

THE MINUETS OF THE BRADFORD COUNTY COMMISSIONERS

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 THE AGENDA

UNFINISHED BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the minutes of April 13, 2023

NEW BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to proclaiming the month of May 2023 as Drug Court Awareness Month in Bradford County.

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



Michelle L. Shedden, Chief Clerk  
Jonathan Foster, Solicitor

**Bradford County Commissioners Office**

**PROCLAMATION**

**DRUG COURT MONTH**

- WHEREAS** treatment courts have been restoring lives and families for more than three decades; and
- WHEREAS** there are now nearly 4000 treatment courts nationwide; and
- WHEREAS** treatment courts have served 1.5 million individuals; and
- WHEREAS** they are now recognized as the most successful justice system intervention in our nation's history; and
- WHEREAS** they save an average of \$6000 for every individual they serve; and
- WHEREAS** treatment court significantly improves substance use disorder treatment outcomes, substantially reduce addiction and related crime, and do so at less expense than any other criminal justice strategy; and
- WHEREAS** treatment courts improve education, employment, housing and financial stability, promote family reunification, reduce foster care placements, and increase the rate of addicted mothers delivering babies who are fully drug free; and
- WHEREAS** treatment courts facilitate community-wide partnerships, bringing together public safety and public health professionals; and
- WHEREAS** treatment courts demonstrate that when one person rises out of substance use and crime, we all rise.

301 Main Street Towanda PA 18848 (570) 265-1727 Fax (570) 265-1729  
www.bradfordcountypa.org

**THEREFORE**, we, the Bradford County Commissioners, by virtue of the authority vested in us by the Constitution and laws of Pennsylvania do hereby proclaim May 2023 as "**Drug Court Awareness Month**".

**IN WITNESS WHEREOF**, we have set our hands and cause the seal of Bradford to be affixed this 27th day of April 2023.

Attest:

*Michelle L. Shedden*  
Michelle L. Shedden, Chief Clerk

*[Signature]*  
*[Signature]*  
*John M Sullivan*  
Bradford County Commissioners

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to proclaiming May 4, 2023 as National Day of Prayer in Bradford County.

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



Michelle L Shedden, Chief Clerk  
Jonathan Foster, Solicitor

Bradford County Commissioners Office

**PROCLAMATION**  
**National Day of Prayer**  
**May 4, 2023**

WHEREAS, Americans have long turned to prayer both in times of joy and times of sorrow, praying as a means of uniting, guiding, and healing,

WHEREAS, In times of hardship and tragedy, and in periods of peace and prosperity, prayer has provided reassurance, sustenance, and affirmation of common purpose.


WHEREAS, Prayer brings communities together and can be a wellspring of strength and support, especially in a rural county like Bradford County,

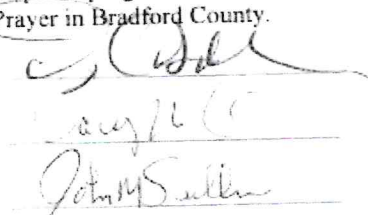
WHEREAS, A day of prayer allows the opportunity to acknowledge our many blessings, to contemplate the numerous challenges that we, as a society and a nation face here at home and throughout the world, and to ask for God's continued guidance in the life of our nation; and

WHEREAS, On this, the 72nd annual National Day of Prayer, people will gather together across our nation to acknowledge God's grace, to pray for America, and to ask for renewed spiritual awakening that will turn the hearts and minds of our citizens back to Him;

NOW THEREFORE, We, the Commissioners of Bradford County, do urge our citizens to join in observing this day with appropriate programs and activities as we proclaim May 4, 2023, a Day of Prayer in Bradford County.

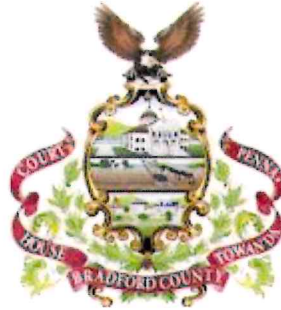
Attest:

  
Michelle L. Shedden, Chief Clerk

  
Bradford County Commissioners

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to proclaiming the month of May 2023 as Mental Health Awareness month in Bradford County.

