

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS

THURSDAY, JULY 8, 2021

PRESENT: Daryl Miller, John Sullivan, Doug McLinko via phone

PLEDGE OF ALLEGIANCE TO THE FLAG

CALL TO ORDER

A meeting of the Bradford County Commissioners was called to order by Chairman Daryl Miller at 10:00 am.

VISITOR REMARKS CONCERNING AGENDA

UNFINISHED BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the Minutes of June 24, 2021.

NEW BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to ratify action taken on June 29, 2021 to approve an agreement between Bradford County and Doreen Passmore for Beautician services at the Bradford County Manor effective July 1, 2021 through June 30, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to ratify action taken on June 9, 2021 to approve a six month extension for the South Creek Lions Club CDBG project and authorize the Chairman to sign.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to accept a grant from Pennsylvania Housing Finance Agency (PHFA) for the PHARE funds in the amount of \$482,000 and authorize the Chairman to sign.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the agreements between Bradford County Human Services/Children and Youth and the following providers, effective July 1, 2021 through June 30, 2022:

- Pentz Run Youth Services Inc.
- Kids Peace National Centers
- The Academy
- Adelphio Village Inc.
- Bethesda Children’s Home Lutheran Social Services
- Children’s Choice, Inc.
- The Impact Project Inc.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve a five year lease agreement between Athens Township and Bradford County for the District Justice Office located at 75 Herrick Ave., Sayre, PA effective May 1, 2021 through April 30, 2026.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve The Infant, Toddlers and Families Medicaid Waiver Operating Agreement between the Office of Development and Early Learning, Pennsylvania Department of Human Services and Bradford/Sullivan Human Services, Early Intervention Program effective July 1, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the Community Development Block Grant Program Statement of Goals Minority Business and Women Business Enterprise.

A CONTINUATION OF THE MINUTES OF JULY 8, 2021

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to authorize the Chief Clerk to legally advertise the Section 504 officer and process for grievance for the Bradford County Housing Rehab program.

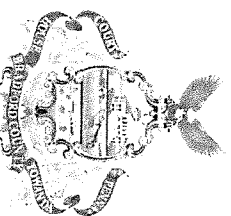
A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the Excessive Force Policy for the Community Development Block Grant (CDBG) governed by Section 519 of the Department of Veteran Affairs and U.S. Department of Housing and Urban Development.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to authorize the Chief Clerk to legally advertise the fair housing notice for the Bradford County CDBG/Housing Rehabilitation programs.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the Community Development Block Grant (CDBG) Policy and Procedures for 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve Resolution 2021-05 Fair Housing Resolution for Bradford County and Sayre Borough.

Doug Melinko, Chairman
Daryl Miller, Vice Chairman
John Sullivan, Commissioner



Michelle Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office



Resolution 2021 - 05

FAIR HOUSING RESOLUTION

LET IT BE KNOWN TO ALL PERSONS of Bradford County and Sayre Borough that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status/families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act) and the Pennsylvania Human Relations Act adds the additional protected classes of age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. It is the policy of Bradford County and Sayre Borough to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. Therefore, Bradford County and Sayre Borough does hereby pass the following resolution.

BE IT RESOLVED, that within available resources, Bradford County and Sayre Borough will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

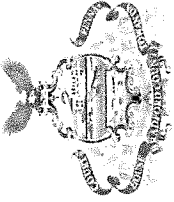
BE IT FURTHER RESOLVED that Bradford County and Sayre Borough shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

301 Main Street Towanda PA 18848 (670) 268 4013 Fax (670) 268 4171
www.bradfordcountypa.org

A CONTINUATION OF THE MINUTES OF JULY 8, 2021

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve Resolution 2021-06 authorizing Michelle L. Shedden as the official signature authority for the submission of financial invoices for the Community Development Block Grant (CDBG) program.

