

MINUTES OF THE BRADFORD COUNTY COMMISSIONERS

THURSDAY JANUARY 25, 2024

PRESENT: Daryl Miller via zoom, Doug McLinko, Zachary Gates

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 Gates, seconded by Commissioner McLinko, all voted “aye” to amend the minutes of December 14, 2023 to correct the following:

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to approve the transfer of Jeri Bick from County Caseworker 1, Mental Health, to County Caseworker 2, Mental Health, per the recommendation of Mayne Carter, Human Services Director, effective December 3, 2023.

Jeri Bick, FT Caseworker 2  
Effective December 3, 2023

GHS 25  
\$21.59

Visitor’s Remarks:

Laura Hewitt Opposing the amendment to Solar Ordinance amendment  
Basil Bacorn- Library letters of support  
Rebecca Troup Hogdon- Library  
Kurt Lafy- Celebration for 25<sup>th</sup> anniversary of Civil War memorial

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to amend the Minutes of December 28, 2023 to add the following under Visitors Remarks:

Mrs. Troup	Library
Rebecca Troup-Hogdon	Library
Margaret Borits-	Feral Cat program
Laura Hewitt-	Opposed the solar ordinance amendment and asked for the attached document to be made part of the minutes.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to correct the minutes of January 11, 2024 to read: Consider reclassifying Admin Assist 2 Public Defender office from 35 hours to 40 hours effective January 14, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to approve approving the minutes of January 11, 2024.

NEW BUSINESS

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to approve an agreement between Bradford County and Ellies Cleaning for cleaning services at the Bradford County Airport effective January 1, 2024, through December 31, 2024.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve an agreement between Bradford County and John E. Thompson, Esq. to provide legal services for the Bradford County District Attorney’s office on a part-time basis as an Independent Contractor.

A CONTINUATION OF THE MINUTES THURSDAY JANUARY 25, 2024

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to approve a planned service agreement between Bradford County and Johnson Controls for \$12, 973 for one-year effective February 1, 2024, through January 31, 2025, and authorize the Chairman to sign.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to approve the renewal of an agreement between Thompson Law Office and Bradford County Planning Commission for solicitor services at a fee of nine thousand six hundred dollars \$9,600.00 annually effective February 1, 2024, through January 31, 2025.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve a contract between Bradford County and Richard Sheetz serving as the Hearing Officer for the Court of Common Pleas of Bradford County Domestic Relations Section, per the Cooperative Agreement under Title IV-D of the Social Security Act (Title IV-D Cooperative Agreement, to maintain and improve the effectiveness of the Title IV-D child support enforcement Program as required by federal regulations are properly, efficiently and effectively carried out.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to approve the reappointment of the following to the Northern Tier Regional Planning and Development Commission for 2024-2025.

**Economic Development Advisory Committee:**

Thomas Thompson  
Matt Williams  
Lauren Hotaling

**Rural Transportation Committee:**

Matt Williams  
Doug McLinko  
Rick Biery

**Local Loan Review:**

Sue Williams  
Keith Kline  
Anthony Gabello

**Executive Committee**

Daryl Miller  
Doug McLinko- Alternate delegate  
Zachary R Gates

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to authorize the Chief Clerk to legally advertise 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, except for legal holidays.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, 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. each day until the business is concluded.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve 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 Commissioner's office located in the Bradford County Courthouse as follows: February 1, May 2, August 1, and November 7, 2024.

A CONTINUATION OF THE MINUTES THURSDAY JANUARY 25, 2024

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to approve the total certified county match funds for the Farmland Preservation 2024 program year in the amount of \$14,627.00 and authorize the Chairman to sign.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to approve the reappointment of Eillen Koschak to the Bradford/Sullivan MH/ID Advisory Board for a three-year term ending December 31, 2026.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to approve the appointment of Larsa Connor to the Bradford/Sullivan MH/ID Advisory Board for a three-year term ending December 31, 2026.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to approve the amended agreement for professional services between Bradford County Children and Youth Services and Adellphoi Village effective January 1, 2024 through June 30, 2024 inclusive.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve the transfer of Allison Coffey from part-time Correctional Officer to full-time Correctional Officer, per the recommendation of Pete Quattrini, Warden, effective December 31, 2023.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve the transfer of Tanner Ward from part-time Correctional Officer to full-time Correctional Officer, per the recommendation of Pete Quattrini, Warden, effective December 31, 2023.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve the transfer of Tyler Hartman from part-time Correctional Officer to full-time Correctional Officer, per the recommendation of Pete Quattrini, Warden, effective December 31, 2023.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve the transfer of Rhea Blair from full-time Mental Health Caseworker 1 from emergency to probationary status, per the recommendation of Mayme Carter, Human Services Director, effective January 11, 2024.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve the transfer of Anastasia Stirtart, Mental Health Caseworker 2 from probationary to regular status, per the recommendation of Mayme Carter, Human Services Director, effective December 30, 2023.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve the transfer of Billie Jo Terry Specialist 1, Intellectual Disabilities from Probationary to Regular status, per the recommendation of Mayme Carter, Human Services Director, effective February 26, 2022.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve the transfer of Sarah Burnett from full-time Admin Assistant 2 to full-time Chief Deputy/Office Manager, per the recommendation of Tammy Hart, Prothonotary, effective January 17, 2024.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve the hire of Samuel Saxe full-time GIS Analyst, per the recommendation of Matt Williams, Public Safety Director, effective January 22, 2024.

