

# THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS

THURSDAY, NOVEMBER 12, 2020

PRESENT: Daryl Miller, Doug McLinko, 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 a.m.

## VISITOR REMARKS CONCERNING

## UNFINISHED BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the minutes of October 22, 2020

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to award AFT Mechanical, the lowest responsible bidder at \$25,480.00 the plumbing bid for the Ben Franklin Renovation Project.

## NEW BUSINESS

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve a reallocation of 2017 – 2018 Community Development Block Grant funds between existing approved activities whose beneficiaries and scope of work remain the same.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the application to the Department of Community and Economic Development for the 2021 Community Development Block Grant.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to authorize the Chief Clerk to legally advertise request for proposals for engineering services for the Community Block Development Grant Program years 2021, 2022 and 2023.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to ratify action taken on October 28, 2020 to approve an agreement with Insperity for 25 additional software licenses for the Bradford County Manor.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the Bradford Sullivan and Tioga County Transit first quarter report for the (MATP) Medical Assistance Transportation Program.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the renewal of a contract with Northern Tier Solid Waste Authority for the refuse containers at the Court House.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the reappointment of Andrew Hickey to the Northern Tier Solid Waste Authority Board for a 5 year term beginning January 1, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the reappointment of Daryl L. Miller to the Bradford County Conservation District Board for a 1 year term beginning January 1, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to authorize the Chief Clerk to legally advertise that the 2021 County Budgets will be available for public review for twenty (20) days effective November 12, 2020 and action to approve the budgets will be taken on December 10, 2020.

A CONTINUATION OF THE MINUTES OF NOVEMBER 12, 2020

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve an agreement with Hillman Security to provide and install a CCTV System at the new Coroner’s Office, at a cost of \$5,360.00.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve Resolution 2020-19 supporting Trehab’s application to the Pennsylvania Housing Finance Agency for 2021 PHARE funds in the amount of \$450,000. 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 NO. 2020-19

RESOLUTION AUTHORIZING THE FILING OF  
A PROPOSAL FOR  
PENNSYLVANIA HOUSING AFFORDABILITY AND REHABILITATION ENHANCEMENT FUNDS

WHEREAS, the Pennsylvania Housing Finance Agency (PHFA) is seeking proposals for funding from the PHARE Fund, which was established by Act 105 of 2010; and

WHEREAS, the PHARE Fund, hereinafter referred to as Program, provides financial assistance to Counties/Communities impacted by the Marcellus Shale Industry to address housing needs; and

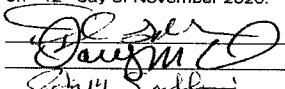
WHEREAS, Trehab prepared a Proposal on behalf of the County to apply for \$450,000 to administer a Down Payment/ Closing Cost Assistance Program and Home Renovation Assistance;

WHEREAS, the County wishes to file said Proposal with PHFA;


NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the County of Bradford that approval is hereby given to file with PHFA said Proposal, including all certifications, understandings and assurances contained therein, and that the Chairman of the Board of Commissioners is hereby authorized and directed to execute said Proposal on behalf of the County.

BE IT FURTHER RESOLVED that the Board of Commissioners of the County of Bradford does hereby authorize, through a Management Agreement, the administration of the program through Trehab.

I hereby certify that the above resolution is a true and correct copy of the resolution duly passed and adopted by the Board of Commissioners of the County of Bradford, at a regular meeting held on 12<sup>th</sup> day of November 2020.

  
\_\_\_\_\_  
John M. Sullivan  
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 Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve a letter of support for Trehab and the Bradford County Housing Program to the Pennsylvania Housing Finance Agency for 2021 PHARE applications.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted “aye” to approve Resolution 2020-20 authorizing Michelle L Shedden as the official signature authority for the submission of financial invoices for the Community Development Block Grant (CDBG) program.

