

MINUTES OF THE BRADFORD COUNTY COMMISSIONERS

THURSDAY MARCH 14, 2024

PRESENT: Daryl Miller, 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

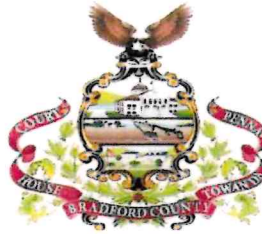
A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to award the RFP Hazardous Mitigation Consultant to Vision Planning and Consulting at a fee of \$96,000.00.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the Minutes of February 22, 2024.

NEW BUSINESS

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve Resolution 2024-12 allocating a donation to Eastern Reginal YHEC in the amount of \$20,000.00.

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



Michelle L. Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

RESOLUTION 2024-12

A RESOLUTION TO ALLOCATE A DONATION FOR Youth Hunter Education Challenge (YHEC)

WHEREAS, the Bradford County Commissioners recognize that the development of social services is important to the communities in Bradford County, and

WHEREAS, in accordance with Section 2314(g) of Act 13, money can be distributed for the delivery of Social Services, and

NOW THEREFORE, we, the Commissioners of Bradford County, Pennsylvania do hereby resolve that effective this 14th day of March 2024 a donation in the amount of \$20,000.00 will be distributed to Eastern Regional Youth Hunter Education Challenge; and

IN WITNESS WHEREOF, we have set our hand and seal this 14 day of March 2024.

ATTEST:

Michelle L. Shedden, Chief Clerk

Bradford County Commissioners

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve Resolution 2024-13 allocating a donation to Sayre Borough in the amount of \$56,500.00 for repairs to the Howard Elmer Park Band Stand Roof.

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



Michelle L Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

RESOLUTION 2024-13

**A RESOLUTION TO ALLOCATE A DONATION FOR
Sayre Borough**

WHEREAS, the Bradford County Commissioners recognize that the development of parks and recreation is important to the communities in Bradford County, and

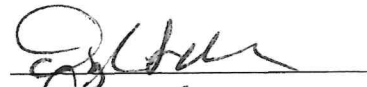


WHEREAS, in accordance with Section 2314(g) of Act 13, money can be distributed for the improvement of parks and recreation, and

NOW THEREFORE, we, the Commissioners of Bradford County, Pennsylvania do hereby resolve that effective this 14th day of March 2024 a donation in the amount of \$56,500.00 will be distributed to Sayre Borough for improvements for Howard Elmer Park Band Stand roof; and

IN WITNESS WHEREOF, we have set our hand and seal this 14 day of March 2024.

ATTEST:


Michelle L. Shedden, Chief Clerk




Bradford County Commissioners

A CONTINUATION OF THE MINUTES THURSDAY MARCH 14, 2024

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve Resolution 2024-14 allocating a donation to Athens Township Volunteer Fire Company in the amount of \$18,784.32 for a digital marquee.

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



Michelle L Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

RESOLUTION 2024-14

**A RESOLUTION TO ALLOCATE A DONATION FOR
Athens Township Volunteer Fire Company**

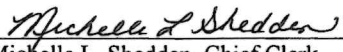
WHEREAS, the Bradford County Commissioners recognize that the development of Emergency Preparedness and Public Safety is important to the communities in Bradford County, and



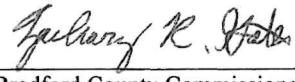
WHEREAS, in accordance with Section 2314(g) of Act 13, money can be distributed for the public safety, and

NOW THEREFORE, we, the Commissioners of Bradford County, Pennsylvania do hereby resolve that effective this 14th day of March 2024 a donation in the amount of \$18,784.32 will be distributed to Athens Township Volunteer Fire Company for a new digital marquee; and

IN WITNESS WHEREOF, we have set our hand and seal this 14 day of March 2024.

ATTEST:


Michelle L. Shedden, Chief Clerk




Bradford County Commissioners

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve Resolution 2024-15 for delegation of signing authority to the Chief Clerk with official signing authority to submit any financial invoices for CDBG.

