

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS

MONDAY, JANUARY 6, 2020

PRESENT: Doug McLinko, Daryl Miller and Ed Bustin

PLEDGE OF ALLEGIANCE TO THE FLAG

CALL TO ORDER

A meeting of the Bradford County Commissioners was called to order by Chairman Doug McLinko.

VISITOR REMARKS CONCERNING AGENDA

UNFINISHED BUSINESS

A motion was made by Commissioner Miller, seconded by Commissioner Bustin, all voted "aye" to approve the minutes of December 19, 2019.

Election of Officers inclusive of all associated Boards (Commissioners, Salary, Assessment, Retirement, and Election.)

A motion was made by Mr. McLinko, seconded by Mr. Bustin, all voted "aye" to elect Daryl Miller as Chairman.

A motion was made by Mr. Miller, seconded by Mr. Bustin, all voted "aye" to elect Doug McLinko as Vice Chairman.

A motion was made by Mr. Miller, seconded by Mr. McLinko, all voted "aye" to elect Ed Bustin as Secretary.

NEW BUSINESS

A motion was made by Commissioner McLinko, seconded by Commissioner Miller to vote "aye" with Commissioner Bustin voting "nay" to ratifying action taken on December 23, 2019 to approve Resolution 2019-21 to allocate a donation for Troy Sale Barn to install two handicap accessible lifts in the amount of \$38,605.00.

90-9866

Doug McLinko, Chairman
Daryl L. Miller, Vice Chairman
Ed Bustin, Commissioner



Michelle L. Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

Resolution 2019-21

A RESOLUTION TO ALLOCATE A DONATION FOR TROY SALE BARN

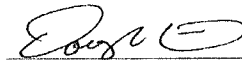
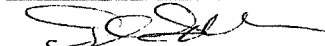
WHEREAS, the Bradford County Commissioners recognize that the cost of installing a handicap accessible lift for the Troy Sale Barn, and

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

NOW THEREFORE, we, the Commissioners of Bradford County, Pennsylvania do hereby resolve that effective this 23rd day of December 2019 a donation in the amount of \$38,605.00 will be distributed to the Troy Sale Barn; and

IN WITNESS WHEREOF, we have set our hand and seal this 23rd day of December 2019.

ATTEST:

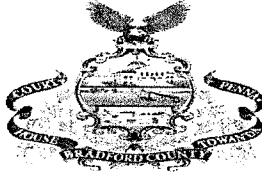

Michelle L. Shedden, Chief Clerk

Bradford County Commissioners

A CONTINUATION OF THE MINUTES OF JANUARY 6, 2020

A motion was made by Commissioner Bustin, seconded by Commissioner McLinko, all voted "aye" to approve Resolution 2020-01 designating Bradford County Depository as Citizens and Northern Bank of Towanda.

Daryl L. Miller, Chairman
Doug McLinko, Vice Chairman
Ed Bustin, Commissioner



Michelle L. Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

DEPOSITORY RESOLUTION

2020-1

WHEREAS, the County Code Section 1762, states that the Commissioners of Bradford County, together with the County Treasurer, shall designate official depositories for all County funds.

NOW, THEREFORE, BE IT RESOLVED, that on a motion made by Commissioner Bustin, seconded by Commissioner McLinko, all voted "aye," to hereby select Citizens and Northern Bank, as the official depository for all County funds.

Bradford County Commissioners

ATTEST:

Michelle L. Shedden, Chief Clerk

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

A motion was made by Commissioner Bustin, seconded by Commissioner McLinko, all voted "aye" to approve Resolution 2020-02 authorizing Treasurer Matt Allen as the authorized person to invest county funds.

Daryl L. Miller, Chairman
Doug McLinko, Vice Chairman
Ed Bustin, Commissioner



Michelle L. Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

RESOLUTION 2020-2

BRADFORD COUNTY POLITICAL ENTITY
INVESTMENT AUTHORIZATION

BE IT RESOLVED THAT,

- (1) Any Financial Institution as authorized by the Bradford County Commissioners, whenever funds are to be invested, is designated as a depository for the investment of funds of Bradford County.
- (2) This resolution shall continue to have effect until express written notice of its recession or modification has been duly acted upon by the political entity.
- (3) All transactions, if any, with respect to any investments, deposits and withdrawals by or on behalf of the political entity with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (4) Any of the persons named below, so long as they act in a representative capacity as agents of this political entity authorized to invest County funds and to withdraw said investment upon the maturity of the investment at the Financial Institution. This would involve funds that were previously approved for deposit in an investment form with the Financial Institution.
- (5) The political entity agrees to the terms and conditions of any account agreement, properly opened by any authorized representative(s) of the political entity as named below.
- (6) As indicated above, any person listed below (subject to any expressed restriction) is authorized to open and/or withdraw any investment account funds in the name of this political entity:

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A CONTINUATION OF THE MINUTES OF JANUARY 6, 2020

A motion was made by Commissioner McLinko, seconded by Commissioner Bustin, all voted “aye” to the approval of Resolution 2020-03 authorizing Treasurer Matt Allen and Deputy Treasurer Beth A Smith to sign, seal and deliver all transactions handled with the Citizens and Northern Bank including Internet Banking Services.