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



Michelle Shedden, Chief Clerk  
Jonathan Foster, Solicitor

**Bradford County Commissioners Office**

**PROCLAMATION**

**Mental Health Awareness Month May 2023**

**WHEREAS**, the U.S. Surgeon General states that mental health is fundamental to health and indispensable to personal well-being, family and interpersonal relationships, and contributes to community and society; and

**WHEREAS**, the U.S. Surgeon General confirms that mental illness affects one in five Americans every year, regardless of age, gender, race, ethnicity, religion or economic status;

**WHEREAS**, Bradford County has made a commitment to community-based systems of mental health care for all residents; and

**WHEREAS**, the guiding principles of community mental health care have always been comprehensiveness, cost-efficiency, effective management and high-quality and consumer-responsive services, and these principles are now being adopted by private and public healthcare payers; and

**WHEREAS**, The National Mental Health Association, the National Council for Community Behavioral Healthcare and their national partners observe Mental Health Month every May to raise awareness and understanding of mental health and illness;

**NOW, THEREFORE**, we, the Bradford County Commissioners, do hereby proclaim the month of May 2023, as "MENTAL HEALTH AWARENESS MONTH" in Bradford County. As County Commissioners, we also call upon all Bradford County citizens, government agencies, public and private institutions, businesses and schools to recommit our community to increasing awareness and understanding of mental illness and the need for appropriate and accessible services for all people with mental illnesses.

**IN WITNESS WHEREOF**, we have hereunto set our hands and caused the seal of Bradford County to be affixed this 27<sup>th</sup> day of April 2023.

ATTEST:

*Michelle L. Shedden*  
Michelle L. Shedden, Chief Clerk

*John M. Sullivan*  
Bradford County Commissioners

301 Main Street Towanda PA 18848 (570) 265-1727 Fax (570) 265-1729  
www.bradfordcountypa.org

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving a letter of support for the County of Northumberland in the performance of the District 3 Community Traffic Safety Project.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving the agreement between Bradford County and Johnson Controls Fire Protection LP for alarm and detection monitoring effective June 1, 2023 until May 31, 2028 and authorize the Chairman to sign.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approving an agreement between Bradford County Children and Youth and Avanco International Inc. for child accounting and profile system application effective July 1, 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving an addendum to an agreement between Bradford County Children and Youth and Avanco International Inc. for consulting services.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the purchase of service agreement between Bradford/Sullivan County Mental Health Program and Richard Wilson, MHRO, effective March 21, 2023 through June 30, 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the provider contract between Bradford/Sullivan County Infant/Toddler Early Intervention Program and Lisa Ham, effective March 1, 2023 through June 30, 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the transfer of Rayvn Glisson part-time casual housekeeping to part-time casual activities, per the recommendation of Tamara Chandler, Manor Administrator, effective April 10, 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Charity Smith full-time Housekeeping, per the recommendation of Tamara Chandler, Manor Administrator, effective April 20, 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Brittany Bennett per diem LPN, per the recommendation of Tamara Chandler, Manor Administrator, effective April 20, 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the transfer of Lorri Heasley full-time CNA to per diem CNA, per the recommendation of Tamara Chandler, Manor Administrator, effective April 23, 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Judith Rollar part-time casual RN, per the recommendation of Tamara Chandler, Manor Administrator, effective April 27, 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Olivia Corbin part-time casual EMA Intern, per the recommendation of Matthew Williams, Public Safety Director, effective June 5, 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the transfer of Pete Quattrini Jr. Deputy Warden to Acting Warden, per the recommendation of Don Stewart, Warden, effective April 7, 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Michael Delacruz part-time casual corrections officer, per the recommendation of Pete Quattrini Jr., Acting Warden, effective May 2, 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Tyler Brown part-time casual corrections officer, per the recommendation of Pete Quattrini Jr., Acting Warden, effective May 2, 2023.