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



Michelle L Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

RESOLUTION 2024-15

**A RESOLUTION TO ALLOCATE A DONATION FOR
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 2015-2024.

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 14th DAY OF March, 2024

IN WITNESS WHEREOF, we hereunto set our hands and cause the seal of Bradford County to be affixed this 14th DAY OF March, 2024. DELEGATION OF SIGNING AUTHORITY

ATTEST:

Michelle L. Shedden, Chief Clerk

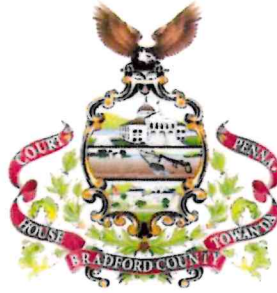
Bradford County Commissioners

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

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to approve Resolution 2024-16 implementing a county-wide burn ban effective March 16, 2024 through April 14, 2024.

Daryl L. Miller, Chairman
Doug McLinko, Vice Chairman
Zachary R. Gates, Commissioner

Michelle L. Shedden, Chief Clerk
Jonathan Foster, Solicitor



Bradford County Commissioners Office
Resolution 2024-16
TEMPORARY BURN BAN

The regulations of outdoor burning in Bradford County

WHEREAS, The County Commissioners are desirous of providing for the health, safety and welfare of the people of Bradford County; and

WHEREAS, The County Commissioners in cooperation with its volunteer fire fighting organization and the Pennsylvania Bureau of Forestry is desirous of regulating the outdoor burning; and

WHEREAS, The County Commissioners are desirous of protecting the people of Bradford County in every possible way from the dangers and threats of uncontrolled and unsafe fires;

NOW THEREFORE, it is ordained as Follows:

1. Definition - Open burning is defined as the ignition and subsequent burning of any combustible material (garbage, leaves, grass, twigs, litter, paper, vegetative matter involved with land clearing, or any sort of debris) out-of-doors in either a burn barrel, (screened or unscreened) fire ring, or on the ground. The use of propane or gas stoves, charcoal briquet grills, or the use of tobacco in any form is not covered under this act. *Campfires in campgrounds are allowed in fire rings that confine and contain the campfire, and where all flammable materials have been removed for a radius of 5 feet.*
2. Prerequisite - Prior to the adoption the county shall have received a written recommendation from the district forester who has received or solicited verbal requests from at least ten fire chiefs or 50% of the fire chiefs in the county, whichever is less, from various sections of the county recommending and requesting the imposition of a temporary countywide burn ban on open fires.
3. Duration – March 16, 2024 through April 14, 2024
4. Construction - Any burn ban imposed shall supersede any municipal ordinance to the contrary.

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A CONTINUATION OF THE MINUTES THURSDAY MARCH 14, 2024

5. Enforcement

(a) Enforcing officials - Any sworn police officer when available, including the Pennsylvania State Police, shall be responsible for enforcing the provisions of this act.

(b) Limitation - Whenever a violation of this act occurs in a city, borough, incorporated town or township which has in effect an ordinance prohibiting open burning, the police officer may cite the violation under either the municipal ordinance or the county resolution. Under no circumstances shall any person be cited for violations of both the county resolution and the municipal ordinance for the same violation.

6. Penalty - A person who violates this act commits a summary offense and shall, upon conviction, be sentenced to any a fine of not more than \$100 for the first offense, \$200 for the second offense and \$300 for the third offense.

Authority Act 1995-52 of the General Assembly of the Commonwealth of Pennsylvania.

ATTEST:

Michelle L. Shedden
Michelle Shedden, Chief Clerk

Douglas E. Guter
Bradford County Commissioners

A CONTINUATION OF THE MINUTES THURSDAY MARCH 14, 2024

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to proclaim the week of March 17th – March 23rd as 4-H week in Bradford County.

Daryl L Miller, Chairman
Doug McLinko, Vice Chairman
Zachary R Gates, Commissioner



Michelle L Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

Proclamation for 4H Week

WHEREAS, 4-H is America’s largest youth development organization, supporting nearly six million youth across the country; and

WHEREAS, 4-H has helped youth in the county to become confident, independent, resilient, and compassionate leaders as they learn by doing; and

WHEREAS, 4-H in Pennsylvania is delivered by Penn State Cooperative Extension in rural areas, small towns, and cities in all 67 counties of the Commonwealth to more than 77,000 youth ages 5–18;

WHEREAS, 4-H youth in Pennsylvania are served by a network of staff members and more than 6,000 adult volunteers who engage and mentor youth in learning activities and hands-on projects in topics such as animal science, civic engagement, STEM, and health and wellness;



