

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS

THURSDAY OCTOBER 13, 2022

PRESENT: Daryl Miller, Doug McLinko and 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

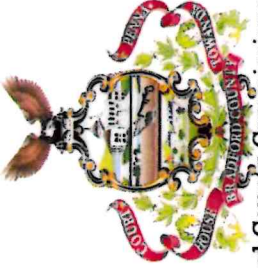
UNFINISHED BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the minutes of September 21, 2022

NEW BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to proclaiming the month of October as National Animal Shelter month in Bradford County.

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



Michelle L. Shedden, Chief Clerk  
Jonathan Foster, Solicitor

Bradford County Commissioners Office

**PROCLAMATION**

**NATIONAL ANIMAL SHELTER MONTH**

**WHEREAS**, animal shelters act as safe havens for homeless and abused animals, providing them with comfort and care; and

**WHEREAS**, animal shelters help both animals and people in many ways by returning lost pets to their owners, enforcing animal control laws, rescuing injured animals, educating the public and matching up families with new animal companions; and

**WHEREAS**, the work of animal shelters and the important services they provide often go unnoticed and under appreciated by the citizens.

**NOW, THEREFORE BE IT RESOLVED**, that we, the Bradford County Commissioners, do hereby proclaim October 2022 as “**National Animal Shelter Month**” in Bradford County in recognition of the Bradford County Humane Society for providing lifesaving services to animals and people in our community.

**IN WITNESS WHEREOF**, we have hereunto set our hands and caused the seal of the County of Bradford to be affixed this 13<sup>th</sup> day of October, 2022.

Attest:

Michelle L. Shedden, Chief Clerk

John M. Sullivan  
Bradford County Commissioners

A CONTINUATION OF THE MINUTES OF OCTOBER 13, 2022

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to appointing Tracy Sutton to fill the vacant Hotel/Lodging seat on the Bradford County Tourism Board for a three year term effective October 1, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the 2022 CDBG application which will be submitted on October 28, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the PSA Amendment 3 for Environmental Reviews.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the letter of intent to participate in the hazard mitigation plan update project and authorize the Chairman to sign.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to authorizing Matt Williams as designation of agent to execute for and behalf of Bradford County to submit all required forms and documents for the purpose of obtaining financial assistance for the Hazard Mitigation Grant Program.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving an agreement between Bradford County and AMP Global Strategies for professional services at the 911 center in the amount of \$9,184.80.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving an agreement between Bradford County and AMP Global Strategies LLC to provide Fund Management services at the Public Safety center in the amount of \$21,500.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving add on agreement between Bradford County and Newcastle Communications for remote technical support services in the amount of \$1,395 and authorize the Chairman to sign.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving agreement between Bradford County Manor and UPMC Home Healthcare of Central PA dba Family Hospice for respite services for hospice patients.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving agreement between Bradford County Manor and UPMC Home Healthcare of Central PA dba Family Hospice for hospice services in a long term care facility.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving a client service agreement between Bradford County Manor and Signature Staff Resources, LLC/CHASTA Medical Staffing.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the amendment purchase of service agreement between Bradford County Children and Youth Services and the following effective July 1, 2022 through June 30, 2023 inclusive:

Adelphoi Village, Inc.  
City Mission  
Auberle  
Concern Professional Services for Children, Youth and Families  
Diversified Treatment Alternative

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving letter of agreement between Bradford County Children and Youth Services and PharmChem effective January 1, 2023 through June 30, 2023 inclusive.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving letter of agreement between Bradford County Children and Youth Services and PharmChem effective July 1, 2022 through December 31, 2022 inclusive.