A CONTINUATION OF THE MINUTES OF NOVEMBER 12, 2020

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 2020-20


On behalf of Bradford County, We hereby authorize the delegated individual, Chief Clerk Michelle L. 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 2020 thru 2022


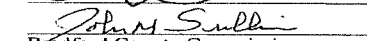
In addition, we certify that this individual is an employee of the grantee and acknowledge that it is our responsibility to notify DCED if this authorization changes or is revoked.

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 12<sup>TH</sup> DAY OF NOVEMBER 2020.  
IN WITNESS WHEREOF, we hereunto set our hands and cause the seal of Bradford County to be affixed.

Attest:

  
Chief Clerk

  
  
Bradford County Commissioners

301 Main Street Towanda PA 16848 (570) 265-1727 Fax (570) 265-1729  
[www.bradfordcountypa.org](http://www.bradfordcountypa.org)

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve renewing the Code Red Subscription for 3 years at an annual cost of \$38,050.00 effective December 1, 2020.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the Unit of Service Funding Agreement between the Bradford & Sullivan County Joinder and Supports Coordination Group, LLC effective October 1, 2020 to June 20, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the agreement by and between the County of Bradford and The Main Link effective December 1, 2020 through June 30, 2021.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the appointment of Kyle Wisel to the Bradford/Sullivan Drug and Alcohol Advisory Board to replace Rebekah Watson who resigned. His term will be for three years effective September 1, 2020.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the following:

The hire of Jennifer Vanvliet as part-time casual CNA, as per the recommendation of Jim Shadduck, Manor Administrator effective October 28, 2020.

The hire of Laura Bolt as part-time casual Housekeeping Attendant, as per the recommendation of Jim Shadduck, Manor Administrator effective October 28, 2020.

The hire of Cheyenne Taylor as full-time Activities Director, as per the recommendation of Jim Shadduck, Manor Administrator effective October 26, 2020.

The hire of Tehya Turner as part-time casual COVID Tester, as per the recommendation of Jim Shadduck, Manor Administrator effective November 11, 2020.

The hire of Wanda Truesdail as full-time Account Clerk II, as per the recommendation of Jim Shadduck, Manor Administrator effective October 28, 2020.

A CONTINUATION OF THE MINUTES OF NOVEMBER 12, 2020

The transfer of Kristen Kelly from full-time RN Supervisor to part-time casual RN Supervisor, as per the recommendation of Jim Shadduck, Manor Administrator effective October 26, 2020.

The hire of Katelyn Kline as full-time Dietary Attendant, as per the recommendation of Jim Shadduck, Manor Administrator effective November 12, 2020.

The hire of Nathan Saxon as part-time casual Dietary Attendant, as per the recommendation of Jim Shadduck, Manor Administrator effective November 12, 2020.

The hire of Shawne King as part-time casual Nurse Aide, as per the recommendation of Jim Shadduck, Manor Administrator effective November 12, 2020.

The hire of Macy McClure as part-time casual Nurse Aide, as per the recommendation of Jim Shadduck, Manor Administrator effective November 12, 2020.

The transfer of Thomas Nichols from full-time Recreational Therapy Aide to full-time Housekeeping Attendant, as per the recommendation of Jim Shadduck, Manor Administrator effective November 2, 2020.

The transfer of Brooklyn Bourne from part-time casual Nurse Aide to part-time casual CNA, as per the recommendation of Jim Shadduck, Manor Administrator effective October 1, 2020.

The transfer of Caitlin Decker from part-time casual Nurse Aide to part-time casual CNA, as per the recommendation of Jim Shadduck, Manor Administrator effective October 7, 2020.

The transfer of Megan Meyer from part-time casual Nurse Aide to part-time casual CNA, as per the recommendation of Jim Shadduck, Manor Administrator effective September 17, 2020.

The transfer of Megan Meyer from part-time casual CNA to full-time CNA, as per the recommendation of Jim Shadduck, Manor Administrator effective November 2, 2020.

The transfer of Kristen Kelley from part-time casual RN Supervisor to full-time RN Supervisor, as per the recommendation of Jim Shadduck, Manor Administrator effective November 12, 2020.

