

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS

THURSDAY, May 11, 2017

PRESENT: Doug McLinko, Daryl Miller and Ed Bustin

PLEDGE OF ALLEGIANCE TO THE FLAG

CALL TO ORDER

The meeting was called to order at 10:00 am at the Canton Green Free Library.

VISITOR REMARKS CONCERNING AGENDA

UNFINISHED BUSINESS

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted “aye” to approve the minutes of April 27, 2017.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted “aye” to ratify action taken on Monday, May 8, 2017 awarding the Architectural Engineering Contract for the new Bradford County Public Safety Center to Hunt Engineers, Architects & Land Surveyors, PC.

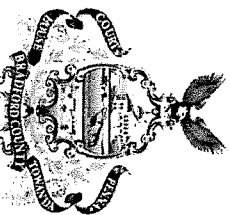
Open bids for the installation/construction for the Chiller Replacement Project at the Bradford County Courthouse.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted “aye” to take under advisement the one bid received from Kimble, Inc. for the Chiller project.

NEW BUSINESS

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted “aye” to proclaim May 7, 2017 through May 13, 2017 Corrections Employees Week in Bradford County.

Doug McLinko, Chairman  
Daryl L. Miller, Vice Chairman  
Ed Bustin, Commissioner



Michelle L. Shadden, Chief Clerk  
Jonathan Foster, Solicitor

Bradford County Commissioners Office

PROCLAMATION

Corrections Employees Week  
May 7 – 13, 2017

WHEREAS: the Bradford County Correctional Facility employs more than 50 correctional professionals who provide one of the County’s most important public services – protecting communities and caring for over 190 incarcerated men and women annually; and

WHEREAS: the National Correctional Officers and Employees Week, which runs May 7 – 13, 2017, is a time to recognize the service and professionalism of those who work in corrections; and

WHEREAS: the “Pennsylvania System,” as it became known, was the leading influence in the development of penology throughout the 19<sup>th</sup> Century and the forerunner of modern corrections; and

WHEREAS: the secure and safe operation and management of those in the Bradford County Correctional Facility on a daily basis rests in the hands of more than 50 trained, skilled and dedicated corrections professionals. They are administrators, corrections officers, counselors, treatment specialists, educators, clerical support staff, business administrators and purchasing agents, personnel and labor relations specialists, clergy, medical professionals, food service specialists, computer technicians, planners and research analysts and skilled craftspeople upon whose skills, efficiency and professionalism the functions of the Bradford County Correctional Facility depends; and

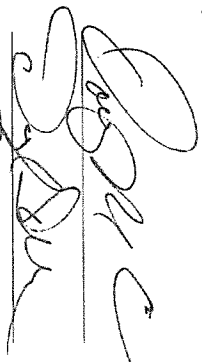
WHEREAS: although each of these dedicated professionals works in a different field and specializes in a specific area, all are committed to a common goal: the secure, safe and humane operation of our commonwealth’s correctional facilities where employees work to reduce future crime through the delivery of programs to change offenders’ criminal behavior.

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A CONTINUATION OF THURSDAY, MAY 11, 2017

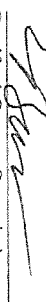
HEREFORE, we, the Commissioners of Bradford County, Pennsylvania, do hereby proclaim May 7 – 13, 2017 as Corrections Employees Week in Bradford County Pennsylvania. We encourage all Bradford County residents to recognize the vital role these dedicated professionals play in ensuring the effective operation of our correctional system in the interest of public safety.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the seal of the County of Bradford to be affixed this 11<sup>th</sup> day of May, in the year of our Lord, two thousand seventeen.

ATTEST:



  
Michelle L. Shelden  
Chief Clerk

  
Bradford County Commissioners

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted “aye” to approve an agreement between Bradford County and BLAST Intermediate Unit 17 for network engineering services at a rate of 2 days per month or equivalent days per year of contracted service at \$75.00 per hour for the 2017-2018 fiscal year.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted “aye” to approve an Engineering Agreement with Dawood Engineering Incorporated for bridge construction engineering services for the term of May 1, 2017 through April 30, 2022.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted “aye” to approve the appointment of Jennifer Lynn Wilcox to the Bradford County Library System Board for a term of three years effective May 11, 2017 through May 10, 2020.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted “aye” to approve an agreement with Jeff Heath to provide consultant services for the Bradford County Public Safety building project effective May 1, 2017.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted “aye” to approve the following:

the hire of Joshua Madigan as Planning Summer Intern as per the recommendation of Matthew Williams, Planning Director, effective May 15, 2017.