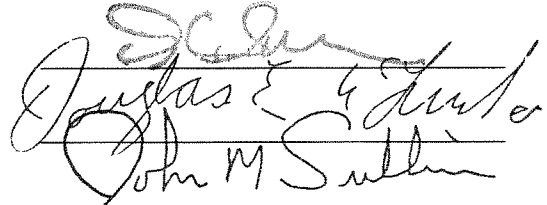
A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the hire of Stacy Heasley part-time casual corrections officer, per the recommendation of Pete Quattrini Jr., Acting Warden, effective May 2, 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approving the transfer of Tabitha Metzger from full-time Sheriff Deputy Trainee to part-time casual Corrections Officer, per the recommendation of Pete Quattrini Jr., Acting Warden, effective May 2, 2023.

OTHER

A CONTINUATION OF THE MINUETS APRIL 27, 2023

Jenna Roberts has been appointed in response to a court order by the Court of Common Pleas to the position of MDJ Administrative Clerk III, for the Court of Common Pleas in the Office of MDJ Wheaton, 42-3-04 effective May 1, 2023.

  
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Bradford County Commissioners

SALARY BOARD

THURSDAY APRIL 27, 2023

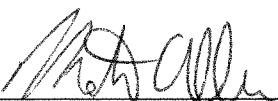
PRESENT: Daryl Miller, Doug McLinko, John Sullivan and Matt Allen

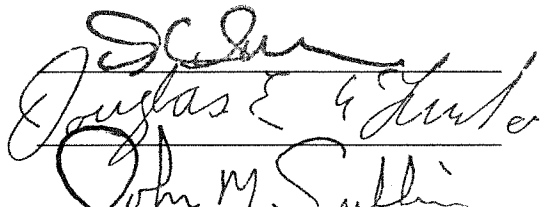
UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Treasure Matt Allen, seconded by Commissioner McLinko, all voted "aye" to approving the following grades and rates:

Rayvn Glisson, PTC Activities Effective April 10, 2023	Grade 10 \$11.67
Charity Smith, FT Housekeeping Effective April 20, 2023	Grade 9 \$11.00
Brittany Bennett, Per Diem LPN Effective April 20, 2023	Grade 22 \$27.00
Lorri Heasley, Per Diem CNA Effective April 23, 2023	MU12 \$15.50
Judith Roller, PTC RN Effective April 27, 2023	Grade 27 \$40.00
Olivia Corbin, PTC EMA Intern Effective June 5, 2023	Grade 11 \$12.00
Michaek Delacruz, PTC Corrections Officer Effective May 2, 2023	\$14.00
Tyler Brown, PTC Corrections Officer Effective May 2, 2023	\$14.00
Stacy Heasley, PTC Corrections Officer Effective May 2, 2023	\$14.00
Tabitha Metzger, PTC Corrections Officer Effective May 2, 2023	\$14.00

  
\_\_\_\_\_  
Treasure

  
\_\_\_\_\_  
Salary Board

ASSESSMENT BOARD

THURSDAY APRIL 27, 2023

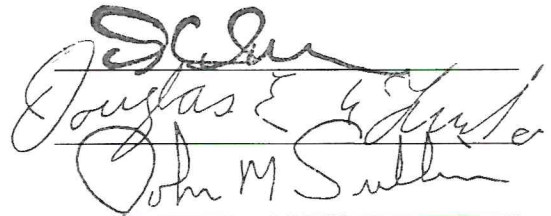
PRESENT: Daryl Miller, Doug McLinko, John Sullivan

UNFINISHED BUSINESS

NEW BUSINESS

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

Jack T. Hartzel  
411 Brick House Road  
Warren Center, PA 18851  
Veteran Exemption – RENEWAL  
Parcel # 56-052.00-048-000-000



Assessment Board

ELECTION BOARD

THURSDAY APRIL 27, 2023

PRESENT: John Sullivan, Charles Wells

UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Wells, seconded by Commissioner Sullivan, 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 May 16, 2023, Municipal Primary Election. The testing will occur in the Election Conference Room of the Main Street Annex of the Courthouse, located at 215 Main Street. Testing will begin on May 2, 2023, at 9:00 a.m. and continue through the week as necessary.

