

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS

THURSDAY, OCTOBER 8, 2009

PRESENT: Mark W. Smith, John M. Sullivan, and Doug McLinko

PLEDGE OF ALLEGIANCE TO THE FLAG

A meeting of the Bradford County Commissioners was called to order at 10:03 a.m. by Chairman Mark W. Smith.

VISITOR REMARKS CONCERNING AGENDA

UNFINISHED BUSINESS

The being the time and place to open bids for air conditioners for the Manor, the following bids were received:

Spencer Mechanical	\$17,400.00
Schoonover Heating	\$24, 600.00
Hal Fish Heating	\$23,833.00

A motion was made by Mr. McLinko, seconded by Mr. Sullivan, all voted “aye” to take under advisement.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to approve the Minutes

NEW BUSINESS

A motion was made by Mr. McLinko, seconded by Mr. Sullivan, all voted “aye” to approve Resolution 2009-14 adopting the Bradford County Multi-Hazard Mitigation Plan and the 2009/2010 Hazardous Material Response Fund grant agreement with PEMA for funding in the amount of \$2,306, to provide training programs, education administrative and operational expenses.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to ratify action taken on 9/28/09 approving an Agreement to Authorize Electronic Access to PennDot dotGrants System for the purposes of entering liquid fuels information and exchanging data with Penn DOT. This agreement also allows Bradford County to electronically submit other transportation related activities.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to ratify action taken on 9/28/09 accepting the Juvenile Prosecution and Aftercare Initiative Grant through PCCD in the amount of \$84,920 for the Project Period 10/1/09 – 9/30/2011 and authorize the Chairman to sign.

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A CONTINUATION OF THURSDAY, OCTOBER 8, 2009

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to amending the agreement entered into on October 16, 2008 between ePaymentNow.com and Bradford County to include Card Swipe services for purchases made in the Commissioners' Office at an amount of 3.5% or \$3.00, whichever is higher. The maintenance service will cover the Treasurer and Commissioners offices.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to approving a Clinical Agreement with Northern Tier Career Center of Towanda, PA. This agreement allows the Manor to provide a clinical experience on residential care to students which are required by the Nurses' Aide Training program of the Northern Tier Career Center, effective November 2, 2009 through November 1, 2010 and authorize Chairman to sign.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to renewal of a Diagnostic Services Agreement with Lackawanna Mobile X-Ray, Inc. of Dunmore to provide mobile diagnostic services to residents at the Manor. This agreement shall automatically renew for successive one year terms and may be terminated by either party without cause, after the first year term by giving thirty (30) days written notice, effective 9-1-09. Lackawanna Mobile will do all necessary billing to the appropriate third party payers for the provision of services to the residents.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to the submission of a letter to CECO Associates, Inc. of Scranton, our professional Engineer, for the replacement of Bridge #17, advising them to consider this letter as formal approval of Supplement No. 1 to expand the Field Survey limits to obtain existing information to properly tie the proposed roadway grade into the existing at a fee of \$10,548.89. This is an 80/15/5 cost share. The County's share is \$527.44.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to the submission of a letter to Larson Design Group of Williamsport granting their request for time extension of Preliminary Design for Bridge #16 in an effort to align the preliminary design, final design and construction schedules of both Bridges #16 and #17 projects. The extension will be from October 16, 2009 to February 16, 2010.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to authorizing the Chairman to sign the 2009 Community Development Block Grant Entitlement (CDBG-E) Concurrent Notice containing, the Notice to Public of Finding of No Significant Impact and Intent to Request Release of Funds and the Request for Release of Funds and Certification Form to be posted for 18 days for public review and then sent to DCED. Projects are Slum/Blight Demolition, Athens Borough American Legion; ADA Restrooms & Walkways/New Albany Park; Pool Resurfacing/ Canton Borough; LMI Homeowner Sewer Lateral Hookups/South Creek Township; Bradford County YMCA ADA Improvements/Towanda Borough.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to authorizing the Chairman to sign the 2009 CDBG Entitlement Exempt Status Determination form for the two (2) listed 2009 CDBG projects that are exempt from further environmental review as stated in the environmental review regulations. Projects: Sidewalk Replacement of LMI Households, Wyalusing Borough and Housing Rehabilitation Bradford County Office of Planning and Grants, Countywide.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to authorizing the Chairman to sign the Certifications document to be submitted for 2009 Community Development Block Grant Recovery CDBG-R application. Projects are ADA Restroom/ Bradford County Library and ADA Restrooms & Walkways/New Albany Park.