A CONTINUATION OF THE MINUTES OF OCTOBER 13, 2022

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving letter of agreement between Bradford County Children and Youth Services and KidsPeace National Centers effective July 1, 2022 through June 30, 2023 inclusive.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the amended unit of service funding contract between Bradford/Sullivan Intellectual Disability/Autism/Development Disability Program and the following effective July 1, 2022 through June 30, 2023:

Penn York Opportunities, Inc.  
The Main Link – IM4Q

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the reappointment of Michelle L Shedd and Cameron May to the Bradford Tioga Housing Authority Board effective October 2022 thru September 2027.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the transfer of Seth Morris part time casual housekeeping attendant to part time casual activities aide, per recommendation Tamara Chandler, Manor Administrator, effective October 3, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Bonnie Smith, part time casual housekeeper, per recommendation Tamara Chandler, Manor Administrator, effective October 3, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Jennifer Chapman, part time casual admin clerk 1, per recommendation Tamara Chandler, Manor Administrator, effective October 17, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Rylee McKean, part time casual valet, per recommendation Tamara Chandler, Manor Administrator, effective October 17, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Joslyn Shaw, part time casual housekeeper, per recommendation Tamara Chandler, Manor Administrator, effective October 17, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Cassandra Burbank, part time casual housekeeper, per recommendation Tamara Chandler, Manor Administrator, effective October 17, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Kayla Folcarelli, part time casual dietary attendant, per recommendation Tamara Chandler, Manor Administrator, effective October 16, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Peyton Leiby part time casual dietary attendant, per recommendation Tamara Chandler, Manor Administrator, effective October 16, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Elizabeth Morgan, part time casual admin clerk 1, per recommendation Tamara Chandler, Manor Administrator, effective October 16, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Amber Jennejohn, part time casual correctional officer, per recommendation Don Stewart, Warden, effective September 27, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of LeAnn Guenther, full time correctional officer, per recommendation Don Stewart, Warden, effective October 16, 2022.



A CONTINUATION OF THE MINUTES OF OCTOBER 13, 2022

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of David Beck, full time correctional officer, per recommendation Don Stewart, Warden, effective October 17, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Raymond Kulpinski, full time correctional officer, per recommendation Don Stewart, Warden, effective October 17, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Rebekkah Clark, part time correctional officer, per recommendation Don Stewart, Warden, effective October 11, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Courtnee Eberlin full time dispatcher, per recommendation Rob Repasky, 911 Director, effective October 4, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Zachary Rae full time dispatcher, per recommendation Rob Repasky, 911 Director, effective October 4, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the transfer of Ashley Coyle full time CYS Caseworker II to full time MH Caseworker II, per recommendation Mayme Carter, Human Services Director, effective October 4, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Melody Cervantas part time temp housing assistant, per recommendation Mayme Carter, Human Services Director, effective September 28, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Paula Farner, part time temp housing assistant, per recommendation Mayme Carter, Human Services Director, effective October 17, 2022.


A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Alyssa Bankes full time CYS Caseworker 2, per recommendation Mayme Carter, Human Services Director, effective September 29, 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the transfer of Lydia Keeney parks summer positions to part time temp data clerk, per recommendation Renee Smithkors, Elections Director, effective September 26, 2022.

OTHER

Noah Fitch has been appointed in response to a court order by the Court of Common Pleas to the position of Probation Officer for the Court of Common Pleas in the office of Bradford County Probation effective October 11, 2022.

Penny Wheeler has been appointed in response to a court order by the Court of Common Pleas to the position of Administrator Assistant for the Court of Common Pleas in the office of Bradford County Probation effective October 11, 2022.



Bradford County Commissioners

A CONTINUATION OF THE MINUTES OF OCTOBER 13, 2022

ELECTION BOARD  
THURSDAY OCTOBER 13, 2022  
PRESENT: Daryl Miller, Doug McLinko, John Sullivan

UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to authorizing the Chief Clerk to legally advertise the following:

THE BRADFORD COUNTY RETURN BOARD will meet in the office of the Election Department of Bradford County, Court House, Towanda, Pennsylvania at 7:00 a.m. on Tuesday, November 8, 2022, and continue throughout the week as necessary, for the purpose of computing and canvassing returns of votes cast at the General Election of November 8, 2022.

