

**BOARD OF COMMISSIONERS MEETING  
MCKEAN COUNTY, PENNSYLVANIA  
FEBRUARY 14, 2023**



McKean County Commissioners, in a regular meeting, assembled on February 14, 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 Resolution, MCRA, CDBG, Contract Extension, C70902**
- 8B2 SFPP, Designate Second Harvest Food Bank as Lead Agency**
- 8B3 Appoint Adam Causer to Headwater Resource Conservation and Development**
- 8B4 Appoint Shawn Hutchings as the Right to Know Officer for McKean County**
- 8B5 Appoint Ann Robinson to the CEDS Board**
- 8C1 Brightspeed Quote for Elk County – NTRSP, \$20,398.12**
- 8C2 Emergence Solutions Grant Program, C84298, Awarded \$155,264**
- 8C3 Subgrant Award Letter, 2023-2034 RASA Victim Services, \$70,370**
- 8C4 Certificate of Milestone Acceptance for Motorola**
- 8C5 Repository Sale, .11 acres on Smithfield Ave, Map No. 08-003-110 \$250**
- 8C6 Repository Sale, 310 Bayard Street, Map No. 09-001-230 \$250**
- 8C7 Repository Sale, 570 East Mill Street, Map No. 14-004-126 \$3,500**
- 8C8 McCutcheon Enterprises Inc., PA Hazardous Materials Team, \$2,500**
- 8C9 KOS Quote, Conservation, 5 Year FMV Lease, \$129.47 per Month**
- 8C10 Interoperability and Site Sharing Agreement, PA State Police**
- 8C11 Capital Improvement Forms, Court Upgrading Recording Software**
- 8D1 Foster Care Agreement – Justin and Clarissa Wedge**

**Summary of Agenda Items Denied: None**

**Summary of Agenda Items Tabled: None**

**Commissioners Attending:**

Commissioner Thomas F. Kreiner, Commissioner Carol E. Duffy

**In Attendance:**

Shawn Hutchings, Chief Clerk; Anthony Clarke, Esq., Solicitor; Stephanie Shaffer, District Attorney; Carolyn Newhouse, Bradford Alliance;

Remote: The Bradford Era: Marcie Schellhammer; The Kane Republican: Theresa Auriemmo

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

The Regular Meeting on February 14, 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, 2-0.

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

**A. Commissioners Comments:** Commissioners Duffy would like to highlight at our CCAP Conference we worked on our priorities for the year 2023. They have been released. There are 6 of them this year. 1 is 911 Funding and Reauthorization. 2 is Counties Inmates with Mental Health Issues. 3 is County Mental Health-Based Funding Increase. 4 is Address the Needs of Children and Youth Who Have Complex Behavioral Health Issues. 5 is Broadband Access and Development. 6 is To Promote Election Integrity. Throughout the year we will be getting additional information as it is received and advocating for these issues across the country.

Commissioner Kreiner said that he would like to promote CASA and their activities and the great work that the volunteers do for the special advocates. We also met with Representative Causer last Friday and as Commissioner Duffy stated those are the topics we reviewed with him.

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

New Employees: Stacey Hatch – Prothonotary Clerk Typist 1  
Leave/Change of Service: None

#### **5. Minutes**

Commissioner Duffy made a motion to accept the Minutes as presented from the January 24, 2023 Meeting. Commissioner Kreiner seconded. No discussion on the motion.  
Vote on the motion: Yes: Duffy, Kreiner. Carried 2-0.

#### **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 Kreiner seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner.

#### **8. New Business**

A. Ordinances and Policies – None

B. Resolutions and Approvals of the Board

- 1) Commissioner Duffy moved to approve a Resolution authorizing a contract extension to the McKean County Redevelopment Authority (MCRA) for the Community Development Block Grant (CDBG) number C000070902 until September 30, 2023. No discussion on the motion.  
Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.
- 2) Commissioner Duffy moved to approve a State Food Purchase Program (SFPP) Grant Agreement Amendment Number 1, to designate Second Harvest Food Bank of Northwest

Pennsylvania as “Lead Agency”. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.