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A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to the approving an application for County Aide for Rome Borough for the use of County Liquid Fuels funds money in the amount of \$1,234.60 to be used for road sign posts and brackets for the 911 readdressing projects.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to approving an Article of Agreement with the Luther Mills United Methodist Church to be used as the polling place for Burlington Township.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to authorizing the Chief Clerk to legally advertise the change of Burlington Township’s polling location from the Burlington Township Supervisors Building to the Luther Mills United Methodist Church.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to the approving a Maintenance Agreement with Black Box of Lafayette Hill to provide maintenance services and parts for the telephone system located at the Correctional Facility at a fee of \$962 for the period 10/15/09 – 10/14/10 and authorize Chairman to sign.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to approving the Unit of Service Funding Contract and HIPAA Business Associate Language agreement between Bradford County Human Services and Main Link to provide Mental Health Services for the period July 1, 2009 through December 31, 2009. Service: Base Peer/Monitoring Rate: \$10.00/per 15 minute unit; Service: Base Peer Support Rate: \$15.00/per 15- minute unit Total contract amount \$131,250.00 Service: CHIPP Peer/Monitoring Rate: \$15.00/per 15-minute unit Total contract \$43,750.00.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to approving the Unit of Service Funding Contract and HIPAA Business Associate Language agreement between Bradford County Human Services and Allied Services to provide Mental Health services for the period July 1, 2009 through December 31, 2009. Service: Base Supported Living Rate: \$18.50/15-minutes unit - Total contract: \$56,875.00; Service: CHIPP Supported Living Rate: \$20.00/15-minutes unit – Total contract: \$70,000.00.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to approving the Unit of Service Funding Contract and HIPAA Business Associate Language agreement between Bradford County Human Services and Northern Tier Counseling to provide Mental Health Crisis Intervention in the amount of \$24,063.00 and Partial Hospitalization in the amount of \$24,063.00 for the period July 1, 2009 through December 31, 2009.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to approving Program Funded Agreement –PF004 and HIPAA Business Associate Language Agreement between Bradford County Human Services and Northern Tier Counseling to provide Mental Health services for the period July 1, 2009 through December 31, 2009. Service: Outpatient Services Rate: Maximum Contract: \$388,194.00; Emergency Services Rate: Maximum Contract \$8,094.00; Student Assistance Rate: Maximum Amount \$61,250.00; Counseling Services Rate: Maximum Amount: \$67,813.00.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to the approving the following for a refund: 6 years (2003 – 2008) of County taxes paid by Marjorie Hall in the amount of \$10.62

Reason: Correct Mobile Home Size - Parcel #50-099.02-024-000-000

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

the hire of Jessica McDermott as part time casual Clerk Typist I in the Assessment office, as per recommendation of Donna Roof, Chief Assessor, effective October 5, 2009.

the transfer Patricia Voorhees from part time Admissions Coordinator to full time Admissions Coordinator, as per recommendation of James Shadduck, Manor Administrator, effective October 11, 2009.

the transfer of Tammy Smith from part time casual RN Supervisor to full time RN Supervisor, as per recommendation of James Shadduck, Manor Administrator, effective October 11, 2009.

the transfer of Kristina Watkins from part time casual GPN to part time casual (per diem) LPN, as per recommendation of James Shadduck, Manor Administrator, effective September 28, 2009.

the transfer of Pamela Yates from part time casual GPN to part time casual LPN, as per recommendation of James Shadduck, Manor Administrator, effective September 28, 2009.

the transfer of Amber Luckman from part time casual valet to part time casual Nurse Aide Trainee, as per recommendation of James Shadduck, Manor Administrator, effective September 28, 2009.

the transfer of the following individuals from part time casual nurse aide to part time casual Certified Nurse Aide, as per recommendation of James Shadduck, Manor Administrator, effective September 25, 2009.

