

## THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS

THURSDAY, DECEMBER 28, 2017

PRESENT: Doug McLinko, Daryl Miller, and Ed Bustin via phone.

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 December 14, 2017 to correct the following:

The name of Amber Stone should be Amanda Stone.  
The effective date for Nicholas Vanderpool should be November 16, 2017  
The effective date for Leslie Cain should be December 5, 2017  
Calista Howell should be full time.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the minutes of December 14, 2017.

NEW BUSINESS

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the renewal of lead paint liability insurance coverage for projects under the Bradford County Housing Rehabilitation Program with Assurance Brokers Limited of Ballwin, MO through Westchester Surplus Lines Insurance Company for a period of one year (January 1, 2018 through January 5, 2019) at a cost of \$3,350.00.

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 11, 2018.

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 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 1, May 3, August 2, and November 1, 2018.

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: March 15, June 21, August 16, and November 15, 2018.

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 3:00 p.m. in the Emergency Management Agency conference room as follows: February 20, April 17, June 19, August 21, October 16 and December 18, 2018.

A motion was made by Mr. Miller, seconded by Mr. McLinko, all voted "aye" to renew a contract with County Commissioners Association of Pennsylvania and Henry Dunn for the tax collector bonds for 2018-2022, a four year blanket premium of \$39,729.00.

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS  
A CONTINUATION OF THURSDAY, DECEMBER 28, 2017

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve an agreement with Primecare Medical Inc. to provide medical services at the Bradford County Correctional Facility, pending final approval by the Solicitor. This is a three year contract at a fee of \$746,798.00 per year.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the renewal of an Agreement between Bradford County and North Penn Legal Services for parents in Child Dependency and Termination of Parental Rights cases for a period of 12 months (January 1, 2018 through December 31, 2018) at a fee of \$1,250.00 per month.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve an Agreement between Bradford County and Northern Tier Solid Waste Authority granting Bradford County "Professional Hauler" status for the transport and disposal of all municipal and commercial waste collected as per agreement at a cost of \$42.50 per ton for the period January 1, 2018 through December 31, 2018.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve a five year agreement with Maximus Consulting Services, Inc. to provide cost allocation plan that identify the various costs incurred by the county to support and administer federal programs at a fee of \$6,600.00 per year the first three years and \$6,800.00 for the last two years. Effective January 1, 2018 thru December 31, 2022.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve a Pennsylvania Regional Health Care Coalition Mutual Aid Agreement to provide regional level mutual aid to the Bradford County Manor regardless of geopolitical boundaries.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve an agreement between Bradford County Manor and Troy Community Hospital to facilitate continuity of care and the timely transfer of patients and records between Troy Hospital and Bradford County Manor.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve an agreement between Bradford County Manor and Towanda Memorial Hospital to facilitate continuity of care and the timely transfer of patients and records between Towanda Memorial Hospital and Bradford County Manor.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve a hold harmless agreement between Bradford County Manor and the following providers:

Guthrie Towanda Memorial Hospital  
Troy Community Hospital

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

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	\$2,200.00
Treasurer	Niemiec, Smith and Pellingier, LLP	\$2,200.00

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve an agreement between Bradford County Emergency Management Agency and Datom Products, Inc. to be the primary hazardous material emergency response contractor for Bradford County.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve an intergovernmental agreement between Bradford County Sheriff and the Domestic Relations office to serve bench warrants, provide security and perform various other duties on behalf of Domestic Relations, effective January 1, 2018 thru September 30, 2020.

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS  
A CONTINUATION OF THURSDAY, DECEMBER 28, 2017

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the Purchase of Service Agreement between Bradford County Human Services/Children and Youth Services and Devereux Foundation for the period July 1, 2017 through June 30, 2018.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the Amendment Purchase of Service Agreement between Bradford County Human Services/Children and Youth Services and The Impact Project, for the period July 1, 2017 through June 30, 2018.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the Agreement between Armstrong-Indiana Behavioral and Developmental Health Program and Bradford/Sullivan County Mental Health/Intellectual Disability Programs (MH/ID) for the period July 1, 2017 through June 30, 2018.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the Purchase of Service Agreement between Bradford County Human Services/Children and Youth Services and A Second Chance for the period January 1, 2018 through June 30, 2018.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve an Agreement between the Bradford-Sullivan Counties Infant/Toddler Early Intervention Program and Amy Niemiec, effective November 1, 2017 through June 30, 2019.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the Unit of Service Funding Contract between Bradford/Sullivan County Mental Health/Intellectual Disability Programs (MH/ID) and Bradford/Sullivan Single County Authority and NHS Human Services for the period July 1, 2017 through June 30, 2018 to provide CHIPP Community Health Liaison Staff.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the Unit of Service Funding Contract between Bradford/Sullivan County Mental Health/Intellectual Disability Programs (MH/ID) and Bradford/Sullivan Single County Authority and NHS Human Services for the period July 1, 2017 through June 30, 2018 to provide Therapeutic Family Care & Respite Care.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve the Program Funded Agreement between Bradford/Sullivan County Mental Health/Intellectual Disability Programs (MH/ID) and Bradford/Sullivan Single County Authority and NHS Human Services for the period July 1, 2017 through June 30, 2018 to provide Student Assistance services.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to approve a Mutual Cooperation and Coordination agreement between Bradford County Children and Youth Services and Geisinger Health Plan to provide Medical Assistance covered services to Medical Assistance recipients to ensure access to covered services.

