

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS

THURSDAY, DECEMBER 17, 2015

PRESENT: Doug McLinko, Daryl Miller, and Ed Bustin

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 amend the minutes of Thursday, December 10, 2015 as follows:

Maryah J. Terry, pt casual CNA                      MU12A  
Effective December 3, 2015                      \$11.05 per hour

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the minutes of Thursday, December 10, 2015.

Open bids for Commissary services at Bradford County Correctional Facility

NEW BUSINESS

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to ratify action taken on Monday, December 14, 2015 authorizing the Chief Clerk to advertise the date/time of the first organizational meeting of the Bradford County Commissioners as Monday, January 4, 2016 at 4:00 pm in the Commissioners Conference Room, Courthouse Towanda, PA

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to approve an Agreement with between Bradford County and SCA Personal Care, Inc. for enrollment of the Bradford County Manor in the TENA Guarantee Cost Program which will provide cost savings and rebates on adult incontinence products for as 12 month period effective September 1, 2015 through August 31, 2016.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve an Agreement between Bradford County and SouthernCare, Inc. for inpatient skilled nursing facility hospice services at the Bradford County Manor for a period of 12 months effective December 11, 2015 through December 10, 2016.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the renewal of the following Solicitor Agreements:

Human Services:	Brann, Williams, Caldwell & Sheets	\$500.00
Auditors:	Brann, Williams, Caldwell & Sheets	\$700.00
Coroner:	Griffin, Dawsey & De Paola	\$500.00
Sheriff:	Griffin, Dawsey & De Paola	\$2,000.00
Prothonotary:	Niemiec, Smith and Pellingier, LLP	\$2,500.00
Register & Recorder:	Niemiec, Smith and Pellingier, LLP	\$1,800.00
Treasurer:	Niemiec, Smith and Pellingier, LLP	\$2,200.00

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS  
A CONTINUATION OF THURSDAY, DECEMBER 17, 2015

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to approve Resolution 2015-10 setting the Bradford County Budgets in the amount of \$71,274,280 for 2016 with the county real estate millage of 10.43 on each dollar assessed valuation of 50% of market value and approve setting the 2016 salary schedule with a 3% pay increase for all county employees.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve an Employment Contract with Jonathan P. Foster, Sr., Esquire and Jonathan Foster, Jr., Esquire for the 2016 calendar year effective January 1, 2016.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to authorize the Chief Clerk to legally advertise setting the date, time, and location of meetings of the Bradford County Commissioners and Salary Board as well as Assessment and Elections (when applicable) at 10 a.m. on the second and fourth Thursday of every month in the Commissioners conference room, Courthouse, Towanda PA with the exception of legal holidays. These meetings will begin on Thursday January 14, 2016.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to authorize the Chief Clerk to legally advertise setting the date, time and location of preliminary agenda review meetings with county department heads. The Bradford County Commissioners preliminary agenda review meetings with county department heads will be held every Monday – Friday from 9:00 a.m. until such time as the business is concluded.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to authorize the Chief Clerk to legally advertise setting the date, time and location of the Bradford County Retirement Board meetings. The meetings will be held at 10:00 am in the Commissioners offices located in the Bradford County Courthouse as follows: February 4, May 5, August 4, and November 3, 2016.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to authorize the Chief Clerk to legally advertise setting the date, time and location of the Agricultural Land Preservation Board meetings. The meetings will be held at 1:00 pm in the Stoll Natural Resources Center in Wysox as follows: February 18, April 28, June 16, September 15, and November 17, 2016.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to authorize the Chief Clerk to legally advertise setting the date, time and location of the Bradford County Prison Board. The meetings will be held at 11:00 a.m. as follows: January 14, 2016 at the Courthouse; February 11, 2016, Bradford County Correctional Facility; March 10, 2016 at the Courthouse; April 14, 2016 at the Bradford County Correctional Facility; May 12, 2016, at the Courthouse; June 9, 2016, at the Courthouse; July 14, 2016, at the Courthouse; August 11, 2016, at the Bradford County Correctional Facility; September 8, 2015 at the Courthouse; October 13, 2016, at the Courthouse; November 10, 2016, at the Courthouse, and December 8, 2016, at the Bradford County Correctional Facility.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to authorize the Chief Clerk to advertise setting the date, time and location of the Superfund Amendment and Authorization Act (SARA III) meetings. The meetings will be held at 9:00 am in the Emergency Management Agency conference room as follows: February 9, April 19, June 21, August 16, October 18 and December 13, 2016.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to approve a Maintenance Agreement between Bradford County and New World Systems for a period of one year (January 1, 2016 through December 31, 2016) at a cost of \$54,219.00.