Daryl L Miller, Chairman
Doug McLinko, Vice Chairman
Ed Bustin, Commissioner



Michelle L Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office

RESOLUTION 2020-3
CITIZENS & NORTHERN BANK

I HEREBY CERTIFY that I am the duly appointed and qualified Chief Clerk of Bradford County Commissioners, a County Government duly organized and existing under the laws of Pennsylvania; that the following is a true and correct copy of resolutions duly adopted by the Board of Commissioners of said County at a meeting duly held on the 6th day of January 2020 and that such resolutions have not been rescinded or modified;

RESOLVED, that any one of the following officers of this County:

Officer Title	Typed or Printed Name	Official Signature
Treasurer	Matt Allen	
Deputy Treasurer	Beth Smith	

be and they hereby are authorized:

- (i) to sign, seal under County seal and deliver, upon such terms as they may determine, any and all agreements relating to Internet Banking Services and Cash Management Services offered by Citizens and Northern Bank, including but not limited to the following agreements: C&Now Internet Banking Agreement, ACH Agreement and Funds Transfer Service Agreement and any and all documents and authorizations relating to the use of those services(s) by third parties;
- (ii) to modify existing contracts of deposits between this County and Citizens and Northern Bank and to execute such agreements relating thereto as such officers may in their discretion deem necessary or proper including but not limited to that instrument captioned as "Waiver of Joint Signatures;"
- (iii) to transact any other business and perform any and all acts in the future necessary to implement the powers herein granted.

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A motion was made by Commissioner Bustin, seconded by Commissioner McLinko, all voted “aye” to the approval of Resolution 2020-04 authorizing signature authority to Treasurer Matt Allen and Deputy Treasurer Beth A Smith under the Pennsylvania State Treasurer’s Invest and Plgit Program.

Daryl L Miller, Chairman
Doug McLinko, Vice Chairman
Ed Bustin, Commissioner



Michelle L Shedden, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Commissioners Office
RESOLUTION 2020-4
STATE TREASURER'S INVEST PROGRAM

A Resolution authorizing Bradford County (hereinafter referred to as "Local Government") to participate as a member in the State Treasurer's INVEST Program for Local Governments ("INVEST") for the purpose of purchasing and redeeming shares of INVEST ("INVEST" Shares").

BE IT RESOLVED THAT:

1. This Local Government shall join with other local governments in accordance with the Intergovernmental Cooperation Law by becoming a member in INVEST and by entering into an Intergovernmental Cooperation Agreement with Treasury (the "Agreement"), upon such terms and conditions as are more fully set forth in the attached agreement, a signed copy of which shall be filed with the minutes of the meeting at which this Resolution is adopted.
2. The duration of the Agreement shall be for a period of three years, with automatic renewal for one year periods.
3. The purpose of the Agreement is to permit the State Treasurer to invest the funds of this Local Government, with the objectives of safety of principal, liquidity, and high yield consistent with sound investment strategy.
4. State Treasurer shall serve as the investment manager under the terms of the Agreement.
5. This Local Government is permitted to purchase and redeem shares that in turn are polled with other local government shares to acquire and sell certain investment securities, at a rate of \$1.00 per share.

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A CONTINUATION OF THE MINUTES OF JANUARY 6, 2020

A motion was made by Commissioner Bustin, seconded by Commissioner McLinko, all voted “aye” to approve the submission of the Delegation of Signatory Authority to the Pennsylvania Civil Service Commission SCSC-5280 and authorize the Chairman to sign.

A motion was made by Commissioner Bustin, seconded by Commissioner McLinko, all voted “aye” to approve the renewal of insurance with Assurance Brokers Limited of Ballwin, MO to provide lead paint liability insurance through American Safety Risk Retention Group. This renewal for insurance coverage is for one year for projects under the Bradford County Housing Rehabilitation Program with a premium amount of \$3415.00 effective February 12, 2020 thru February 12, 2021.

A motion was made by Commissioner Bustin, seconded by Commissioner McLinko, all voted “aye” to approve authorizing the Chief Clerk to advertise setting the date, time and location of the Superfund Amendment and Authorization Act (SARA III) meetings. The meetings will be held at 3:00 p.m. in the Emergency Management Agency conference room as follows: February 18, April 21, June 16, August 18, October 20 and December 15, 2019.

A motion was made by Commissioner Bustin, seconded by Commissioner McLinko, all voted “aye” to approve the Agreement between the Bradford and Sullivan County Joinder and Northern Tier Counseling, effective January 1, 2020 through June 30, 2020.

A motion was made by Commissioner Bustin, seconded by Commissioner McLinko, all voted “aye” to approve the Letter of Agreement between Bradford County Human Services Agency and Thomas Murray, effective January 11, 2020 through June 30, 2020.

