

## THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS

TUESDAY NOVEMBER 9, 2021

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

### 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 October 28, 2021.

### NEW BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to renewing an agreement with Class A Cleaning for weekly cleaning services at District Justice Hurley’s office, at a fee of \$76.88 per week, effective December 1, 2021 thru November 30, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to ratifying action taken on October 28, 2021 approving the Revision for 2016 CDBG Housing Rehab to Bradford County Administration in the amount of \$292.92.

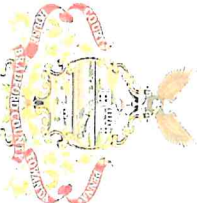
A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to authorizing the Chief Clerk to legally advertise that the 2022 County Budgets will be available for public review for twenty (20) days effective November 9, 2021 and action to approve the budgets will be taken on December 9, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the reappointment of Daryl L. Miller to the Bradford County Conservation District Board for a one year term beginning January 1, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving an agreement between Bradford County Treatment Court and Casa-Trinity Inc. for drug and alcohol program services effective October 18, 2021 through October 17, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve resolution 2021-12 authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the CDBG Program.

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



Michelle L. Sheddlen, Chief Clerk  
Jonathan Foster, Solicitor

Bradford County Commissioners' Office

**RESOLUTION 2021-12**

A Resolution of the County of Bradford, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant (CDBG) Program, as authorized under the Housing and Community Development Act [42 USC 5301 and 24 CFR Part 570], and further certifying compliance with the requirements of said program.

**WHEREAS**, it is necessary and in the public interest that County of Bradford, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Program; and

**WHEREAS**, the County of Bradford has the legal authority and responsibility under Act 179 to apply for Community Development Block Grant funds; and

**WHEREAS**, County of Bradford have undertaken a considerable citizen participation process, including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Development Plan; and

**WHEREAS**, County of Bradford are familiar with the requirements of the program as provided for in the Housing and Community Development Act (HCDA) and the Community Development Block Grant regulations; and

**WHEREAS**, County of Bradford wishes to apply for said funds.

**NOW, THEREFORE, BE IT RESOLVED** by the County of Bradford that its Commissioners is authorized to have prepared the necessary forms and documents to submit an application to the Department of Community and Economic Development for Community Development Block Grant funds for the purposes aforesaid; and

301 Main Street Tawanda PA 18848 (370) 265-1727 Fax (370) 265-1729  
www.bradfordcountypa.org

**BE IT FURTHER RESOLVED**, if CDBG funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, County of Bradford agrees to repay the proportion deemed ineligible from non-federal sources.

**BE IT FURTHER RESOLVED** that the Community Development Plan was developed in coordination with low and moderate individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

**BE IT FURTHER RESOLVED** that the Commissioners of the County of Bradford is empowered to place his/her signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of County of Bradford.

Adopted by County of Bradford at the regular meeting on November 9, 2021.

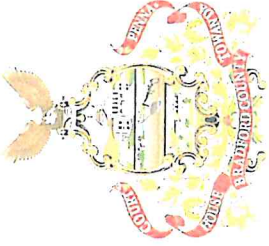
Signature 

Date November 9, 2021  
Seal

A CONTINUATION OF THE MINUTES OF NOVEMBER 9, 2021

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving resolution 2021-13 to allocate a donation for Volunteer Emergency Responders.

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



Michelle L. Shedden, Chief Clerk  
Jonathan Foster, Solicitor

Bradford County Commissioners Office

**A RESOLUTION TO ALLOCATE A DONATION FOR  
VOLUNTEER EMERGENCY RESPONDERS  
2021-13**

*WHEREAS*, the Bradford County Commissioners recognize that the development of natural gas has created dramatic changes for our emergency responders. Our volunteers are presented with constantly increasing call volumes, the purchase of new equipment, and more training and yet their resources continue to be strained; and

*WHEREAS*, in accordance with Section 2314(g) of Act 13, money can be distributed for emergency preparedness and public safety services.

*NOW THEREFORE*, we, the Commissioners of Bradford County, Pennsylvania do hereby resolve that effective this 9<sup>th</sup> day of November 2021, a donation in the amount of \$10,000.00 will be distributed to all volunteer fire departments and EMA's that currently service Bradford County to be used only for the purposes allowed under Act 13 as stated herein.

*IN WITNESS WHEREOF*, we have set our hand and seal this 9<sup>th</sup> day of November 2021.

ATTEST:

Michelle L. Shedden, Chief Clerk

Bradford County Commissioners

301 Main Street Towanda PA 18848 (570) 265-1727 Fax (570) 265-1729  
[www.bradfordcountypa.org](http://www.bradfordcountypa.org)

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to renewing an agreement between Bradford County and Copy Source for copiers for all county offices effective January 1, 2022 through December 31, 2027.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the re-appointment of Brian Zeidner as Public Director to the Bradford County Conservation District Board, effective January 1, 2022 thru December 31, 2025.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the re-appointment of Keith Heimbach as Farm Director to the Bradford County Conservation District Board, effective January 1, 2022 thru December 31, 2025.



A CONTINUATION OF THE MINUTES OF NOVEMBER 9, 2021

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the transfer of Frank Alexander full time CNA to full time Restorative Aide, per recommendation Tamara Chandler, Manor Administrator effective November 5, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the transfer of Victoria Leiby full-time Administrative Clerk I to full-time Administrative Assistant, per recommendation Tamara Chandler, Manor Administrator effective November 1, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the transfer of Jill Ayers full-time Restorative Aide to part time casual Restorative Aide, per recommendation Tamara Chandler, Manor Administrator effective November 3, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the hire of Melissa Miller full time LPN, per recommendation Tamara Chandler, Manor Administrator effective November 1, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the hire of Belinda Cook as full-time Recreational Therapy/ Activity Coordinator, per recommendation Tamara Chandler, Manor Administrator effective November 22, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the hire of Cheri Holecek full time Administrative Assistant II, per recommendation Cathy Yeakel, Conservation District Manager effective November 9, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the hire of Alec Morris part time Correctional Officer at the correctional facility, per recommendation Don Stewart, Warden effective November 15, 2021.