- 3) Commissioner Duffy moved to approve Appointing Adam Causer to the Headwater Resource Conservation and Development Council as the Commissioners Representative for a term of 2 years effective January 01, 2023. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.
- 4) Commissioner Duffy moved to approve Appointing Shawn Hutchings as the Agency Open Records Officer (Right to Know Officer) for McKean County effective immediately. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.
- 5) Commissioner Duffy moved to approve Appointing Ann Robinson to the North Central PA Regional Planning and Development Commission’s Comprehensive Economic Development Strategy Committee (CEDS) Board to complete the unexpired term of Robert Veilluex effective immediately. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.

C. Contracts/Leases/Purchase Agreements

- 1) Commissioner Duffy moved to approve a Brightspeed Quote for Elk County – Northern Tier Regional 911 System Project Group (NTRSP) in the amount of \$20,398.12. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.
- 2) Commissioner Duffy moved to approve an Emergence Solutions Grant Program Contract #C000084298 award letter in the amount of \$155,264. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.
- 3) Commissioner Duffy moved to approve a Subgrant Award Letter 2023 – 2024 McKean County RASA Victim Services PCCD Grant in the amount of \$70,370.00. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.
- 4) Commissioner Duffy moved to approve a Certificate of Milestone Acceptance for Motorola. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.
- 5) Commissioner Duffy moved to approve a Repository Sale of .11 acres on Smithfield Ave, Kane Borough 1st Ward, Map No. 08-003-110, reputed owner E W Estate & Anne Albertson to only bidder: Robert C. Mallory for \$250, as approved by the municipality and school district. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.
- 6) Commissioner Duffy moved to approve a Repository Sale of 310 Bayard Street, .14 acre with 2 story house, Kane Borough 2nd Ward, Map No. 09-001-230, reputed owner Ryan Germonto to only bidder: Borough of Kane for \$250, as approved by the municipality and

school district. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.

- 7) Commissioner Duffy moved to approve a Repository Sale of 570 East Mill Street, .33 acre with 2 story house, Port Allegany Borough, Map No. 14-004-126, reputed owner Joel E. & Julie M. Schroll to only bidder: Port Allegany School District for \$3,500, as approved by the municipality and school district. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.
- 8) Commissioner Duffy moved to approve a McCutcheon Enterprises Inc., PA Certified Hazardous Materials Team, effective January 1, 2023, in the amount of \$2,500. Commissioner Kreiner said this is so we have a provider if there is a hazardous materials spill, they would come and aid with the situation. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.
- 9) Commissioner Duffy moved to approve a KOS Quote for the Conservation District, 5 Year FMV Lease for \$129.47 per month. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.
- 10) Commissioner Duffy moved to approve an Interoperability and Site Sharing Agreement between McKean County and Pennsylvania State Police. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.
- 11) Commissioner Duffy moved to approve a Capital Improvement Form for Courts Upgrading Recording Software with all supporting documents and Purchase Order Request. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.

#### D. DHS Contracts

- 1) Commissioner Duffy moved to approve a Foster Care Agreement – Justin and Clarissa Wedge. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner. Passed 2-0.

#### E. Proclamations and Recognitions: None


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

Commissioner Kreiner noted that the next meeting would be on February 28, 2023.

**10. Adjournment**

Commissioner Duffy moved to adjourn the meeting. Commissioner Kreiner seconded. No discussion on the motion. Vote on the motion: Yes: Duffy, Kreiner. Carried 2-0. Commissioner Kreiner adjourned the meeting at 10:17 a.m.

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read "Shawn E. Hutchings Jr.", written over a horizontal line.

Shawn E. Hutchings Jr.  
McKean County Chief Clerk