the transfer of Chelsey Davis from part time casual Nurse Aide Trainee to part time casual CNA as per the recommendation of George Stauffer, interim Manor Administrator, effective February 6, 2017.

the transfer of Sareena R. Jackson from part time casual CNA to full time CNA as per the recommendation of George Stauffer, interim Manor Administrator, effective May 14, 2017.

the transfer of Nicole I. Northrop from part time casual Valet to part time casual CNA as per the recommendation of George Stauffer, interim Manor Administrator, effective April 26, 2017.

the hire of Luella Brown as part time Dietary Attendant as per the recommendation of George Stauffer, interim Manor Administrator, effective May 13, 2017.

the transfer of Frank Baumgartner from full time RNAC to full time RN Supervisor as per the recommendation of George Stauffer, interim Manor Administrator, effective April 26, 2017.

the hire of Kylee Snyder as full time RNAC as per the recommendation of George Stauffer, interim Manor Administrator, effective May 8, 2017.

THE MINUTES OF BRADFORD COUNTY COMMISSIONERS  
A CONTINUATION OF THURSDAY, MAY 11, 2017

the hire of Betsy J. Guerra-Flores as part time casual CNA as per the recommendation of George Stauffer, interim Manor Administrator, effective May 24, 2017.

the hire of Danielle R. Fassett as part time casual Dietary Attendant as per the recommendation of George Stauffer, interim Manor Administrator, effective May 24, 2017.

the hire of Angel N. Greenfield as probationary County Caseworker 2 in Children & Youth Services as per the recommendation of Bill Blevins, Human Services Director, effective May 16, 2017.

the hire of Shannon M. Sheehy as probationary County Caseworker 2 in Children & Youth Services as per the recommendation of Bill Blevins, Human Services Director, effective May 22, 2017.

the transfer of Matthew D. Poll from probationary to regular status County Caseworker 3 in Mental Health as per the recommendation of Bill Blevins, Human Services Director, effective February 18, 2017.

the transfer of Jeri-Lynn Peterson from probationary to regular status County Caseworker 1 in Children & Youth Services as per the recommendation of Bill Blevins, Human Services Director, effective February 25, 2017.

the hire of Shannon R. McDonald as probationary, unpaid County Social Casework Intern in Children & Youth Services as per the recommendation of Bill Blevins, Human Services Director, effective May 22, 2017.

the transfer of Catherine J. Miller from Clerk Typist 3 in Children & Youth Services to Administrative Assistant 2 in Intellectual Disabilities as per the recommendation of Bill Blevins, Human Services Director, effective May 29, 2017.

the hire of Sara Hanft as part time Correctional Officer as per the recommendation of Warden Don Stewart, effective May 22, 2017.

the hire of Derrick Strait as part time Correctional Officer as per the recommendation of Warden Don Stewart, effective May 22, 2017.

the hire of Ingvar Vining as part time Correctional Office as per the recommendation of Warden Don Stewart, effective May 22, 2017.

the hire of Kraig Benjamin as part time Building Maintenance Mechanic as per the recommendation of Warden Don Stewart, effective May 22, 2017.

the transfer of Brooke Force from Administrative Clerk I, 35 hours per week to Administrative Clerk I, 40 hours per week as per the recommendation of Dawn Close, Prothonotary, effective May 15, 2017.

OTHER

The following individual has been hired in response to a Court Order from the Court of Common Pleas as Administrative Clerk III in the office of Magisterial District Court 42-3-01, effective May 8, 2017:

Jennifer Kingsley

Bradford County Commissioners

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A CONTINUATION OF THURSDAY, MAY 11, 2017

SALARY BOARD

UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the creation of a Collection Supervisor, Grade 18 in Collection Department, effective May 1, 2017.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to set the following salaries:

Joshua Madigan, Planning Summer Intern Effective May 15, 2017	G7 \$8.62 per hour
Chelsey Davis, pt casual CNA Effective February 6, 2017	MU12 \$11.46 per hour
Sareena R. Jackson, ft CNA Effective May 14, 2017	MU12 \$11.74 per hour
Nicole I. Northrop, pt casual CNA Effective April 26, 2017	MU12 \$11.46 per hour
Luella Brown, pt Dietary Attendant Effective May 13, 2017	G9 \$14.16 per hour
Frank Baumgartner, ft RN Supervisor Effective April 26, 2017	G27 \$29.54 per hour
Kylee Snyder, ft RNAC Effective May 8, 2017	G28 \$29.37 per hour
Betsy J. Guerra-Flores, pt casual CNA Effective May 24, 2017	MU12 \$11.46 per hour
Danielle R. Fassett, pt casual Dietary Attendant Effective May 24, 2017	MU9 \$9.56 per hour
Jennifer Kingsley, Administrative Clerk III Effective May 8, 2017	G14 \$12.14 per hour
Angel N. Greenfield, probationary County Caseworker 2 Effective May 16, 2017	G23 \$18.83 per hour
Shannon M. Sheehy, probationary County Caseworker 2 Effective May 22, 2017	G23 \$18.83 per hour
Matthew D. Poll, ft County Caseworker 3 Effective February 18, 2017	G22 \$24.13 per hour
Jeri-Lynn Peterson, ft County Caseworker 1 Effective February 25, 2017	G19 \$15.88 per hour

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Catherine J. Miller, Administrative Assistant 2                      G15  
Effective May 29, 2017    \$12.74 per hour

Sara Hanft, pt Correctional Officer    \$11.25 per hour  
Effective May 22, 2017

Derrick Strait, pt Correctional Officer    \$11.25 per hour  
Effective May 22, 2017

Ingyar Vining, pt Correctional Officer    \$11.25 per hour  
Effective May 22, 2017

Kraig Benjamin, pt Building Maintenance Mechanic                      G16  
Effective May 22, 2017    \$13.38 per hour

Absent  
Bradford County Treasurer

  
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Bradford County Commissioners

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A CONTINUATION OF THURSDAY, MAY 11, 2017

ASSESSMENT BOARD

UNFINISHED BUSINESS

NEW BUSINESS

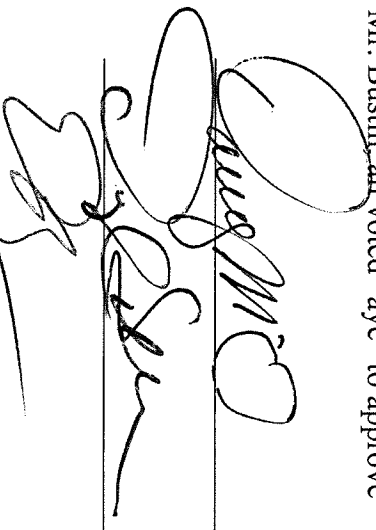
A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the following for **EXEMPT** Status:

Samuel J. Donahue  
323 Idle Wheels Lane  
Sayre, PA 18840  
Reason: Veterans Exemption – **RENEWAL**  
DMP # 09-020.00-088-004-000  
Effective Date: January 1, 2018

Phillip C. Mazzarese  
1978 Hill Road  
Sayre, PA 18840  
Reason: Veterans Exemption – New (**House & 5 Acres**)  
DMP # 23-022.00-040-001-000  
Effective Date: January 1, 2018

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to approve the April 2017 real estate changes.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the April 2017 occupational changes.



Bradford County Commissioners  
Acting Board of Assessment

VISITORS REMARKS

The Commissioners answered questions from the public and press at this time.

ADJOURNMENT

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to adjourn the meeting at 10:45 am.

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PLEDGE OF ALLEGIANCE TO THE FLAG

CALL TO ORDER

VISITOR REMARKS CONCERNING AGENDA

UNFINISHED BUSINESS

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to reject the bid received from Kimble, Inc. for installation of the chiller at the Bradford County Courthouse.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to award the Construction Management Contract for the Bradford County Public Safety Center Project to Welliver McGuire, Inc. of Montour Falls, New York pending contract approval of the County Solicitor, Jonathan Foster, Sr.

NEW BUSINESS

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to authorize the Chief Clerk to legally re-advertise a Request for Bids for the installation of the chiller at the Bradford County Courthouse.

VISITORS REMARKS

The Commissioners answered questions from the public and press at this time.

ADJOURNMENT

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to adjourn the meeting at 10:20 am.