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

The transfer of Geoffrey P. Isenberg from full time Assistant Cook to full time Dietary Attendant, per the recommendation of Blake Apsokardu, Manor Administrator, effective January 7, 2017.

The transfer of Marianne Ragan from full time Dietary Attendant to full time Assistant Cook, per the recommendation of Blake Apsokardu, Manor Administrator, effective January 7, 2017.

The hire of Jennifer Malone as part time casual Valet, per the recommendation of Blake Apsokardu, Manor Administrator, effective January 3, 2017.

The transfer of Caitlyn Mallory from full time C.N.A. to part time C.N.A., per the recommendation of Blake Apsokardu, Manor Administrator, effective December 22, 2017.

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS  
A CONTINUATION OF THURSDAY, DECEMBER 28, 2017

The transfer of Melissa McLinko from part time C.N.A. to full time C.N.A., per the recommendation of Blake Apsokardu, Manor Administrator, effective December 24, 2017.

The transfer of Amy Bing from part time C.N.A. to full time C.N.A., per the recommendation of Blake Apsokardu, Manor Administrator, effective December 24, 2017.

The transfer of Amanda Smith from part time casual Nurse Aide to full time C.N.A., per the recommendation of Blake Apsokardu, Manor Administrator, effective December 8, 2017.

The hire of Marjorie McDonald as part time casual RN Supervisor, per the recommendation of Blake Apsokardu, Manor Administrator, effective January 3, 2018.

The transfer of Cheyenne Walker from part time casual Valet to part time casual CNAR, per the recommendation of Blake Apsokardu, Manor Administrator, effective December 26, 2017.

The transfer of Daniel Thorp from full time Accounting Supervisor to full time Fiscal Director, effective January 1, 2018.

The reclassification of Domestic Relations full time PACSES Administrator Grade 18 to Grade 21 effective January 1, 2018.

The reclassification of County Manor full time Human Resource Assistant Recruit/Retention 37.5 hours per week to 40 hours per week effective January 1, 2018

The reclassification of Assessment's full time Administrative Clerk III 35 hours per week to 40 hours per week effective January 1, 2018.

The reclassification of Collections full time Account Clerk II G14 to Account Clerk III, Grade 16 effective January 1, 2018.

The reclassification of Courts full time Administrative Assistant III Grade 16 to Grade 18 effective January 1, 2018.

The reclassification of Courts full time Court Monitor Grade 15 to Grade 17 effective January 1, 2018.

The reclassification of ID Base Services Unit full time Case Worker I Grade 18 to Grade 19 effective January 1, 2018.

The reclassification of ID Base Services Unit full time Case Worker II Grade 20 to Grade 21 effective January 1, 2018.

The reclassification of ID IE Case Managers full time Case Worker II Grade 20 to Grade 21 effective January 1, 2018.

The reclassification of MH Intensive Case Management full time Case Worker I Grade 18 to Grade 19 effective January 1, 2018.

The reclassification of MH Intensive Case Management full time Case Worker II Grade 20 to Grade 21 effective January 1, 2018.

The reclassification of MH Intensive Case Management full time MH Resource Coordinator Grade 20 to Grade 21 effective January 1, 2018.

The reclassification of MH Chipps full time MH Case Worker II Grade 20 to Grade 21 effective January 1, 2018.

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS  
A CONTINUATION OF THURSDAY, DECEMBER 28, 2017

The reclassification of MH Base Service Unit full time Clerk Typist II Grade 12 to Grade 13 effective January 1, 2018.

The reclassification of Children & Youth Administration full time Clerk Typist I Grade 10 to Grade 11 effective January 1, 2018.

The reclassification of Children & Youth Administration full time Clerk Typist II Grade 12 to Grade 13 effective January 1, 2018.

The reclassification of Bradford County Manor full time Sewer Plant Back Up Operator Grade 14 to Grade 16 effective January 1, 2018.