THE BRADFORD COUNTY BOARD OF ELECTIONS will meet Thursday, November 10, 2022, at 11:30 a.m. in the office of the Commissioner’s Conference Room to determine the eligibility of any and all Provisional Ballots cast on November 8, 2022. All eligible Provisional Ballots will be included and counted in the Official Canvass beginning at 8:00 a.m. on Friday, November 11, 2022.

Voters who have applied for a Mail-In or an Absentee Ballot and have not supplied a valid form of ID for the General Election to be held on November 8, 2022, have until the sixth calendar day after the General Election to provide their ID to the BRADFORD COUNTY BOARD OF ELECTIONS. Any affected voter will be notified by U.S. Mail.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to authorizing the Chief Clerk to legally advertise the following:

Pursuant to the Pennsylvania Election Code, Section 3031.14, the Bradford County Board of Elections will conduct pre-election testing of the Electronic Tabulating Equipment to ascertain the accuracy of the central count equipment for all votes cast for all offices in the November 8, 2022 General Election.

A pre-election testing will take place in the Election Office, Bradford County Court House Annex, 6 Court St., Suite 2, Towanda, on Thursday, November 3, 2022, at 11:30 a.m.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to authorizing the Chief Clerk to legally advertise the following:

Bradford County Election Bureau will perform Logic & Accuracy Testing for the upcoming November 8, 2022, General Election in the Election Conference Room of the Main Street Annex of the Courthouse, located at 215 Main Street. Testing will begin on October 24, 2022 at 9:00 a.m. and continue through the week.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to authorizing the Chief Clerk to legally advertise the polling locations and times for the Municipal Election on November 8, 2022.

In accordance with Section 905 of the Pennsylvania Election Code that the offices for which candidates are to be nominated at the General Election on November 8, 2022 between the hours of 7:00 a.m. and 8:00 p.m. prevailing time and for which offices, nomination petitions must be filed in the office of the Secretary of the Commonwealth and the number to be elected are as follows:

- One: U.S. Senator
- One: Representative in the General Assembly 68<sup>th</sup> District
- One: Representative in the General Assembly 10<sup>th</sup> District
- One: Governor
- One: Lieutenant Governor
- One: Representative in Congress 9<sup>th</sup> District

A CONTINUATION OF THE MINUTES OF OCTOBER 13, 2022

For a list of candidates please contact the Election Bureau, located at 6 Court St, Suite 2, Courthouse Annex Bldg., Towanda, by calling 570-265-1727 or by email [smithkorsr@bradfordco.org](mailto:smithkorsr@bradfordco.org).

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the Election Day schedule and workers:

**Board of Elections**

Renee Smithkors 6:00 AM - ?  
Jessica McDermott 6:00 AM - ?  
Lydia Keeney 6:00 AM - ?

**ROVERS**

All will be assigned a section of the County to cover polling places in that area from 6:00 am to 8:30 pm (or later if necessary)

Rod Manley  
Jeff Glisson  
Phillip Schanbacher  
Robert Voda  
Paul Yeager  
Kay Miller  
Jessica McDermott (as needed)  
Katie Miller

**Election Night Workers**

**RECEIVING BOARD**

Jessica McDermott  
Michelle Shedden  
Lydia Keeney

**SERVER OPERATORS**

Renee Smithkors (See Election Bureau noted above)

**MAIL – IN AND ABSENTEE BALLOTS**

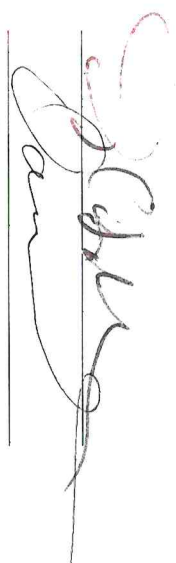
Michelle Shedden	Renee Smithkors	Lorie Radney
Chris Sullivan	Lilly Foust	Jessica McDermott

**WEB/PROJECTORS**

Teresa Thomas 8:00 PM - ?  
Philip Schanbacher 8:00 PM - ?  
*\* will also serve as Resolution Board, if needed.*

**CANVASS BOARD:**

Renee Smithkors	Jessica McDermott	Lydia Keeney
Michelle Shedden	Unisyn Representative	



\_\_\_\_\_  
Lydia Keeney

\_\_\_\_\_  
Unisyn Representative

\_\_\_\_\_  
Election Board

**VISITORS REMARKS**

**ADJOURNMENT**

A motion was made by Commissioner McLinko, second by Commissioner Sullivan, all voted "aye" to adjourn at 10:27 a.m.