The transfer of Aubrey Boyer from part-time casual valet to part-time casual Activities Aide, as per the recommendation of Jim Shadduck, Manor Administrator effective November 5, 2020.

The hire of Amy Radney as full-time Activities Aide. as per the recommendation of Jim Shadduck, Manor Administrator effective November 12, 2020.

The transfer of Alice McDonald from full-time GN to full-time RN Supervisor, as per the recommendation of Jim Shadduck, Manor Administrator effective November 6, 2020.

The hire of McKenzie Bellinger as part-time casual Nurse Aide, as per the recommendation of Jim Shadduck, Manor Administrator effective November 18, 2020.

The hire of Frank Schafer as Assistant Cook, as per the recommendation of Don Stewart, Warden effective November 4, 2020.

The hire of Adam Mingos as part-time Correctional Officer, as per the recommendation of Don Stewart, Warden effective November 9, 2020.

The transfer of Matthew Williams from Planning Director to Director of Planning and Public Safety, as per the recommendation on the Bradford County Commissioners effective October 25, 2020.

A CONTINUATION OF THE MINUTES OF NOVEMBER 12, 2020

The hire of Colleen Duser as full-time Chief Assessor, as per the recommendation of the Bradford County Commissioners effective November 2, 2020.

The transfer of Donna Roof from full-time Chief Assessor to part-time Chief Assessor, as per the recommendation of the Bradford County Commissioners effective November 3, 2020.

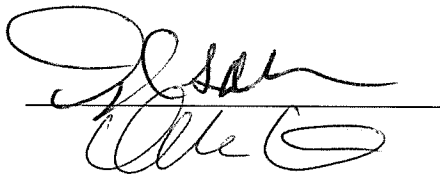
The hire of Daniel Porter as full-time IT Tech 1, as per the recommendation of Lilly Foust, IT Director effective November 16, 2020.

The transfer of Dawn Chamberlain from full-time Activities Aide to full-time Restorative Aide, as per the recommendation of Jim Shadduck, Manor Administrator effective February 17, 2020.

The transfer of Dawn Chamberlain from full-time Restorative Aide to full-time Chief Deputy, as per the recommendation of Sheila Johnson, Register & Recorder effective November 9, 2020.

OTHER

Due to the Thanksgiving holiday, the Bradford County Commissioners meeting scheduled for November 26, has been changed to November 19, 2020 and will be held at the Troy Sale Barn.



John M. Sullivan  
Bradford County Commissioners

SALARY BOARD  
THURSDAY, NOVEMBER 12, 2020  
PRESENT: Daryl Miller, Doug McLinko and John Sullivan

UNFINISHED BUSINESS

NEW BUSINESS

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

Jennifer Vanvliet, PT Casual CNA	MU12
Effective October 28, 2020	\$12.03 per hour
Laura Bolt, PT Casual Housekeeping Attendant	MU9
Effective October 28, 2020	\$ 9.80 per hour
Cheyenne Taylor, FT Activities Director	Grade 18
Effective October 26, 2020	\$14.74 per hour
Tehya Turner, PT Casual COVID Tester	
Effective November 11, 2020	\$13.00 per hour
Wanda Truesdail, FT Account Clerk II	MU14
Effective October 28, 2020	\$13.21 per hour

