

BOARD OF COMMISSIONERS MEETING
MCKEAN COUNTY, PENNSYLVANIA
NOVEMBER 23, 2022



McKean County Commissioners, in a regular meeting, assembled on November 23, 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.:

- 7B1 Award bid for Boiler project to Peterson Refrigeration, \$32,500
- 8B1 MCRA PILOT Bradford and Housing Authority
- 8B2 Appoint Chase Miles, Farmer Director, Conservation 4-year term
- 8B3 Appoint Cliff Lane, Commissioner Director, Conservation 1-year term
- 8B4 2017 MCRA CDBG Grant Modification \$70,000 to Gilbert Reservoir ADA
- 8B5 2018 MCRA CDBG Grant Modification \$70,000 to Gilbert Reservoir ADA
- 8B6 Tax Exempt Otto Township – 695 Main Street, Parcel No. 28-012-122-999
- 8B7 Tax Exempt Otto Township – 693 Main Street, Parcel NO. 28-012-122-998
- 8B8 Tax Exempt Otto Township – Main Street, Parcel No. 28-012-123
- 8B9 Tax Exempt City of Bradford - 206 Congress Street, Parcel 01-003-201
- 8B10 Tax Exempt City of Bradford - 11 Corydon Street, Parcel No. 01-003-119
- 8B11 Tax Exempt City of Bradford -20 Congress Street, Parcel No. 01-003-203
- 8B12 Tax Exempt Kane Borough – 501 Chase Street, Parcel No. 13-20060
- 8B13 Tax Exempt Kane Borough Kane – 507 Chase Street, Parcel No. 13-20119
- 8B14 Open Deposit Account for American Recovery Funds - PLGIT
- 8B15 Open Deposit Account for Opioid Settlement Funds - PLGIT
- 8B16 County Aid – Sergeant Township, for winter material, \$834.51
- 8C1 Motorola Change Order #2: ZERO Dollar Change Order
- 8C2 Motorola Change Order #3: ZERO Dollar Change Order
- 8C3 Tax Refund to William & Jeanette Burleson to refund \$339.77
- 8C4 Tax Refund to Bryan L. & Jaime K. Taylor to refund \$279.12
- 8C5 North Central PREP Contract, C000083737 for 2022-2023 for \$10,207
- 8C6 KOS Maintenance Agreement for Juvenile Probation copier \$425 per year
- 8C7 KOS Maintenance Agreement for District Attorney copier \$425 per year
- 8C8 Zito Media amendment to Existing Agreement #4; add \$12.70/mo. for 911 Ctr
- 8C9 Domain Hosting Service for .gov from Revize Web Services \$400/year
- 8D1 Foster Care Agreement - Ashley Gallik
- 8D2 CYS Agreement – Belmont Harrison Juvenile District
- 8D3 Agreement - Liberty Law Office
- 8D4 Agreement - McKean County Redevelopment Housing Authority

Summary of Agenda Items Denied: None

Summary of Agenda Items Tabled:

- 7A Side Letter of Agreement AFSCME – Domestic Relations Cash Payments

Commissioners Attending:

Commissioner Thomas F. Kreiner, Commissioner Carol E. Duffy, Commissioner Clifford D. Lane

In Attendance:

Pamela Burlingame, Chief Clerk; Anthony Clarke, Esq., Solicitor; Bob Veilleux, E.D.
Remote: The Bradford Era: Marcie Schellhammer

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

The Regular Meeting on November 23, 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 wished everyone a Happy Thanksgiving. Commissioner Lane said he received notice from the DEP that awarded McKean County for the 5th year in a row the Mosquito grant to help Boroughs including Eldred, Port Allegany, Annin and Keating Township and hoped it would be approved at the next meeting. He also said that he had been elected to represent 12 states in the National Association of Conservation Districts and that he would be the representative for the 12 states starting in January. And he said it was quite an honor.

Commissioner Kreiner said that for Veterans Day they had the Operation Green Light and the Courthouse was illuminated in Green and he thanked everyone who did that and mentioned that there were homes and businesses that also displayed green lights.

B. Human Resources Update

New Employees:

Thomas Coppolo, PT Assistant District Attorney
Desirae William, Clerk Typist 1, MDJ Engman
Kendra Udovich, CYS/HR Assistant 1
Lori Goodrich, Maintenance Janitor/Housekeeping
Heather Murphy Elections Clerk
Shawn Hutchings, Purchasing Director

Leave/Change of Service: Teresa Wilcox, Chief Juvenile Probation Officer,
Commissioner Kreiner noted that Ms. Wilcox had been with the county for 23 years and has done an outstanding job.

5. Minutes

Commissioner Lane made a motion to accept the Minutes as presented from the October 25, 2022 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 table Side Letter of Agreement AFSCME – Domestic Relations Cash Payments, due to pending information. No discussion on the motion.

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

- B. The bids from the Re-bid for Two High Efficiency Boilers associated with a Heated Sidewalk at 500 W. Main St. Smethport PA were opened by Chief Clerk Pam Burlingame. The bids were from MJ Mechanical for \$92,534.00 and from Peterson Refrigeration for \$32,500 which included a 10% check for the bid bond.