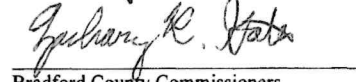
WHEREAS, Pennsylvania 4-H Week showcases the incredible ways that 4-H inspires kids to achieve and highlights the remarkable 4-H youth in county who work each day to make a positive impact on those around them; and

WHEREAS, 4-H’s network provides youth with opportunities for leadership development, career exploration, problem-solving, friendships, community involvement, passion, and purpose;

NOW, THEREFORE, we do hereby proclaim, as PENNSYLVANIA 4-H WEEK throughout the county and encourage our citizens to acknowledge and celebrate 4-H for its valuable service and continued efforts to empower youth with a foundation of success for a lifetime.

Attest:


Michelle L. Shedden, Chief Clerk




Bradford County Commissioners

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A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve a letter of support for Greater Valley Emergency Medical Services, related to a proposed pilot program for an alternative Advanced Life Support Staffing Configuration.

Daryl L. Miller, Chairman
Doug McLinko, Vice Chairman
Zachary R. Gates, Commissioner

Michelle L. Shedden, Chief Clerk
Jonathan Foster, Solicitor



Bradford County Commissioners Office

Robert M. Carpenter, Regional Director
EMS of Northeastern Pennsylvania
169 Center Point Blvd.
Jenkins Twp, PA 18640

March 1, 2024

Re: Advanced Life Support Staffing Proposal
County Department of Public Safety Comments




To whom it may concern,

The Bradford County Commissioners are happy to give our support to the Greater Valley Emergency Medical Services, related to a proposed pilot program for an alternative Advance Life Support (ALS) Staffing Configuration to the current requirements contained within Title 35 — EMS Rules & Regulations of the Pennsylvania Code.

We believe this proposal seeks to improve the access to the EMS system in rural areas during the times of staffing limitations and/or high call volume by permitting changes to the ALS unit staffing configuration. By allowing EMS Agencies to staff ALS crews consisting of a single provider certified at a level greater than AEMT and a certified EMS Vehicle Operator (EMSVO) with oversight and approval from the agency's Medical Director, ultimately this project will result in an increased number of available units to respond, which in return will increase the access of Emergency Medical Services to the citizens of Bradford County.

We, the Bradford County Commissioners, would like to confirm our support for the proposed ALS Staffing Configuration Pilot Program, and we hope that collaborative efforts will lead to the betterment of the residents in Bradford County and surrounding counties.

Sincerely,




Bradford County Commissioners

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A CONTINUATION OF THE MINUTES THURSDAY MARCH 14, 2024

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve a letter of support for the Mather Memorial Library for the CFP grant application to obtain funds for building renovations.

Daryl L. Miller, Chairman
Doug McLinko, Vice Chairman
Zachary R. Gates, Commissioner



Michelle L. Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office


March 14, 2024

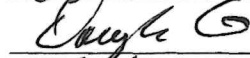
To whom it may concern,

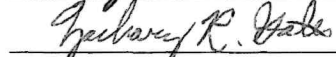
The Bradford County Commissioners are happy to give our support for the Mather Memorial Library application for the CFP grant to help with a much-needed building renovation.

We greatly appreciate the work and dedication the Mather Memorial Library does for the Bradford County community. Please accept this letter as our full support for the Mather Memorial Library application and we wish success with this project.

Sincerely







Bradford County Commissioners

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A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve a letter of support for Endless Mountain Heritage Region for the Community Conservation Partnerships Program grant application.

Daryl L. Miller, Chairman
Doug McLinko, Vice Chairman
Zachary R. Gates, Commissioner



Michelle L. Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

March 8, 2024

Secretary Cindy Adams Dunn
Bureau of Recreation and Conservation
Rachel Carson State Office Building
400 Market Street, 7th Floor
Harrisburg, PA 17101

Re: EMHR Community Conservation Partnerships Program Grant Application

Dear Secretary Dunn,

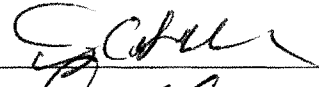
The Bradford County Board of Commissioners is in full support of the Endless Mountains Heritage Region’s application for funding through the Department of Conservation and Natural Resources’ (DCNR) Community Conservation Partnerships Program (C2P2). We greatly appreciate the work that EMHR has done as it pertains to the development of outdoor recreation opportunities and the preservation of our heritage and culture across the area.