The reclassification of Bradford County Manor full time Building Maintenance Grade 15 to Grade 16 effective January 1, 2018.

The reclassification of HS Administration full time Fiscal Assistant Grade 14 to Grade 15 effective January 1, 2018.

The reclassification of HS Administration full time Clerk Typist I Grade 10 to Grade 11 effective January 1, 2018.

The reclassification of HS Administration full time Administrative Assistant I Grade 14 to Grade 15 effective January 1, 2018.

A change in hours from 35 per week to 40 per week for the District Attorney's full time Administrative Assistant II effective January 1, 2018

A change in hours from 35 per week to 40 per week for the District Attorney's full time Administrative Clerk II effective January 1, 2018

The creation of Bradford County Correctional Facility full time Treatment Program Supervisor Grade 23 effective January 1, 2018

The reclassification of the 911 Coordinator, Grade 23 to Director 911 Communications, Grade 24 effective January 1, 2018.

The reclassification of the 911 Quality Assurance Manager from a Grade 19 to Grade 23 effective January 1, 2018.

The creation of a 911 Supervisor position Grade 23, effective January 1, 2018.

The reclassification of 911 Center Dispatcher 2 position, Grade 17 to Grade 20 effective January 1, 2018.

The reclassification of 911 Dispatcher 3 from a Grade 18 to Grade 22, effective January 1, 2018.

OTHER



Bradford County Commissioners

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS  
A CONTINUATION OF THURSDAY, DECEMBER 28, 2017

SALARY BOARD

PRESENT: Doug McLinko, Daryl Miller, Becky Clark, and Ed Bustin via phone.

UNFINISHED BUSINESS

NEW BUSINESS

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

Geoffrey P. Isenberg, ft Dietary Attendant Effective January 7, 2018	MU 9 \$11.32 per hour
Marianne Ragan, ft Assistant Cook Effective January 7, 2018	MU 13 \$11.91 per hour
Jennifer Malone, pt casual Valet Effective January 3, 2018	\$8.05 per hour
Caitlyn Mallory, pt casual C.N.A. Effective December 22, 2017	MU 12 \$11.74 per hour
Melissa McLinko, ft C.N.A. Effective December 24, 2017	MU 12 \$11.74 per hour
Amy Bing, ft C.N.A. Effective December 24, 2017	MU12 \$11.74 per hour
Amanda Smith, ft C.N.A. Effective December 8, 2017	MU 12 \$11.74 per hour
Marjorie McDonald, pt casual RN Supervisor Effective January 3, 2018	Grade 27 \$28.57 per hour
Cheyenne Walker, pt casual CNAR Effective December 26, 2017	\$9.45 per hour
Daniel Thorp, Fiscal Director Effective January 1, 2018	Grade 27 \$28.84 per hour
Tammy Christensen, PACSES Administrator Effective January 1, 2018	Grade 21 \$17.08 per hour
Beth Smith, Account Clerk II Effective January 1, 2018	Grade 16 \$13.38 per hour
Brianna Bogaczyk, Administrative Assistant III Effective January 1, 2018	Grade 18 \$14.74 per hour
Julia Chapman, Court Monitor Effective January 1, 2018	Grade 17 \$17.56 per hour
Anabel Rockefeller, Court Monitor Effective January 1, 2018	Grade 17 \$14.06 per hour
Noelle Schoonover, Court Monitor Effective January 1, 2018	Grade 17 \$14.06 per hour
Chelsea Moran, ID Caseworker I Effective January 1, 2018	Grade 19 \$15.49 per hour
Colleen Chilson, ID Caseworker II Effective January 1, 2018	Grade 21 \$18.38 per hour

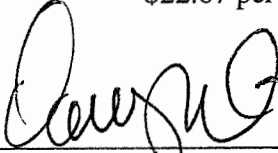
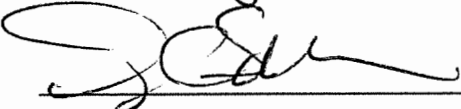

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS  
A CONTINUATION OF THURSDAY, DECEMBER 28, 2017