Daryl L. Miller, Chairman
Doug McLinko, Vice Chairman
John Sullivan, Commissioner



Michelle L. Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

RESOLUTION 2021-06
2021 – July 8th, 2021

DELEGATION OF SIGNING AUTHORITY

On behalf of Bradford County, we hereby authorize the delegated individual, Chief Clerk Michelle Shedden, with official signing authority to submit any financial invoices for the Community Development Block Grant (CDBG) project invoices for the duration of all open CDBG contract activities; these include but are not limited to contract years 2015, 2016, 2017, 2018, 2019, 2020, and 2021.

In addition, we certify that this individual is an employee of the grantee and acknowledge that it is our responsibility to notify DCED if this authorization changes or is revoked.

By giving this authority to sign on our behalf, it is understood that the grantee continues to be ultimately responsible for the management of the overall grant.

THIS RESOLUTION ENACTED THIS 8th DAY OF July, 2021
IN WITNESS WHEREOF, we herunto set our hands and cause the seal of Bradford County to be affixed this 8th DAY OF July, 2021.

BRADFORD COUNTY COMMISSIONERS

[Handwritten signatures of Commissioners]

ATTEST:

[Handwritten signature of Michelle Shedden]
MICHELLE SHEDDEN, CHIEF CLERK

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FURTHER ACTION will at a minimum include, but not be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
 - a. Public advertisements for vacancy or discussing the program
 - b. Applications for assistance
 - c. Contracts
 - d. Municipal letters dealing with the federal programs

If you're a person with a disability and require a reasonable accommodation to be able to access any notification, please contact the business offices of the Bradford County Grants department, North Towanda Annex No. 1, 290 Vankuren Dr. Suite 1, Towanda, Pennsylvania 18848 Email: johnsullivan@bradfordpa.org, phone: 570 268-4103.

If you have Limited English Proficiency and require a document translation of any notification, please contact the business offices of Bradford County Grants department, North Towanda Annex No.1, 290 Vankuren Dr. Suite 1, Towanda, Pennsylvania 18848 Email: johnsullivan@bradfordpa.org - phone: 570 268-4103

Approved at the regularly scheduled meeting of the Bradford County Commissioners held July 8th, 2021.

Signature:

[Handwritten signature of Michelle Shedden]

Chief Elected Official

(SEAL)

7/8/2021

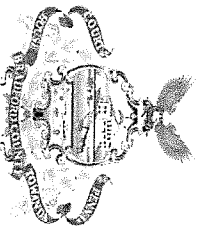
Date

6-9-2021

A CONTINUATION OF THE MINUTES OF JULY 8, 2021

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve Resolution 2021-07 for the submission of an application for the Community Development Block Grant (CDBG).

Daryl L. Miller, Chairman
Doug McLinko, Vice Chairman
John Sullivan, Commissioner



Michelle L. Shadden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

RESOLUTION 2021-07
2021—July 8th

AUTHORIZING 2021 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

WHEREAS, THE COUNTY OF BRADFORD, Commonwealth of Pennsylvania, being the duly organized governing body of the COUNTY of BRADFORD, as designated by the Sixth Class County Code, having its principal place of business located at the Bradford County Courthouse, Towanda, PA 18848, and;

WHEREAS, the Commonwealth of Pennsylvania, through the Department of Community of Economic Development (DCEd), administers the Community Development Block Grant, Small Communities Program (CDBG-SCP) as authorized by the Housing and Community Development Act of 1974, as amended and Act 179 of 1984, and;

WHEREAS, the COUNTY OF BRADFORD intends to submit an application under the CDBG-SCP program and has conducted public hearings on July 7, 2021 and on October 7, 2021 in accordance with the Citizen Participation requirements, as required by DCEd, and;

WHEREAS, the COUNTY of BRADFORD has held the aforesaid public hearings for the purpose of receiving public input on the 2021 Bradford County Fair Housing Resolution and the 2021 CDBG application, and;

WHEREAS, the COUNTY of BRADFORD does hereby authorize administration of the CDBG program to the Bradford County Grants Office, and;

WHEREAS, the COUNTY of BRADFORD does hereby agree to the conditions contained in the Statement of Assurances as required by DCEd, and attached hereto, and;

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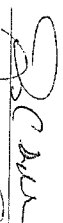


Resolution To Apply
Page Two

NOW, THEREFORE BE IT RESOLVED, the COUNTY of BRADFORD does hereby authorize and agree to the following:

- 1) The preparation and submission of the 2021 Community Development Block Grant Application.
- 2) The adoption of the Bradford County Three Year Community Development Plan.
- 3) The conditions of the Statement of Assurances.
- 4) The adoption of Bradford County (CDBG)'s Excessive Force, Code of Conduct and Conflict of Interest, Anti-displacement and Relocation Assistance Plan, MBE-WBE, Section 3, and Equal Opportunity Policies.