Since 1998, when the organization was first established, the EMHR has obtained approximately \$871,000 (matched in full by its heritage partners across the county) in state funding for Bradford County to be utilized for various projects relating to historic preservation, educational programming, agricultural support, and outdoor recreation. Many of Bradford County’s municipalities and nonprofit organizations have benefited from the Partnership Grants and other programs administered by the EMHR through the years, making our community a better place to live and visit. The Board of Commissioners annually contributes \$6,000 to the EMHR’s budget to assist with its many projects and initiatives, which is also utilized as match in its requests for DCNR funding.

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In its annual C2P2 grant application, the EMHR will once again be including funding requests for organizations and projects in our county. Because of this vital non-profit organization's service to our community, we, the Commissioners of Bradford County, encourage the DCNR to continue its fiscal support for the EMHR and its ongoing work to preserve and promote Bradford County's heritage, culture and recreational assets.

Sincerely,





Anthony R. Hata

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 McLinko, seconded by Commissioner Gates, all voted "aye" to approve the proposal from Mountain Lake Electric to install emergency lights and exit signs at the Waste Water Treatment Plant in the amount of \$8,283.00.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted "aye" to approve a grant agreement between Bradford County and the Commonwealth of Pennsylvania for Juvenile Probation Services.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the Hazardous Materials Emergency Response Preparedness Report (HMERP) and consider it to be an accurate assessment of the threat posed by hazardous materials in the county and an acceptable plan to counter or mitigate the threat.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted "aye" to approve an agreement with Keystone Associates for engineering services to develop an Emergency Action Plan for Cook's Pond Dam (D08-077) as required by Act 325 of 1978 and Chapter 105 of the Pennsylvania Code in the amount of \$19,500 plus reimbursable expenses and authorize the Chairman to sign.

A CONTINUATION OF THE MINUTES THURSDAY MARCH 14, 2024

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve an agreement between Bradford County and Fulmers Water Hauling for water for the rental tanks located at Sunfish Pond.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted "aye" to approve the appointment of Victoria Martin to the Drug & Alcohol Planning Council for a three-year term effective March 5, 2024.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted "aye" to approve a Technical and Price proposal between Larson Design and Bradford County for Bradford County Bridges No. 8 and 34 Maintenance and Repair Project and authorize the Chairman to sign.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted "aye" to approve a Technical and Price proposal between Larson Design and Bradford County for the Bradford County Bridge No. 15 Bridge Replacement Project and authorize the Chairman to sign.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve an agreement between Bradford County and Principal for voluntary dental insurance for county employees, effective April 1, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve an agreement between Bradford County and PrimeCare Medical, Inc. for Comprehensive Health Services for the Bradford County Correctional Facility for a three year term effective March 1, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve a fee agreement between Bradford County and Gabriel Fera PC to represent Bradford County in the matter of 33 MD 2024, the Zimmerman and Rapp case filed in Pennsylvania Commonwealth Court, and authorize the Chairman to sign.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted "aye" to approve the Independent Contractor agreement between Bradford County Children and Youth Services and Megan S. Wells, Attorney at Law effective February 5, 2024 through June 30, 2024.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted "aye" to approve an agreement between Bradford/Sullivan County SCA and Stacey Karchner for the provision of "Be a Loving Mirror Family Recovery Services" training effective May 1, 2024 for a period of eight weeks.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve an agreement between Bradford/Sullivan Drug & Alcohol, Single County Authority and Endless Mountain Behavioral Health Center effective September 11, 2023 through June 30, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the Amended Unit of Service Funding Contract between Bradford County Human Services Agency and The Main Link effective July 1, 2023 through June 30, 2024.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted "aye" to approve the Independent Evaluator Contract between Bradford/Sullivan Early Intervention Services and Julie Schlosser effective April 1, 2024 through June 30, 2024.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted "aye" to approve tax assessment appeal settlement with Millett Real Estate issuing a refund of \$1152.99 county taxes for parcel # 41-007.04-078-000-000.