Commissioner Lane made a motion to accept the bid from Peterson Refrigeration for \$32,500 pending Solicitor and Maintenance Director review. 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 approve the McKean County Redevelopment Authority Payment in Lieu of Taxes (PILOT) First Amendment to 2021 Agreement by and among McKean County, City of Bradford, The Bradford Area School District and Housing Authority of the County of McKean. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 2) Commissioner Lane moved to appoint Chase Miles as Farmer Director for a four-year term to the McKean County Conservation District. Commissioner Kreiner asked for the nominations. Chief Clerk Pam Burlingame said the nominations for Chase Miles came from Penn State Extension, Farm Service and Planning Commission. She noted it would be a re-appointment. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 3) Commissioner Duffy moved to Appoint Cliff Lane of Commissioner Director for a one-year term to the McKean County Conservation District. She confirmed he could do that along with the newly elected board position. Commissioner Kreiner asked that they receive updates. Vote on the resolution: Yes: Duffy, Kreiner. Abstain: Lane. Passed 2-0.
- 4) Commissioner Lane moved to approve a 2017 Community Development Block Grant Modification – Resolution Authorizing Revisions to McKean County’s FFY 2017 CDBG Program Budget to re-budget unspent balances from Bradford Township Housing Rehabilitation Programs for 2017 totaling \$70,000 to ADA improvements at Gilbert Reservoir in order for the funds to be expended within the grant deadlines. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

- 5) Commissioner Duffy moved to approve a 2018 Community Development Block Grant Modification – Resolution Authorizing Revisions to McKean County’s FFY 2018 CDBG Program Budget to re-budget unspent balances from Bradford Township Housing Rehabilitation Programs for 2018 totaling \$76,220 to ADA improvements at Gilbert Reservoir in order for the funds to be expended within the grant deadlines. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 6) Commissioner Lane moved to approve a Request for Tax Exempt Status: Municipal Government for Otto Township – 695 Main Street, Parcel No. 28-012-122-999, assessed value: Portion of \$11,410. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 7) Commissioner Duffy moved to approve a Request for Tax Exempt Status: Municipal Government Otto Township – 693 Main Street, Parcel NO. 28-012-122-998, assessed value: Portion of \$87,030. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 8) Commissioner Lane moved to approve a Request for Tax Exempt Status: Municipal Government Otto Township – Main Street, Parcel No. 28-012-123, assessed value: \$24,390. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 9) Commissioner Duffy moved to approve a Request for Tax Exempt Status: Municipal Government City of Bradford - 206 Congress Street, Parcel 01-003-201, assessed value: \$9,200. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 10) Commissioner Lane moved to approve a Request for Tax Exempt Status: Municipal Government City of Bradford - 11 Corydon Street, Parcel No. 01-003-119, assessed value: \$25,000. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 11) Commissioner Duffy moved to approve a Request for Tax Exempt Status: Municipal Government City of Bradford -20 Congress Street, Parcel No. 01-003-203, assessed value: \$78,180. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 12) Commissioner Lane moved to approve a Request for Tax Exempt Status: Municipal Government Borough of Kane – 501 Chase Street, corrected Parcel No. 11-002-238, assessed value \$250. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 13) Commissioner Duffy moved to approve a Request for Tax Exempt Status: Municipal Government Borough of Kane – 507 Chase Street, corrected Parcel No. 11-002-240, assessed value \$250. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

- 14) Commissioner Lane moved to approve a Resolution to Open Deposit Account for American Recovery Funds with PLGIT-Class and PLGIT-Prime. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 15) Commissioner Duffy moved to approve a Resolution to Open Deposit Account for Opioid Settlement Funds with PLGIT-Class and PLGIT-Prime. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 16) Commissioner Lane moved to approve an Application for County Aid – Sergeant Township, for winter material, sand and salt mix, for \$834.51 as allocated. 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 a Motorola Change Order #2: ZERO Dollar Change Order Removal/addition of multiple pieces of Equipment from the PAA20P105A project. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 2) Commissioner Lane moved to approve a Motorola Change Order #3: ZERO Dollar Change Order: Removal/addition of quantities from the PAA20P105A project for decreases in quantity of APX and VRX equipment. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 3) Commissioner Duffy moved to approve a Tax Refund to William & Jeanette Burleson, for change in assessment due to removal of outbuilding, for 2017 to 2022, to refund \$339.77. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 4) Commissioner Lane moved to approve a Tax Refund to Bryan L. & Jaime K. Taylor, repository property for 2020, 2021, and 2022 for \$93.04 each year, to refund \$279.12. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 5) Commissioner Duffy moved to approve a North Central PREP (Partnership for Regional Economic Performance) Contract, C000083737 for 2022-2023 for \$10,207. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 6) Commissioner Lane moved to approve a KOS Maintenance Agreement for Juvenile Probation copier for \$425 per year to allow 24,000 b/w copies and 2,000 color copies per year with overages billed at \$0.007 for b/w and \$0.07 for color copies. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 7) Commissioner Duffy moved to approve a KOS Maintenance Agreement for District Attorney copier for \$425 per year to allow 24,000 b/w copies and 2,000 color copies per year with overages billed at \$0.007 for b/w and \$0.07 for color copies. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.

- 8) Commissioner Lane moved to approve a Zito Media amendment to Existing Technical Services Agreement #4 at a monthly increase of \$12.70 for McKean County 911 Center location. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 9) Commissioner Duffy moved to approve a Domain Hosting Service for .gov from Revize Web Services \$400/year with auto renew and 30-day cancellation notice. 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 - Ashley Gallik. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 2) Commissioner Duffy moved to approve a CYS Agreement – Belmont Harrison Juvenile District. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 3) Commissioner Lane moved to approve a DHS Agreement - Liberty Law Office. No discussion on the motion. Vote on the resolution: Yes: Duffy, Kreiner, Lane. Passed 3-0.
- 4) Commissioner Duffy moved to approve a DHS Agreement - McKean County Redevelopment Housing Authority. 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 December 13, 2022.

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 10:28 a.m.

Respectfully Submitted By:



Pamela J. Burlingame

McKean County Chief Clerk