Martha Berry  
Tara Dyke  
Robert Fitzgerald  
Michele Kinner  
Stacey Mosier  
Jessica Victory

the transfer of Leslie Thiem from full time CNA to part time regular CNA as per recommendation of James Shadduck, Manor Administrator, effective September 27, 2009.

the hire of Kim Mansueto as part time RN Supervisor, as per recommendation of James Shadduck, Manor Administrator, effective October 14, 2009.

the hire of Crystal Mitchell as part time casual RN Supervisor, as per recommendation of James Shadduck, Manor Administrator, effective October 7, 2009.

the hire of Jessica Wulff as part time casual RN Supervisor, as per recommendation of James Shadduck, Manor Administrator, effective October 14, 2009.

the hire of Anna Allen as part time casual valet, as per recommendation of James Shadduck, Manor Administrator, effective October 14, 2009.

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the hire of Khristie Dunn as part time casual valet, as per recommendation of James Shadduck, Manor Administrator, effective October 14, 2009.

the hire of Rochelle Friends as part time casual valet, as per recommendation of James Shadduck, Manor Administrator, effective October 14, 2009.

the hire of Sunny Yehl as part time casual valet, as per recommendation of James Shadduck, Manor Administrator, effective October 14, 2009.

the transfer of Hope Boyer from part time casual (per diem) GPN to part time casual (per diem) LPN, as per recommendation of James Shadduck, Manor Administrator, effective September 30, 2009.

Angela Clark from part time regular dietary attendant to full time dietary attendant as per recommendation of James Shadduck, Manor Administrator, effective October 11, 2009.

the hire of Joan Trindle as full time assistant cook, as per recommendation of James Shadduck, Manor Administrator, effective October 21, 2009.

the hire of Tammy Aeppli as part time casual dietary attendant, as per recommendation of James Shadduck, Manor Administrator, effective October 21, 2009.

the hire of Donna Horner Farrow as part time casual dietary attendant, as per recommendation of James Shadduck, Manor Administrator, effective October 21, 2009.

the hire of Rebecca French as part time casual valet, as per recommendation of James Shadduck, Manor Administrator, effective October 21, 2009.

the hire of Kerstian Blaisure as part time casual housekeeping attendant, as per recommendation of James Shadduck, Manor Administrator, effective October 21, 2009.

the hire of John Erdos as part time Correctional Officer as per recommendation of Warden Stewart, effective October 12, 2009.

the hire of Patrick Knecht, as part time Correctional Officer as per recommendation of Warden Stewart, effective October 12, 2009.

the hire of L. Andrew Machmer, as part time Correctional Officer as per recommendation of Warden Stewart, effective October 12, 2009.

the hire of Dustin Spiegel as part time Correctional Officer as per recommendation of Warden Stewart, effective October 12, 2009.

the hire of Samantha Tice as part time Correctional Officer as per recommendation of Warden Stewart, effective October 12, 2009.

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

Authorize the Chairman to sign a SCSC 100 and performance evaluation for Laura A Trump MR Caseworker 2, as per recommendation of Bill Blevins, Human Services Director, effective September 22, 2009.

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS  
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Authorize the Chairman to sign a SCSC 100 and performance evaluation for Robert J. Jackson, Administrative Officer 1, as per recommendation of Bill Blevins, Human Services Director, effective September 11, 2009.