A motion was made by Wells, seconded by Commissioner Sullivan, all voted "aye" to authorizing the Chief Clerk to legally advertise Canton Borough polling location change.

A motion was made by Wells, seconded by Commissioner Sullivan, all voted "aye" to authorizing the Chief Clerk to legally advertise the polling locations for voting districts in Bradford County.

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

We do also notify you, in accordance with Section 905 of the Pennsylvania Election Code, that the offices for which candidates are to be nominated at the General Election, May 16, 2023, 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:

**Public Offices to be Elected and Number to be elected at the Primary Election:**

One Justice of the Supreme Court  
One Judge of the Supreme Court  
One Judge of the Commonwealth  
Two County Auditor  
Two County Commissioner

A CONTINUATION OF THE MINUETS APRIL 27, 2023

- One Coroner
- One District Attorney
- One Prothonotary & Clerk of Courts
- One Register of Wills, Recorder of Deeds & Clerk of Orphan Court
- One Sheriff
- One County Treasurer
- One Magisterial District Judge 42-3-01
- One Magisterial District Judge 42-3-02
- One Magisterial District Judge 42-3-03
- One Magisterial District Judge 42-3-04

Local Municipalities- Supervisors, Auditors, Council, Tax Collectors and School Directors.

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 Wells, seconded by Commissioner Sullivan, all voted “aye” to authorizing the Chief Clerk to legally advertise the notice for pre-election testing.

A motion was made by Wells, seconded by Commissioner Sullivan, all voted “aye” to authorizing the Director of Elections, effective May 11, 2023, to appoint Poll Workers (as needed) at County polling locations that have vacancies to serve on the Election Board for the 2023 Municipal Primary Election.

A motion was made by Wells, seconded by Commissioner Sullivan, all voted “aye” to approving the Election Day Schedule for May 16, 2023 as follows:

Bureau 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)

- Garron Kreger
- Jeff Glisson
- Philip Schanbacher
- Robert Voda
- Paul Yeager
- Jackie Woodcock
- Jessica McDermott (as needed)
- Cody Wibirt

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 Colleen Klein
- \*Jessica McDermott

WEB/PROJECTORS

Teresa Thomas 8:00 PM - ?  
Philip Schanbacher 8:00 PM - ?

\* will also serve as Resolution Board, if needed.

CANVASS BOARD:

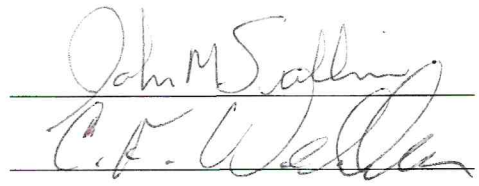
Renee Smithkors Jessica McDermott Lydia Keeney Michelle Shedden  
Unisyn Representatives

A motion was made by Wells, seconded by Commissioner Sullivan, 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, May 16, 2023, and continue throughout the week as necessary, for the purpose of computing and canvassing returns of votes cast at the Municipal Primary Election of May 16, 2023.

THE BRADFORD COUNTY BOARD OF ELECTIONS will meet Thursday, May 18, 2023, at 2:00 p.m. in the office of the Commissioner's Conference Room to determine the eligibility of any provisional ballots cast on May 16, 2023, Municipal Primary Election.

Voters who have applied for a Mail-In or an Absentee Ballot and have not supplied a valid form of ID for the Municipal Primary Election to be held on May 16, 2023, have until the sixth calendar day after the Municipal Primary Election to provide their ID to the BRADFORD COUNTY BOARD OF ELECTIONS. A notice will be sent to any affected voter, via U.S. Mail.



Two handwritten signatures are shown above horizontal lines. The top signature is "John M. Sullivan" and the bottom signature is "C. F. Wells".

Election Board

VISITORS REMARKS

ADJOURNMENT

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