A CONTINUATION OF THE MINUTES THURSDAY MARCH 14, 2024

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve tax assessment appeal settlement with Towanda Hotels issuing a refund of \$2,980.71 county taxes for parcel # 49-073.01-023-000-000.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the transfer of Mike Shultz, full time Correctional Officer to full time Training Sargent, per recommendation of Pete Quattrini, Warden, effective March 18, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the transfer of Tyler Brown from part time casual Correctional Officer to full-time Correctional Officer, per the recommendation of Pete Quattrini, Warden, effective March 10, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the hire of Pablo Torres part-time casual Correctional Officer, per the recommendation of Pete Quattrini, Warden, effective March 18, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the hire of Douglas Kelly part-time casual Correctional Officer, per the recommendation of Pete Quattrini, Warden, effective March 18, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the hire of Sally Richlin part-time casual Correctional Officer, per the recommendation of Pete Quattrini, Warden, effective March 18, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the hire of Christinia McClure part-time casual Correctional Officer, per the recommendation of Pete Quattrini, Warden, effective March 18, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the hire of Michael Heil part-time casual Correctional Officer, per the recommendation of Pete Quattrini, Warden, effective March 18, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the hire of Ryan Rosa-Martir full-time Dispatcher, per recommendation Robert Repasky, 911 Director, effective March 18, 2024.


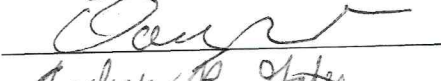
A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the transfer of Dustin Snell from County Caseworker to County Casework Supervisor, per the recommendation of Mayme Carter, Human Services Director, effective April 1, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the hire of Jan Rumsey Attorney 2, Children and Youth Services, probationary, per the recommendation of Mayme Carter, Human Services Director, effective March 18, 2024.

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted "aye" to approve the hire of Penny Thoman County Caseworker 1, per the recommendation of Mayme Carter, Human Services Director, effective March 18, 2024.

OTHER

Run With A View at Mount Pisgah will take place on June 2, 2024 and Sunfish Shuffle at Sunfish pond will take place on July 20, 2024. Visit Run Bradford County Facebook page for updates and online registration.



 Zachary R. Gates
 Bradford County Commissioners

SALARY BOARD

THURSDAY MARCH 14, 2024

PRESENT: Daryl Miller, Doug McLinko, Zachary Gates

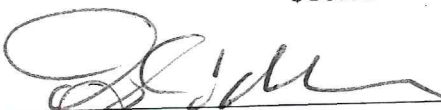
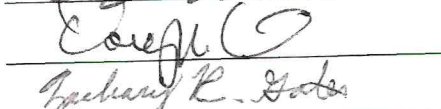
UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to reclassify Correctional Sargent Grade 21 to Correctional Training Sargent Grade 22.

A motion was made by Commissioner Gates, seconded by Commissioner McLinko, all voted “aye” to approve the following salaries:

Mike Shultz, FT Training Sergeant Effective March 18, 2024	G22 PSC \$25.85
Tyler Brown, FT CO Effective March 18, 2024	\$17.00
Pablo Torres, PTC CO Effective March 18, 2024	\$14.00
Douglas Kelly, PTC CO Effective March 18, 2024	\$14.00
Sally Richlin, PTC CO Effective March 18, 2024	\$14.00
Christina McClure, PTC CO Effective March 18, 2024	\$14.00
Michael Heil, PTC CO Effective March 18, 2024	\$14.00
Ryan Rosa-Martir, FT Dispatcher Effective March 14, 2024	G18 PSC \$17.24
Dustin Snell, County Caseworker Supervisor Effective April 1, 2024	G26 \$23.13
Jan Rumsey, CYS Attorney 2 Effective March 18, 2024	G35 \$43.27
Penny Thoman, County Caseworker 1 Effective March 18, 2024	G22 \$18.66



 Zachary R. Gates
 Salary Board

ASSESSMENT BOARD

THURSDAY MARCH 14, 2024

PRESENT: Daryl Miller, Doug McLinko, Zachary Gates

UNFINISHED BUSINESS

NEW BUSINESS

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

Susan D. Sharpe
15 York Ave
Towanda, PA 18848
Veteran Exemption – NEW
Parcel # 49-086.04-391-000-000

Charles Dalton
112 York Ave
Towanda, PA 18848
Veteran Exemption – NEW
Parcel # 49-086.02-115-000-000

Stephen Slaght
527 Riggs RD
Ulster, PA 18850
Veteran Exemption – NEW
Parcel# 39-058.00-051-000-000