  
  
  
Bradford County Commissioners

A CONTINUATION OF THE MINUTES THURSDAY JANUARY 25, 2024

SALARY BOARD

THURSDAY JANUARY 25, 2024

PRESENT: Daryl Miller via zoom, Doug McLinko, Zachary Gates, 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 salaries:

Allison Coffey, FT Correctional Officer  
Effective December 31, 2023 \$17.00

Tanner Ward, FT Correctional Officer  
Effective December 31, 2023 \$17.00

Tyler Hartman, FT Correctional Officer  
Effective December 31, 2023 \$17.00

Rhea Blair, FT MH Caseworker 1  
Effective January 1, 2024 GHS 24  
\$20.57

Anastasia Stirtart, FT MH Caseworker 2  
Effective December 30, 2023 GHS 25  
\$21.59

Billie Jo Terry, ID Program Specialist 1  
Effective February 26, 2022 GHS 23  
\$20.58

Sarah Burnett, FT Chief Deputy/Office Manager  
Effective January 17, 2024 G22  
\$20.00

Samuel Saxe, FT GIS Analyst  
Effective January 22, 2024 G21  
\$18.48

  
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Treasurer

  
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Salary Board

ASSESSMENT BOARD

THURSDAY JANUARY 25, 2024

PRESENT: Daryl Miller via zoom, Doug McLinko, Zachary Gates

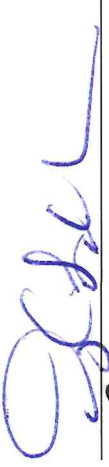

UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve the following for tax exemption.

A CONTINUATION OF THE MINUTES THURSDAY JANUARY 25, 2024

Jessie M Arcesi  
132 Eaglewood Dr.  
Athens, PA 18810  
Veteran Exemption – RENEW  
Parcel # 09-020.09-003-000-000

  
  
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Assessment Board

ELECTION BOARD  
THURSDAY JANUARY 25, 2024  
PRESENT: Daryl Miller via zoom, Doug McLinko, Zachary Gates

UNFINISHED BUSINESS

NEW BUSINESS

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

**NOTICE TO CANDIDATES**

Pursuant to the Pennsylvania Election Laws governing such matters, the Bradford County Board of Elections serves notice that the casting of lots to determine ballot position for Republican Committee Members in the General Primary Election will be held in the Election’s Conference Room, located at 215 Main Street, Towanda, PA on February 21, 2024 at 11:30 a.m.

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

**LEGAL NOTICE  
GENERAL PRIMARY ELECTION PROCLAMATION**

In accordance with the provisions of the Pennsylvania Election Code, notice is hereby given by the Bradford County Board of Elections for which candidates are to be nominated and elected at the General Primary Election, April 23, 2024, between the hours of 7:00 A.M. and 8:00 P.M. prevailing time. Nominations are to be made for the following public offices on the Democratic and Republican Primary ballots in Bradford County.

**DEMOCRATIC – REPUBLICAN**

In addition, in accordance with the Pennsylvania Election Code, that the offices for which candidates are to be nominated at the General Primary Election, April 23, 2024, and elected to office at the General Election, November 5, 2024, 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:

A CONTINUATION OF THE MINUTES THURSDAY JANUARY 25, 2024

**Public Offices to be elected and number to be elected at the General Primary Election:**

- One** President of the United States
- One** United States Senator
- One** Attorney General
- One** Auditor General
- One** State Treasurer
- One** Representative in 9th Congressional District
- One** Senator in the 23rd General Assembly
- One** Representative in the 68th General Assembly
- One** Representative in the 110th General Assembly
- Three** Delegates to the Democratic National Convention from 9th Congressional District
- Three** Delegates to the Republican National Convention from 9th Congressional District
- Three** Alternate Delegates to the Republican National Convention from 9th Congressional District

**Local Offices to be elected at the General Primary:**

Republican County Committee Members



Election Board

**VISITORS REMARKS**

James Lowenstein – Various questions concerning the agenda

**ADJOURNMENT**

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