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A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the submission of a letter to Class Counsel (Larry Moffet/Daniel T. Donovan) and Chesapeake MEC Royalties Settlement Administrator for the express purpose of Bradford County opting out and excluding itself from the Demchak Partners Limited Partnership, et al. v. Chesapeake Appalachia, L.L.C., Civil Action No. 3:13-cv-2289. This shall apply to any and all natural gas wells in which Bradford County may have an interest. The County Commissioners are duly authorized representatives of Bradford County and have the authority to take this action on behalf of Bradford County.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to authorize the acceptance of a mortgage from James L. Madigan to satisfy the amount owed by Ruth L. Norton to Bradford County Manor, in accordance with the Solicitor's recommendations.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to approve a deed between Bradford County and Bradford County Historical Society that extinguishes the permanent easement previously retained for County employee parking and also for the permanent easement for the use of a maintenance garage together with ingress, egress, and regress for the County to gain access to the garage.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to approve an Agreement with BTM Software Solutions, LLC, for new software for the Probation Department for a period of 12 months (January 1, 2016 through December 31, 2016) at a cost of \$6,750.00.

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

the transfer of Geoffery Isenberg from part time casual Dietary Attendant to full time Assistant Cook as per the recommendation of Jim Shadduck, Manor Administrator, effective January 3, 2016.

the transfer of Penny Kaiser from part time regular Dietary Attendant to full time Dietary Attendant as per the recommendation of Jim Shadduck, Manor Administrator, effective January 3, 2016.

the transfer of Shana Maines from full time Assistant Cook to full time CNA as per the recommendation of Jim Shadduck, Manor Administrator, effective January 3, 2016.

the hire of Jessica Briggs as part time casual Valet as per the recommendation of Jim Shadduck, Manor Administrator, effective December 23, 2015.

the hire of Theresa Saik as part time casual Valet as per the recommendation of Jim Shadduck, Manor Administrator, effective December 23, 2015.

the hire of Breanna Cole as part time casual Valet as per the recommendation of Jim Shadduck, Manor Administrator, effective December 30, 2015.

the transfer of Stormy Melissa Powell from part time casual Universal Caregiver to part time casual Licensed Practical Nurse as per the recommendation of Jim Shadduck, Manor Administrator, effective December 14, 2015.

the hire of Justice Brown as part time casual Valet as per the recommendation of Jim Shadduck, Manor Administrator, effective December 30, 2015.

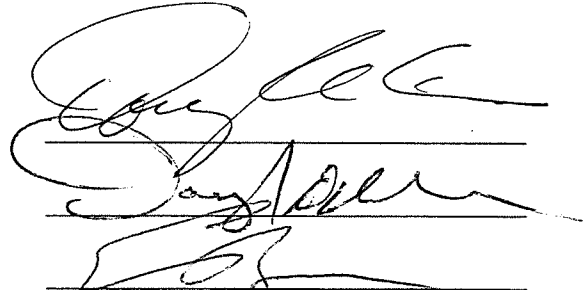
the hire of Christina Greene as full time Universal Caregiver as per the recommendation of Jim Shadduck, Manor Administrator, effective December 30, 2015.

the transfer of Keri Sparling from part time casual Universal Caregiver to part time casual LPN effective December 1, 2015.

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the appointment of Meggan F. McClain as County Social Casework CWEB Intern in Children and Youth Services as per the recommendation of Bill Blevins, Human Services Director, effective December 31, 2015.

the hire of Meggan F. McClain as County Caseworker 2 in Children and Youth Services as per the recommendation of Bill Blevins, Human Services Director, effective December 31, 2015.



Bradford County Commissioners

OTHER

SALARY BOARD

UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to reclassify the Victim Witness Coordinator from 37.5 hours to 40 per week, effective January 1, 2016. The grade will remain the same (G20).

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to add the position of full time Paralegal in the office of the District Attorney, effective January 1, 2016. This position will be a Grade 18 and will be 40 hours per week.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to add a second Assistant District Attorney (2<sup>nd</sup>) position in the office of the District Attorney, effective January 1, 2016. This position will be a Grade 22 and will be 40 hours per week.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to reclassify the position of full time Account Clerk II to full time Account Technician I in the Conservation District from Grade 14 to Grade 16, 40 hours per week, effective January 1, 2016.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to reclassify the position of full time Fiscal Assistant in the Human Services Division from Grade 12 to Grade 14, 40 hours per week, effective January 1, 2016.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to reclassify the position of full time Fiscal Technician in the Fiscal Department, Human Services Division from Grade 14 to Grade 16, 40 hours per week, effective January 1, 2016.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to reclassify the position of full time Fiscal Administrative Officer I in the Fiscal Department, Human Services Division from Grade 19 to Grade 20, 40 hours per week, effective January 1, 2016.