Authorize the Chairman to sign a SCSC 100 and performance evaluation for Jason E Lanzo, MH-CHIPPS Caseworker 2, as per recommendation of Bill Blevins, Human Services Director, effective November 11, 2009.

Authorize the Chairman to sign a SCSC 100 and performance evaluation for Michelle A Chandler, MH-CHIPPS Caseworker 2, as per recommendation of Bill Blevins, Human Services Director, effective November 20, 2009.

OTHER

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Bradford County Commissioners

SALARY BOARD

THURSDAY, OCTOBER 8, 2009

PRESENT: Mark W. Smith, John M. Sullivan, Doug McLinko and Becky Clark

UNFINISHED BUSINESS

NEW BUSINESS

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted "aye" to the creation of the position of Director of Public Safety to administer, plan, organize and supervise the operations of the Emergency Management and 911 Communications Center. This position will serve as a liaison between County government and the emergency response community and coordinate the efficient response to various disaster scenarios and lead the County and its citizens in preparing for and responding to disaster conditions. This will be a full-time exempt position at a pay grade 27, Step I, \$51,001.60.

A motion was made by Ms. Clark, seconded by Mr. McLinko, all voted "aye" to set the following salaries:

Jessica McDermott, part time casual Clerk Typist I Effective October 5, 2009	Grade 10, Step A \$8.78 per hour
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Patricia Voorhees, full time Admissions Coordinator Effective October 11, 2009	Grade 20, Step L \$18.77 per hour/ 37.50 hr p wk
Tammy Smith, full time RN Supervisor Effective October 11, 2009	Grade 27, Step I \$24.52 per hour/ 40 hr p wk
Kristina Watkins, part time casual LPN Effective September 28, 2009	Grade 20, Step A \$14.30 per hour
Pamela Yates, part time casual LPN Effective September 28, 2009	Grade 20, Step A \$14.30 per hour
Amber Luckman, part time casual Nurse Aide Trainee Effective September 28, 2009	Grade 8, Step A \$7.81 per hour
Martha Berry, part time casual C N A Effective September 25, 2009	Grade 11, Step A \$9.04 per hour
Tara Dyke, part time casual C N A Effective September 25, 2009	Grade 11, Step A \$9.04 per hour
Robert Fitzgerald, part time casual C N A Effective September 25, 2009	Grade 11, Step A \$9.04 per hour
Michele Kinner, part time casual C N A Effective September 25, 2009	Grade 11, Step A \$9.04 per hour
Stacey Mosier, part time casual C N A Effective September 25, 2009	Grade 11, Step A \$9.04 per hour
Jessica Victory, part time casual C N A Effective September 25, 2009	Grade 11, Step A \$9.04 per hour
Leslie Thiem, part time regular C N A Effective September 27, 2009	Grade 11, Step C \$9.50 per hour
Kim Mansueto, part time casual RN Supervisor Effective October 14, 2009	Grade 27, Step I \$24.52 per hour
Crystal Mitchell, part time casual RN Supervisor Effective October 7, 2009	Grade 27, Step I \$24.52 per hour
Jessica Wulff, as part time casual RN Supervisor Effective October 14, 2009	Grade 27, Step I \$24.52 per hour
Anna Allen, part time casual Valet Effective October 14, 2009	Grade 7, Step A \$7.44 per hour
Khristie Dunn, part time casual Valet Effective October 14, 2009	Grade 7, Step A \$7.44 per hour
Rochelle Friends, part time casual Valet Effective October 14, 2009	Grade 7, Step A \$7.44 per hour
Sunny Yehl, part time casual Valet Effective October 14, 2009	Grade 7, Step A \$7.44 per hour