Richard Holland
1367 Falsey Hills Rd
Towanda, PA 18848
Veteran Exemption – NEW
Parcel # 25-100.00-003-001-000

Lenard Struble
1935 Front St
Athens, PA 18810
Veteran Exemption – NEW
Parcel # 09-021.00-203-000-000

Michael Sabia
1639 Race Hill Rd
Wyalusing, PA 18853
Veteran Exemption – NEW
Parcel # 46-114.00-066-000-000

Steven French
1576 E Troy Back RD
Troy, PA 16947
Veteran Exemption – NEW
Parcel # 53-082.00-097-000-000

Harry Mader
245 Helly Hill Rd.
Stevensville, PA 18845
Veteran Exemption – NEW
Parcel # 29-078.00-150-000-000

A CONTINUATION OF THE MINUTES THURSDAY MARCH 14, 2024

Manley Houghtalen
3808 Wilawana Rd
Sayre, PA 18840
Veteran Exemption – NEW
Parcel # 29-078.00-150-000-000

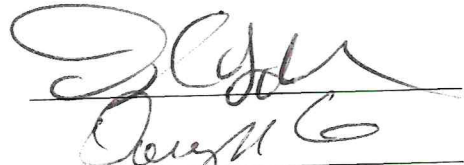
Sandra Lee Spaeth
766 Jacobs Rd
Rome, PA 18837
Veteran Exemption – RENEW
Parcel # 59-011.00-011-000-000

Lee T. Spinner
1252 Orange Hill Rd
Athens, PA 18810
Veteran Exemption – RENEW
Parcel # 09-034.00-189-001-000

John D. Owen
130 Vetter Rd
Gillett, PA 16925
Veteran Exemption – RENEW
Parcel # 30-017.00-049-000-000

Mary E. Mitchell
111 Keystone Ave
Sayre, PA 18840
Veteran Exemption – RENEW
Parcel # 34-007.11-080-000-000

Larry A Bender
2001 Pelton Hill Rd
New Albany, PA 18833
Veteran Exemption – RENEW
Parcel # 01-134.00-128-014-000



Zachary R. Gates
Assessment Board

VISITOR REMARKS

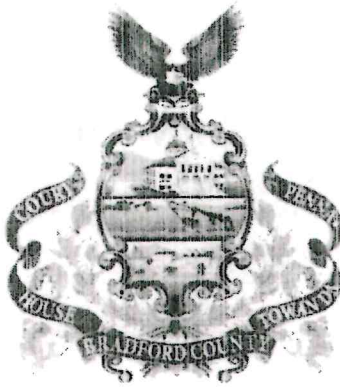
Richard Fulmer – BCFD Interconnectivity update
Basil Bacorn – Mather Memorial Library
Walt Woods - Questions concerning meetings
James Lowenstien – Question concerning the agenda

Hugh Austin – RFP
Dick Harris – Ballots
Henry Farley – PA250

ADJOURNMENT

A motion was made by Commissioner McLinko, seconded by Commissioner Gates, all voted “aye” to adjourn at 11:12 a.m.

Daryl L Miller, Chairman
Doug McLinko, Vice Chairman
Zachary R Gates, Commissioner



Michelle L. Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

February 28, 2024

Walter Woods
1631 Brague Road
Canton, PA 17724
publicinfobco@thewoodsc.com

Re: Right-to-Know Request Dated February 26, 2024

Dear Mr. Woods:

Thank you for submitting a request for records with Bradford County under the Right-to-Know Law ("RTKL"), 65 P.S. §§ 67.101 *et seq.*

On February 26, 2024, you requested "Agendas and minutes from meetings held in December 2023 during the daily Monday through Friday from 9:00am until such time as business is concluded preliminary agenda review meetings."

Your request is granted in part, denied in part. To the extent your request seeks agendas for the informal daily meetings, the County is providing the responsive records in its possession. Please note that it is not the County's practice to keep the agendas from these informal, non-public meetings, so the County does not possess responsive records for some days in December 2023. All other responsive agendas are provided.

To the extent your request seeks minutes for these informal meetings, your request is denied. The County does not have any responsive minutes in its possession as minutes are not kept for the referenced informal, non-public meetings. The County is not required to create a record which does not currently exist. See 65 P.S. § 67.705.

You have a right to appeal this denial in writing to: Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101. Appeals can also be filed online at the Office of Open Records website, <https://www.openrecords.pa.gov>.