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A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to reclassify the position of full time Account Clerk II, Grade 14 in the Intellectual Abilities Department, Human Services Division to full time Administrative Assistant II Grade 15, 37.5 hours per week, effective January 1, 2016.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to add four part time casual Intern positions, Grade 7 in the Children, Youth, and Families Department, Human Services Division, effective January 1, 2016.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to add the position of full time Sewer Plant Back Up Operator for the Sewer Treatment Facility at the Bradford County Manor, MU 2010-14, 37.5 hours per week, effective January 1, 2016.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to reclassify the position of full time Account Clerk I to full time Administrative Assistant I in the Sheriff's Office from Grade 12 to Grade 14, 40 hours per week, effective January 1, 2016.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to reclassify the position of full time Account Clerk II to Administrative Assistant III in the Sheriff's Office from Grade 14 to Grade 16, 40 hours per week, effective January 1, 2016.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to reclassify the position of full time Elections Director Grade 22 from 35 hours per week to 37.5 hours per week, effective January 1, 2016.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" reclassify the position of Account Clerk I to full time Account Clerk II in the Collections Department from Grade 12 to Grade 14, 40 hours per week, effective January 1, 2016.

A motion was made by Mr. Bustin, seconded by Mr. Miller, all voted "aye" to add the position of full time Account Clerk III in the Collections Department Grade 16, 40 hours per week, effective January 1, 2016.

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

Geoffrey Isenberg, ft Assistant Cook Effective January 3, 2016	MU13A \$11.62 per hour
Penny Kaiser, ft Dietary Attendant Effective January 3, 2016	MU9A \$9.56 per hour
Shana Maines, ft CNA Effective January 3, 2016	\$11.34 per hour
Jessica Briggs, pt casual Valet Effective December 23, 2015	MU6A \$7.85 per hour
Theresa Saik, pt casual Valet Effective December 23, 2015	\$7.85 per hour
Breanna Cole, pt casual Valet Effective December 30, 2015	\$7.85 per hour
Stormy Melissa Powell, pt casual LPN Effective December 14, 2015	G21 \$16.58 per hour
Justice Brown, pt casual Valet Effective December 30, 2015	\$7.85 per hour

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Christina Greene, ft Universal Caregiver  
Effective December 30, 2015

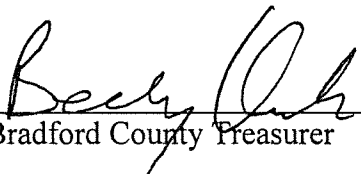
MU15A  
\$12.37 per hour

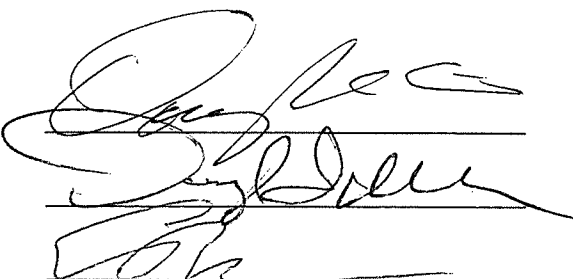
Keri Sparling, pt casual LPN  
Effective December 1, 2015

\$16.58 per hour

Meggan F. McClain, ft County Caseworker 2  
Effective December 31, 2015

G21  
\$16.58 per hour

  
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Bradford County Treasurer

  
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Bradford County Commissioners

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:

Ronald Hadlock  
177 Cayuta Street  
Sayre, PA 18840  
Reason: Veterans Exemption – **NEW**  
DMP # 35-007.13-112-000-000  
Effective Date: January 1, 2016

Carol Renee Garvin  
1088 Orchard Hill Road  
Troy, PA 16947  
Reason: Veterans Exemption – **New (House & 5 Acres)**  
DMP # 53-081.00-109-001-000  
Effective Date: January 1, 2016

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

Gerald Timothy Jacques  
1317 Turkey Path Road  
Wyalusing, PA 18853  
Reason: Veterans Exemption – **NEW**  
DMP # 61-103.00-079-002-000  
Effective Date: January 1, 2016

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

Monroeton United Methodist Church  
213 Church Street  
Monroeton, PA 18832  
Reason: Old house was demolished; the lot is clear and now used for church parking.  
DMP # 24-099.03-112-000-000  
Effective Date: January 1, 2016

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS  
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Leroy Heritage Museum Inc.  
8051 Southside Road  
Canton, PA 17724

Reason: Partial Exemption – The property will be the main site for the museum and parking as Leroy Heritage Museum is relocating to this property.

DMP # 22-107.01-001-000-000

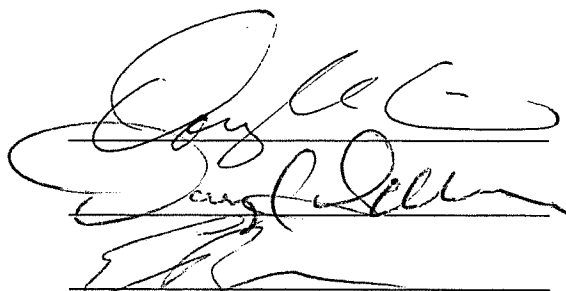
Effective Date: January 1, 2016

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

92 days in 2015 of county taxes paid by David and Gail Arnold in the amount of \$36.07.

Reason: Demolished the house

Parcel # 05-020.11-099-000-000



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. Miller, seconded by Mr. Bustin, all voted “aye” to adjourn the meeting at 10:26 a.m.