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

The hire of Shirley Rockefeller as part-time casual Register & Recorder Trainer, effective January 7, 2020, not to exceed 1000 hours.

The hire of Ashley Glover as full-time CNA, as per the recommendation of Lou Ann Simpson, Manor Administrator, effective December 30, 2019.

The transfer of Lucas Webster to Probation Officer Trainee, as per the recommendation of Justin Popovich, Chief Probation Officer, effective January 6, 2020.

The transfer of Adrian Sanchez from Probation Officer Trainee to Probation Officer I, as per the recommendation of Justin Popovich, Chief Probation Officer, effective December 17, 2019.

The transfer of Alex Altenhain from Probation Officer Trainee to Probation Officer I, as per the recommendation of Justin Popovich, Chief Probation Officer, effective January 8, 2020.

The hire of Tim Mays to the position of part-time Correctional Officer, as per the recommendation on Don Stewart, Warden, effective January 6, 2020.

The hire of John Fice to the position of part-time Correctional Officer, as per the recommendation of Don Stewart, Warden, effective January 6, 2020.

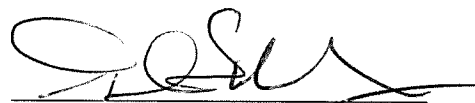
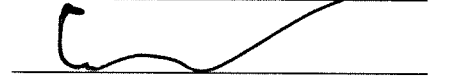
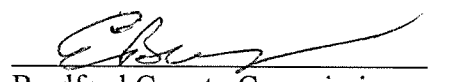
The hire of Sparro Decker to the position os part-time Correctional Officer, as per the recommendation of Don Stewart, Warden, effective January 6, 2020.

The hire of Christine Jayne to the position of Paralegal, as per the recommendation of Chad Salsman, Public Defender, effective Janaury 6, 2020.

OTHER

The following individual has been hired in response to a court order by the Court of Common Pleas to the position of District Magistrate Administrative Assistant II in the office of Magisterial District 42-3-4. Effective January 6, 2020.

Wendy West




Bradford County Commissioners


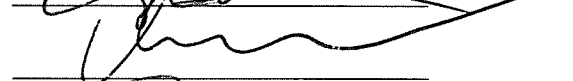
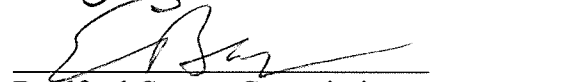
SALARY BOARD
MONDAY, JANUARY 6, 2020
PRESENT: Daryl Miller, Doug McLinko, Ed Bustin and Matt Allen

UNFINISHED BUSINESS

NEW BUSINESS

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

Wendy West, Administrative Assistant II Effective January 6, 2020	Grade 16 \$13.38 per hour
Ashley Glover, FT CNA Effective December 30, 2019	MU12 \$12.03 per hour
Lucas Webster, Probation Officer Trainee Effective January 6, 2020	\$14.21 per hour
Adrian Sanchez, Probation Officer I Effective December 17, 2019	\$16.25 per hour
Alex Altenhain, Probation Officer I Effective Janaury 8, 2020	\$16.25 per hour
Tim Mays, PT Correctional Officer Effective January 6, 2020	\$12.00 per hour
John Fice, PT Correctional Officer Effective January 6, 2020	\$12.00 per hour
Sparro Decker, PT Correctional Officer Effective January 13, 2020	\$12.00 per hour
Christine Jayne, Paralegal Effective January 6, 2020	Grade 18 \$14.74 per hour
Shirley Rockefeller, PT Casual Register & Recorder Trainer Effective January 7, 2020	\$30.89 per hour


Bradford County Treasurer


Bradford County Commissioners

A CONTINUATION OF THE MINUTES OF JANUARY 6, 2020

ASSESSMENT BOARD

MONDAY, JANUARY 6, 2020

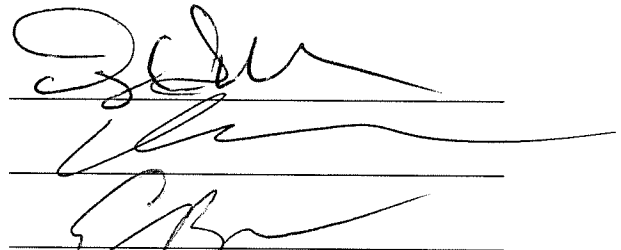
PRESENT: Daryl Miller, Doug McLinko and Ed Bustin

UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Commissioner Bustin, seconded by Commissioner McLinko, all voted "aye" to approve the Occupation changes for the month of December 2019.

A motion was made by Commissioner Bustin, seconded by Commissioner McLinko, all voted "aye" to approve the Real Estate changes for the month of December 2019.



Bradford County Board of Assessment

VISITORS REMARKS

ADJOURNMENT

A motion was made by Commissioner Bustin, seconded by Commissioner Miller, all voted "aye" to adjourn at 10:15 a.m.