A CONTINUATION OF THE MINUTES OF NOVEMBER 12, 2020

Kristen Kelly, PT Casual RN Supervisor Effective October 26, 2020	Grade 27 \$33.50 per hour
Katelyn Kline, FT Dietary Attendant Effective November 12, 2020	MU9 \$ 9.80 per hour
Nathan Saxon, PT Casual Dietary Attendant Effective November 12, 2020	MU9 \$ 9.80 per hour
Shawn King, PT Casual Nurse Aide Effective November 12, 2020	MU12 \$11.75 per hour
Macy McClure, PT Casual Nurse Aide Effective November 12, 2020	MU12 \$11.75 per hour
Thomas Nichols, FT Housekeeping Attendant Effective November 2, 2020	MU9 \$ 9.86 per hour
Brooklyn Bourne, PT Casual CNA Effective October 1, 2020	MU12 \$12.03 per hour
Caitlin Decker, PT Casual CNA Effective October 7, 2020	MU12 12.03 per hour
Megan Meyer, PT Casual CNA Effective September 17, 2020	MU12 \$12.03 per hour
Megan Meyer, FT CNA Effective November 2, 2020	MU12 \$12.03 per hour
Kristen Kelly, FT RN Supervisor Effective November 12, 2020	Grade 27 \$33.50 per hour
Aubrey Boyer, PT Casual Activities Aide Effective November 5, 2020	MU10 \$10.27 per hour
Amy Radney, FT Activities Aide Effective November 12, 2020	MU10 \$10.27 per hour
Alice McDonald, FT RN Supervisor Effective November 6, 2020	Grade 27 \$30.00 per hour
McKenzi Bellinger, PT Casual Nurse Aide Effective November 18, 2020	MU12 \$11.75 per hour
Frank Schafer, Assistant Cook Effective November 4, 2020	Grade 14 \$12.14 per hour
Adam Mingos, PT Correctional Officer Effective November 9, 2020	\$12.00 per hour
Matthew Williams, Director of Planning & Public Safety Effective October 25, 2020	Grade 27 \$31.73 per hour
Colleen Duser, FT Chief Assessor Effective November 2, 2020	Grade 24 \$23.00 per hour
Donna Roof, PT Chief Assessor Effective November 3, 2020	Grade 24 \$32.00 per hour
Daniel Porter, FT IT Tech 1 Effective November 16, 2020	Grade 19 \$15.49 per hour

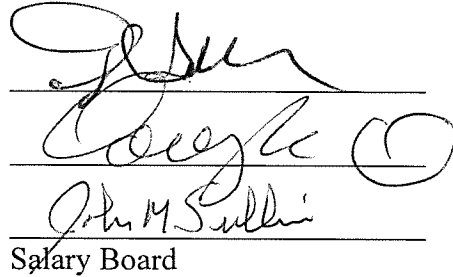
A CONTINUATION OF THE MINUTES OF NOVEMBER 12, 2020

Dawn Chamberlain, FT Restorative Aide  
Effective February 17, 2020

MU12  
\$14.59 per hour

Dawn Chamberlain, FT Chief Deputy  
Effective November 9, 2020

Grade 18  
\$15.17 per hour

  
Salary Board

ASSESSMENT BOARD

UNFINISHED BUSINESS

NEW BUSINESS

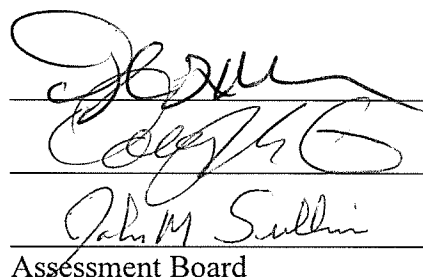
A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the following for an exempt status:

Sandra M. Love  
773 Stone Chimney Rd.  
Ulster, PA 18850  
Reason: Veterans Exemption – New  
PARCEL # 38-060.00-063-000-000  
Effective date: January 1, 2021

Adam B. King  
587 Parkhurst Rd.  
Troy, PA 16947  
Reason: Veterans Exemption – New  
PARCEL# 42-055.00-097-000-000  
Effective date: January 1, 2021

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the Occupation changes for the month of October 2020.

A motion was made by Commissioner Sullivan, seconded by Commissioner McLinko, all voted "aye" to approve the Real Estate Audit for the month of October 2020.

  
Assessment Board

VISITORS REMARKS

ADJOURNMENT

A motion was made by Commissioner McLinko, seconded by Commissioner Sullivan, all voted "aye" to adjourn at 10:40 a.m.

