron – Jail CO

Pam Burlingame – Chief Clerk

Bob Veilleux – Economic Development Liaison

5. Minutes

Commissioner Lane made a motion to accept the Minutes as presented from the January 10, 2023 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 – Commissioner Duffy made a motion to Table the Side Letter of Agreement AFSCME – Domestic Relations Cash Payments as no new information was received. Commissioner Lane seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner, Lane.

8. New Business

A. Ordinances and Policies – None

B. Resolutions and Approvals of the Board

- 1) Commissioner Lane moved to approve an Adult Probation Application to Pennsylvania Commission on Crime and Delinquency (PCCD) Grant-In-Aid, Subgrant #40092, for \$42,332. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 2) Commissioner Duffy moved to approve a Resolution for McKean County Redevelopment Authority to apply on behalf of McKean County to DCED for Whole Home Repair Grant for \$369,459.00. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

- 3) Commissioner Lane moved to approve Appointing James Kallenborn to Planning Commission. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 4) Commissioner Duffy moved to approve a ACT 13 Greenways Project Funds, for a total of \$40,451.23. \$32,755 to Tuna Valley Trail Association for construction of their trailhead facility. \$4,800 to MJ2KB for construction of a pavilion on the trail. \$2,876.23 to Kinzua Valley Trail Association for the Kinzua Valley Trail Extension project. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 5) Commissioner Lane moved to approve a ACT 13 At Risk Bridge Project, in the amount of \$65,855.36. Liberty Township for Lower Portage Road Bridge (T-408) to be named the Richard "Dick" Kallenborn Memorial Bridge. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 6) Commissioner Lane moved to approve Appointing Carol Duffy to the Workforce Solutions for North Central PA Chief Elected Office Board for a one-year term from January 1, 2023 to December 31, 2023. No discussion on the motion. Vote on the resolution: Yes: Kreiner, Lane. Passed 2-0.

C. Contracts/Leases/Purchase Agreements

- 1) Commissioner Duffy moved to approve a CAC Cortextflo Maintenance Agreement, one-year renewal in the amount of \$1,999 dated February 18, 2023 to February 18, 2024. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 2) Commissioner Lane moved to approve a Graventa Lift Maintenance Agreement in the amount of \$950.00. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 3) Commissioner Duffy moved to approve a Link Computer Veeam Renewal, for IT, in the amount of \$10,663.92. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

D. DHS Contracts

- 1) Commissioner Lane moved to approve a Foster Care Agreement, Molly Taylor. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

E. Proclamations and Recognitions: None

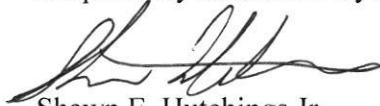
9. Public Comment Period

Commissioner Kreiner noted that the next meeting would be on February 14, 2023.

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 10:16 a.m.

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read "Shawn E. Hutchings Jr.", written in a cursive style.

Shawn E. Hutchings Jr.
McKean County Chief Clerk