A CONTINUATION OF THE MINUTES OF OCTOBER 13, 2022

SALARY BOARD

THURSDAY OCTOBER 13, 2022

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

UNFINISHED BUSINESS

NEW BUSINESS

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

Seth Morris, PTC Activities Aide Effective October 3, 2022	MU10 \$12.48
Bonnie Smith, PTC Housekeeper Effective October 3, 2022	MU9 \$11.00
Jennifer Chapman, PTC Admin Clerk 1 Effective October 17, 2022	MU10 \$11.27
Rylee McKean, PTC Valet Effective October 17, 2022	\$10.00
Joslyn Shaw, PTC Housekeeper Effective October 17, 2022	MU9 \$11.00
Cassandra Burbank, PTC Housekeeper Effective October 17, 2022	MU9 \$11.00
Kayla Folcarelli, PTC Dietary Attendant Effective October 16, 2022	MU9 \$11.00
Peyton Leiby, PTC Dietary Attendant Effective October 16, 2022	MU9 \$11.00
Elizabeth Morgan, PTC Admin Clerk 1 Effective October 16, 2022	MU10 \$11.27
Amber Jennejohn, PTC Correctional Officer Effective September 27, 2022	\$12.00
LeAnn Guenther, FT Correctional Officer Effective October 16, 2022	\$15.00
David Beck, FT Correctional Officer Effective October 17, 2022	\$15.00
Raymond Kulpinski, FT Correctional Officer Effective October 17, 2022	\$15.00
Rebekkah Clark, PT Correctional Officer Effective October 11, 2022	\$12.00
Courtnee Eberlin, FT Dispatcher Effective October 4, 2022	Grade G18PSC \$16.58
Zachary Rae, FT Dispatcher Effective October 4, 2022	Grade G18PSC \$16.58
Ashley Coyle, FT MH Caseworker II Effective October 4, 2022	Grade 22 \$21.04

A CONTINUATION OF THE MINUTES OF OCTOBER 13, 2022

Melody Cervantas, PT Housing Assistant  
Effective September 28, 2022

Grade 16  
\$15.16

Paula Farmer, PT Housing Assistant  
Effective September 28, 2022

Grade 16  
\$15.16

Alyssa Bankes, FT CYS Caseworker 2  
Effective September 29, 2022

Grade 24  
\$20.57

Noah Fitch, FT Probation Officer  
Effective October 11, 2022

\$18.00

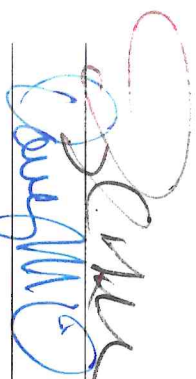

Penny Wheeler, FT Admin Assistant 1  
Effective October 11, 2022

Grade 14  
\$14.57

Lydia Keeney, PT Temp Elections Data Clerk  
Effective September 26, 2022

\$15.00

  
Bradford County Treasurer

  
  
Daryl Miller  
Salary Board

ASSESSMENT BOARD  
WEDNESDAY OCTOBER 13, 2022  
PRESENT: Daryl Miller, Doug McLinko, John Sullivan

UNFINISHED BUSINESS



NEW BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the occupation report for the month of September 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the real estate report for the month of September 2022.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the following for tax exemption:

David M. Clayboss  
801 W. Pine St.  
Athens, PA 18810  
Veteran Exemption – NEW  
Parcel # 07-020.15-108-000-000

  
  
Daryl Miller  
Assessment Board