THIS RESOLUTION ENACTED THIS 8th DAY OF July, 2021
IN WITNESS WHEREOF, we hereunto set our hands and cause the seal of
Bradford County to be affixed this 8th DAY OF July, 2021

BRADFORD COUNTY COMMISSIONERS

ATTEST:

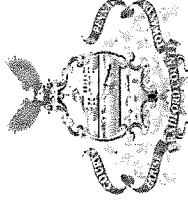

MICHELLE SHADDEN, CHIEF CLERK

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A CONTINUATION OF THE MINUTES OF JULY 8, 2021

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve Resolution 2021-08 to approve the donation of \$98,315.00 to the Bradford County Historical Museum for renovations to the parking lot.

Daryl L. Miller, Chairman
Doug McLinko, Vice Chairman
John M. Sullivan, Commissioner



Michelle J. Shefflen, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

Resolution 2021-08

WHEREAS, the Bradford County Commissioners recognize that tourism is important to the communities in Bradford County, and

WHEREAS, in accordance with Sections 602(c)(1) and 605(c)(1) of the American Rescue Plan Act, funds may be used: (a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

NOW THEREFORE, we, the Commissioners of Bradford County, Pennsylvania do hereby resolve that effective this 8th day of July, 2021, a donation in the amount of \$98,315.00 will be distributed to Bradford County Historical Society; and

IN WITNESS WHEREOF, we have set our hand and seal this 8th day of July 2021.

ATTEST:

Bradford County Commissioners

Michelle L. Shefflen, Chief Clerk

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A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the transfer for Leanne Watkins part-time casual CNA to full-time CNA, per recommendation of Tom Schultz, Interim Manor Administrator effective June 25, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the transfer of Brittany Bennett full-time CNA to part-time casual CNA, per recommendation of Tom Schultz, Interim Manor Administrator effective July 17, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the transfer of Angela Schnell full-time Activities Aide to full-time Housekeeping Attendant, per recommendation of Tom Schultz, Interim Manor Administrator effective July 8, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the transfer of Stacey Santee full-time LPN to part-time casual LPN, per recommendation of Tom Schultz, effective July 3, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve ratifying the action taken on June 11, 2021, to reclassify Delores Holdren Nursing Admin Assistant 1, Grade 16, per recommendation of Tom Schultz, Interim Manor Administrator effective June 11, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the hire of Maggy Machmer as part-time casual (per-diem) LPN, per recommendation of Tom Schultz, Interim Manor Administrator effective June 28, 2021.

A CONTINUATION OF THE MINUTES OF JULY 8, 2021

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the hire of Brittany Heinze as full time Account Clerk II treasurer’s office, per recommendation of Matt Allen, Treasurer effective July 1, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the hire of Genevieve Wilson as Part time Summer Data Clerk (Doe Tags) Treasurer’s Office, per recommendation of Matt Allen, Treasurer effective July 12, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the hire of Olivia Corbin as Part time Summer Data Clerk (Doe Tags) Treasurer’s Office, per recommendation of Matt Allen, Treasurer effective July 12, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the hire of Brenna Schanbacher as Part time Summer Data Clerk (Doe Tags) Treasurer’s Office, per recommendation of Matt Allen, Treasurer effective July 12, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the hire of Amy Teeter Full Time Assistant Cook, per recommendation Don Stewart, Warden effective July 7, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the transfer of Natasha Focht from Full Time Assistant Cook to Part Time Assistant Cook, per recommendation Don Stewart, Warden July 5, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the transfer for Corey Bailey from Correctional Officer to the position of Corrections Sargent, per recommendation Don Stewart, Warden effective July 5, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the transfer of Elizabeth Mullen from part time Correctional Officer to full time Correctional Officer, per recommendation Don Stewart, Warden effective July 5, 2021

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the hire of Cadie Anderson as full time Admin Assessment Assistant, per recommendation Colleen Klein, Chief Assessor effective July 19, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve the transfer of Mikayla Pipher from Part Time Casual Dispatcher 1 to Part Time Casual Dispatcher 2, per recommendation Rob Repasky, 911 Director effective July 16, 2021.