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



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Bradford County (Attn: AORO)

Date of Request: 2/26/2024 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Walter Woods Company (if applicable): _____

Mailing Address: 1631 Brague Rd

City: Canton State: PA Zip: 17724 Email: publicinfobco@thewoodsc.com

Telephone: 570-250-4034 Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

Agendas and minutes from meetings held in December 2023 during the daily Monday through Friday from 9:00am until such time as business is concluded preliminary agenda review meetings.

- DO YOU WANT COPIES?** Yes, printed copies (default if none are checked)
 Yes, electronic copies preferred if available
 No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? Yes (may be subject to additional costs) No
RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$0.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$ _____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at <https://www.openrecords.pa.gov> Form updated Feb. 3, 2020

FOSTER LAW OFFICE

Jonathan P. Foster Sr., Esquire, Of Counsel
Email: Jonathan.Sr@fosterslawfirm.com

303 South Keystone Avenue
Sayre, PA 18840

Jonathan P. Foster Jr., Esquire
Email: Jonathan.Jr@fosterslawfirm.com

Phone: (570) 888-1529

www.fosterslawfirm.com

Fax: (570) 882-8005

March 13, 2024

In Re: **Bradford County Sunshine Act Compliance**

Dear Members of the Public,

The Pennsylvania Sunshine Act mandates that official government action must take place at an advertised public meeting. However, the Sunshine Act distinguishes public meetings from “Administrative action” and “Information gathering sessions.” The ultimate purpose of the Sunshine Act is to provide transparency with official government action. With that being said, it was not intended to halt the implementation of government action by being overly burdensome. The law is not cut and dry and instead has relied on the Pennsylvania appellate courts to interpret provisions of the law with continually developing interpretations through the present date. The mechanical provisions in the law are designed for large congressional bodies and create unique challenges for three-member Board of Commissioners as a quorum involves a simple majority of two Commissioners.

Bradford County has always prided itself in transparent government. The County has always invited and encouraged public input. The County maintains a website with meeting agendas, minutes and other information to inform the public of County business. The County wants the public to be informed of County government actions and will continue to maintain open channels of communication.

The Pennsylvania Sunshine Act contains the following definition: “*Administrative action.*” - The execution of policies relating to persons or things as previously authorized or required by official action of the agency adopted at an open meeting of the agency. The term does not, however, include the deliberation of agency business. 65 Pa.C.S. § 703 As the definition explains the Commissioners can take actions to implement previously authorized official action. This would include the day to day management of County employees.

The Commonwealth Court of Pennsylvania explained that “information gathering sessions” are an exception to the Sunshine Act when a quorum of a government body receives information to take future action. The Commonwealth Court explains “A narrow and literal reading of deliberation under the Sunshine Act, 65 Pa.C.S. § 704, for example, discussion of agency business, would proscribe public officials from collaborative fact finding. However, the Commonwealth Court of Pennsylvania has never read deliberations so strictly. Fact-finding does not have to take place in the presence of the public. The Sunshine Act does not require a public official to inquire and learn about issues only at open meetings. It has also been established that public officials have a duty to be fully informed. Public officials may study, investigate, discuss and argue problems and issues outside the confines of public meetings, even with interested parties.” *Smith v. Twp. of Richmond* 54 A.3d 404 (2012) The Commonwealth Court recognized that

a functional government requires government officials to gather information outside the confines of a public meeting as this will allow them the ability to make informed decisions.

In an effort to go beyond the legal requirements the County has always advertised Department head meetings at the beginning of the calendar year and allowed the public to attend if they wanted. With that being said, these are not formal public meetings requiring meeting agendas or minutes. The Department Head meetings are a combination of information gathering and administrative action. In the event an "official action" is required as a result of the information gathering that action will be placed on the agenda for the next public meeting. The purpose of these meetings are for the Commissioners to obtain information and perform administrative action consisting of management duties of County employees. The Sunshine Act is not meant to limit the Commissioners from effectively running the County on a day to day basis.

The Commissioners and the County Solicitor have spent an extensive amount of time reviewing the Sunshine Act and reviewing existing practices. The County remains compliant with current legal standards and will continue these practices into the future.

Sincerely,

/s/Jonathan P. Foster Jr.
JONATHAN P. FOSTER, JR., ESQUIRE
BRADFORD COUNTY SOLICITOR