Courtney Egnatzky, ID Caseworker II Effective January 1, 2018	Grade 21 \$17.08 per hour
Roger Heckrote, ID Caseworker II Effective January 1, 2018	Grade 21 \$17.85 per hour
Laurel Matson-Bonner, ID Caseworker II Effective January 1, 2018	Grade 21 \$18.38 per hour
Ashley Overpeck, ID Caseworker II Effective January 1, 2018	Grade 21 \$18.38 per hour
Kristin Putnam, ID Caseworker II Effective January 1, 2018	Grade 21 \$17.33 per hour
Dustin Snell, ID Caseworker II Effective January 1, 2018	Grade 21 \$17.08 per hour
Miriam Wilcox, ID Caseworker II Effective January 1, 2018	Grade 21 \$18.87 per hour
Kristina Clark, ID Caseworker II Effective January 1, 2018	Grade 21 \$20.30 per hour
Jessica Flynn, ID Caseworker II Effective January 1, 2018	Grade 21 \$22.96 per hour
Katrina Sharrow, ID Caseworker II Effective January 1, 2018	Grade 21 \$20.30 per hour
Talia Booth, MH Caseworker I Effective January 1, 2018	Grade 19 \$15.49 per hour
Shannon Cahill, MH Caseworker II Effective January 1, 2018	Grade 21 \$18.72 per hour
Courtney Champion, MH Caseworker II Effective January 1, 2018	Grade 21 \$17.48 per hour
Christopher Mullen, MH Resource Coordinator Effective January 1, 2018	Grade 21 \$23.52 per hour
Shawn Sutton, MH Caseworker II Effective January 1, 2018	Grade 21 \$19.31 per hour
Jason Lanzo, MH Caseworker II Effective January 1, 2018	Grade 21 \$19.79 per hour
Mariah Morgan, MH Clerk Typist II Effective January 1, 2018	Grade 13 \$11.56 per hour
Ellen Timmerman, MH Program Specialist II Effective January 1, 2018	Grade 26 \$24.44 per hour
Kim Sandor, CYS Clerk Typist I Effective January 1, 2018	Grade 11 \$10.49 per hour
Alesha Johnson, HS Fiscal Technician Effective January 1, 2018	Grade 16 \$14.26 per hour
Vicky Schrader, HS Fiscal Assistant Effective January 1, 2018	Grade 15 \$13.32 per hour

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS  
A CONTINUATION OF THURSDAY, DECEMBER 28, 2017

Linda Hosley, HS Clerk Typist I Effective January 1, 2018	Grade 11 \$13.09 per hour
Carie Cory, HS Administrative Assistant I Effective January 1, 2018	Grade 15 \$12.74 per hour
Wendy Collins, Custodian Supervisor Effective January 1, 2018	Grade 12 \$15.93 per hour
Brent Parks, Sewer Plant Back Up Operator Effective January 1, 2018	Grade 16 \$14.15 per hour
Willard Edwards, Building Maintenance Effective January 1, 2018	Grade 16 \$14.15 per hour
Carrie Worton, Assistant District Attorney Effective January 1, 2018	Grade 22 \$21.16 per hour
Rob Repasky, Director 911 Communications Effective January 1, 2018	Grade 23 \$25.66 per hour
Nancy Conner, Dispatcher 2 Effective January 1, 2018	Grade 20 \$22.46 per hour
Sue Fink, Dispatcher 2 Effective January 1, 2018	Grade 20 \$16.95 per hour
Andrew Jelliff, Dispatcher 2 Effective January 1, 2018	Grade 20 \$16.45 per hour
Jeff Rosenheck Dispatcher 2 Effective January 1, 2018	Grade 20 \$16.45 per hour
Casey Shiposh, Dispatcher 2 Effective January 1, 2018	Grade 20 \$16.45 per hour
Stacy Cotter, QA Manager Effective January 1, 2018	Grade 23 \$22.67 per hour

  
\_\_\_\_\_  
Bradford County Treasurer

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
Bradford County Commissioners

ASSESSMENT BOARD

PRESENT: Doug McLinko, Daryl Miller and Ed Bustin, via phone

UNFINISHED BUSINESS

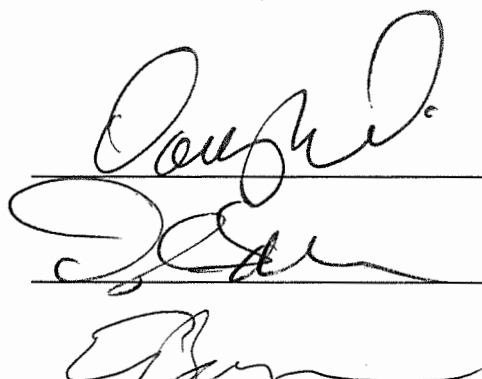
NEW BUSINESS

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



THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS  
A CONTINUATION OF THURSDAY, DECEMBER 28, 2017

146 days in 2017 of county taxes paid by Bart Edsell in the amount of \$12.88  
Reason: Mobile home dismantled  
Parcel # 27-051.00-062-001-000



Bradford County Commissioners  
Acting Board of Assessment

VISITORS REMARKS

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

ADJOURNMENT

Meeting was adjourned at 11:00 a.m.