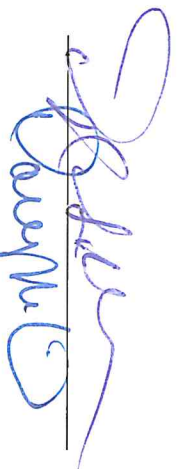
A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the hire of Bobbijo Smiley part time Correctional Officer at the correctional facility, per recommendation Don Stewart, Warden effective November 15, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the hire of Bianca Springer part time Correctional Officer at the correctional facility, per recommendation Don Stewart, Warden effective November 15, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the transfer of Army Oldroyd County D&A Case management Specialist, Drug & Alcohol probationary to regular status, per recommendation Mayme Carter, Human Services Director effective October 23, 2021.

OTHER

Harley Lynn Babcock has been hired in response to a court order by the Court of Common Pleas to the position of District Magistrate Administrative Assistance II for the Court of Common Pleas in the office of Magisterial District Court 42-3-02 effective November 3, 2021.



Don M Sullivan  
Bradford County Commissioners

A CONTINUATION OF THE MINUTES OF NOVEMBER 9, 2021

SALARY BOARD

TUESDAY NOVEMBER 9, 2021

PRESENT: Daryl Miller, Doug McLinko via phone, John Sullivan and Matt Allen

UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Treasurer Matt Allen, seconded by Commissioner Sullivan, all voted “aye” to approving the reclassification of Recreational Therapy/Activity Coordinator from grade 17 to grade 21 effective November 22, 2021.

A motion was made by Treasurer Matt Allen, seconded by Commissioner Sullivan, all voted “aye” to approving the reclassification of the Veterans Director from a grade 20 to a grade 22 effective January 1, 2022.

A motion was made by Treasurer Matt Allen, seconded by Commissioner Sullivan, all voted “aye” to approving the reclassification of the Custodian Supervisor from a grade 15 to a grade 18 effective January 1, 2022.

A motion was made by Treasurer Matt Allen, seconded by Commissioner Sullivan, all voted “aye” to approving the reclassification of the Medical Records Coordinator to Medical Records Director, Grade 17 to a Grade 22, effective January 1, 2022.

A motion was made by Treasurer Matt Allen, seconded by Commissioner Sullivan, all voted “aye” to approving the reclassification of GIS Coordinator to GIS Coordinator/Deputy Director of Planning, Grade 23 to Grade 24 effective January 1, 2022.

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

Frank Alexander, FT Restorative Aide  
Effective November 5, 2021 MU12  
\$14.91

Victoria Leiby, FT Administrative Assistant  
Effective November 1, 2021 MU11  
\$15.07

Jill Ayers, PTC Restorative Aide  
Effective November 3, 2021 MU12  
\$18.56

Melissa Miller, FT LPN  
Effective November 1, 2021 Grade 22  
\$20.00

Belinda Cook, FT Recreational Therapy/Activity Coordinator  
Effective November 22, 2021 Grade 21  
\$21.83

Harley Shedden, Per-Diem CNA  
Effective October 27, 2021 \$15.50

Colleen Cole, Per-Diem CNA  
Effective November 3, 2021 \$15.50

Cole Sheppard, FT Correctional Officer  
Effective November 4, 2021 \$15.00

Brian Daniels, FT Correctional Officer  
Effective December 7, 2021 \$15.00

Cheri Holecek, FT Administrative Assistant II  
Effective November 9, 2021 Grade 15  
\$12.99

A CONTINUATION OF THE MINUTES OF NOVEMBER 9, 2021

Harley L. Babcock, FT District Magistrate Administrative Assistance II      Grade 16  
Effective November 3, 2021      \$13.65

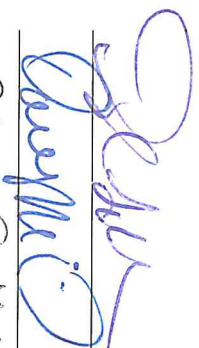

Alec Morris, PT Correctional Officer      \$12.00  
Effective November 15, 2021

Bobijo Smiley, PT Correction Officer      \$12.00  
Effective November 15, 2021

Bianca Springer, PT Correctional Officer      \$12.00  
Effective November 15, 2021

Amy Oldroyd, Regular County D&A Case management Specialist      Grade 21  
Effective October 23, 2021      \$17.42

  
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Bradford County Treasurer

  
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John M Sullivan  
Salary Board

BOARD OF ASSESSMENT  
TUESDAY NOVEMBER 9, 2021

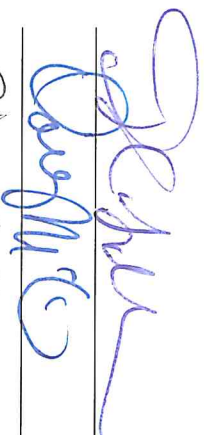

PRESENT: Daryl Miller, Doug McLinko via phone, John Sullivan

UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the real estate changes for October 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the occupation changes for October 2021.

  
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John M Sullivan  
Board of Assessment

VISITORS REMARKS

ADJOURNMENT

A motion was made by Commissioner Sullivan seconded by Commissioner McLinko, all voted "aye" to adjourn at 10:40 a.m.