OTHER




Bradford County Commissioners

A CONTINUATION OF THE MINUTES OF JULY 8, 2021

SALARY BOARD
THURSDAY, JULY 8, 2021
PRESENT: Daryl Miller, John Sullivan, Doug McLinko via phone, Matt Allen

UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Matt Allen, seconded by Commissioner Sullivan, all voted "aye" to set the following salaries:

Leanne Watkins, FT CNA Effective June 25, 2021	MU12 \$14.09
Angela Schnell, FT Housekeeping Attendant Effective July 8, 2021	MU9 \$12.52
Delores Holdren, Nursing Admin Assistant 1 Effective June 14, 2021	Grade 16 \$17.00
Maggy Machmer, PT Casual Per-Diem LPN Effective June 28, 2021	Grade 22 \$27.00
Stacey Santee, PT Casual LPN Effective July 3, 2021	Grade 22 \$21.05
Brittany Bennett, PT Casual CNA Effective July 17, 2021	MU12 \$13.84
Brittany Heinze, FT Account Clerk II Effective July 1, 2021	Grade 14 \$12.38
Genevieve Wilson, PT Summer Data Clerk (Doe Tags) Effective July 12, 2021	Grade 8 \$10.00
Olivia Corbin, PT Summer Data Clerk (Doe Tags) Effective July 12, 2021	Grade 8 \$10.00
Brenna Schanbacher, PT Summer Data Clerk (Doe Tags) Effective July 12, 2021	Grade 8 \$10.00
Amy Teeter, FT Assistant Cook Effective June 28, 2021	Grade 14 \$12.38
Amy Teeter, FT Assistant Cook Effective July 5, 2021	Grade 14 \$14.38
Natasha Focht, PT Assistant Cook Effective July 7, 2021	Grade 14 \$14.38
Natasha Focht, FT Assistant Cook Effective July 5, 2021	Grade 14 \$14.38
Elizabeth Mullen, FT Correctional Officer Effective July 5, 2021	\$13.00
Corey Bailey, Correctional Sgt. Effective July 5, 2021	G18PSC \$16.25
Cadie Anderson, FT Admin Assessment Assistant Effective July 19, 2021	Grade 16 \$13.65

A CONTINUATION OF THE MINUTES OF JULY 8, 2021

Mikayla Pipher, PT Casual Dispatcher 2
Effective, July 16 2021

G18PSC
\$16.58

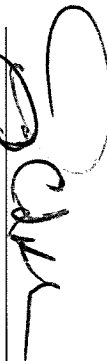

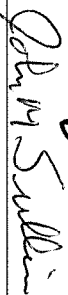
Elizabeth God, FT Assistant Cook
Effective July 5, 2021

Grade 14
\$14.82

Susan Jones, FT Cook Supervisor
Effective July 5, 2021

Grade 16
\$16.98


Bradford County Treasurer




Salary Board

BOARD OF ASSESSMENT
THURSDAY, JULY 8, 2021

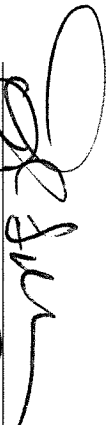
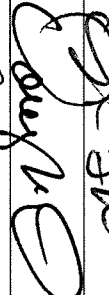

PRESENT: Daryl Miller, John Sullivan, Doug McLinko via phone

UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the Occupation Audit for June 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the Real Estate Audit and Delete Report for June 2021.




Board of Assessment

VISITORS REMARKS

ADJOURNMENT

A motion was made by Commissioner McLinko, seconded by Commissioner Miller, all voted "aye" to adjourn at 10:41 a.m.