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Hope Boyer, part time casual LPN Effective September 30, 2009	Grade 20, Step A \$14.30 per hour
Angela Clark, full time dietary Attendant Effective October 11, 2009	Grade 9, Step A \$8.20 per hour/ 37.5 hr p wk
Joan Trindle, full time Assistant Cook Effective October 21, 2009	Grade 13, Step A \$9.97 per hour
Tammy Aeppli, part time casual Dietary Attendant Effective October 21, 2009	Grade 9, Step A \$8.20 per hour
Donna (Horner) Farrow, pt casual Dietary Attendant Effective October 21, 2009	Grade 9, Step A \$8.20 per hour
Rebecca French, pt casual Valet Effective October 21, 2009	Grade 7, Step A \$7.44 per hour
Kerstian Blaisure, pt casual Housekeeping Attendant Effective October 21, 2009	Grade 9, Step A \$8.20 per hour
John Erdos, part time Corrections Officer Effective October 12, 2009	per union contract \$10.50 per hour
Patrick Knecht, part time Corrections Officer Effective October 12, 2009	per union contract \$10.50 per hour
L. Andrew Machmer, part time Corrections Officer Effective October 12, 2009	per union contract \$10.50 per hour
Dustin Spiegel, part time Corrections Officer Effective October 12, 2009	per union contract \$10.50 per hour
Samantha Tice, part time Corrections Officer Effective October 12, 2009	per union contract \$10.50 per hour
Laura A. Trump, MR Caseworker 2 Effective September 22, 2009	Grade 20, Step C \$15.02 per hour/ 37.5 hr p wk
Robert J. Jackson, County Administrative Officer Effective September 11, 2009	Grade 20, Step D \$15.40 per hour/ 40 hr p wk
Jason E Lanzo, MH CHIPPS Caseworker 2 Effective November 11, 2009	Grade 20, Step A \$14.30 per hour/ 37.5 hr p wk
Michelle A Chandler, MH CHIPPS Caseworker 2 Effective November 20, 2009	Grade 20, Step D \$15.40 per hour/ 37.5 hr p wk

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Bradford County Treasurer

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Bradford County Commissioners

THE MINUTES OF THE BRADFORD COUNTY COMMISSIONERS  
A CONTINUATION OF THURSDAY, OCTOBER 8, 2009

ELECTION BOARD

THURSDAY, OCTOBER 8, 2009

PRESENT: Mark W. Smith, John M. Sullivan, and Doug McLinko

UNFINISHED BUSINESS

NONE

NEW BUSINESS

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to the authorizing the Chief Clerk to advertise the Election Proclamation for the November 3, 2009 Municipal Election. This proclamation gives the official list of public offices and names of the candidates for statewide, countywide and Municipal Offices, also included is the list of polling places within the County.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to the authorizing the Chief Clerk to legally advertise that the Bradford County Board of Elections will meet Thursday, November 5, 2009 at 1:00 p.m. in the Commissioners’ Office to determine the eligibility of any and all provisional ballots cast in the November 3, 2009 Municipal Election to be included and counted in the official canvass.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to authorizing that the Chief Clerk to legally advertise that the Bradford County Return Board will meet in the office of the Election Department of Bradford County, Court House, Towanda, PA at 9:00 a.m. on Friday, November 6, 2009 for the purpose of computing and canvassing returns of votes cast at the Municipal Election of November 3, 2009.

A motion was made by Mr. Sullivan, seconded by Mr. McLinko, all voted “aye” to the authorizing the Chief Clerk to legally advertise that the Bradford County Board of Election will conduct pre-election testing of the Electronic Tabulating Equipment to ascertain the accuracy of the central equipment for all votes cast for all offices in the November 3, 2009 Municipal Election. The pre-election testing will take place in the Election Office, Court House Annex, on Thursday October 29, 2009 at 1:00 p.m.

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Bradford County Commissioners acting  
Board of Election

The Commissioners answered questions from the public and press at this time.

A motion was made by Mr. McLinko, seconded by Mr. Sullivan, all voted “aye” to adjourn the meeting at 10:35 a.m.