

**BRADFORD TOWNSHIP  
BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
TUESDAY, JANUARY 3, 2023 at 6:00PM**

**MEETING MINUTES**

Present at the Reorganizational Meeting: Mark Cline, Steve Mascho, Laree Sue Behan

*Laree Sue Behan, 2022 Vice-Chairman called the meeting to order*

- 1) Motion was made by Laree Sue Behan to nominate Mark Cline as Temporary Chairman of the Board

**Mark Cline - Temporary Chairman**

Motion was made by Laree Sue, seconded by Mark Cline  
Call for vote: **Steve M.: NO**; Laree Sue B.: Yes; Mark C.: Yes

Motion was made by Laree sue to accept the nomination for Temp Chairman

Motion was made by Laree Sue Behan, seconded by Mark Cline  
Call for vote: **Steve M.: NO**; Laree Sue B.: Yes; Mark C.: Yes

- 2) Motion made by Laree Sue Behan to Nominate Mark Cline as Chairman of the Board for 2023

**Mark Cline – Chairman of the Board**

Motion was made by Laree Sue Behan, seconded by Mark Cline  
Call for vote: **Steve M.: NO**; Laree Sue B.: Yes; Mark C.: Yes

Motion was made by Laree Sue Behan to accept the nomination for Chairman for 2023

Motion was made by Laree Sue Behan, seconded by Mark Cline  
Call for vote: **Steve M.: NO**; Laree Sue B.: Yes; Mark C.: Yes

**Mark Cline - Chairman of the Board**

- 3) Motion of nomination was made by Mark Cline for Laree Sue as Vice-Chairman of the Board for 2023

Motion was made by Mark Cline, seconded by Laree Sue Behan  
Call for vote: **Steve M.: NO**; Laree Sue B.: Yes; Mark C.: Yes

Motion was made by Mark Cline to accept the nomination for Vice-Chairman.

Motion was made by Mark Cline, seconded by Laree Sue Behan  
Call for vote: Steve M.: NO; Laree Sue B.: Yes; Mark C.: Yes

**Laree Sue Behan - Vice- Chairman**

**4) Request a motion to accept the following appointments for 2023**

Susan Gibiser Township Secretary / Election of Township Treasurer

Robert Shipman Chief of Police

Frank Behan Foreman for Road and Garbage Departments

Motion was made by Laree Sue Behan, seconded by Mark Cline  
Call for vote: Steve M.: Yes; NO for Frank Behan as Foreman;  
Laree Sue B.: Yes; Mark C.: Yes

- 5) Motion was made by Laree Sue to advertise the Board of Supervisors regular monthly meetings on the second Monday of each month at 7:00pm; Work sessions / General Business meetings will be held on the fourth Monday of each month at 5:30 pm as needed; Special meetings, Work Sessions will be advertised accordingly.

Motion was made by Laree Sue Behan, seconded by Steve Mascho  
Call for vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

**6) The BOS to Appoint for the following positions for 2023:**

|                        |  |
|------------------------|--|
| <u>Laree Sue Behan</u> | Voting Delegates to the State & County Conventions   |
| <u>Susan Gibiser</u>   | Alternate Delegate to the State & County Conventions |
| <u>Mark Cline</u>      | Road Master of Road Dept. / Projects                 |
| <u>Laree Sue Behan</u> | Superintendent of Police Department                  |
| <u>Mark Cline</u>      | Superintendent of Garbage Department                 |
| <u>Laree Sue Behan</u> | Superintendent of Sewer Department                   |
| <u>Steve Mascho</u>    | Superintendent of Office Personnel                   |
| <u>Michael Salerno</u> | Zoning Officer                                       |

|   |   |
|---|---|
| <u>Michael Salerno</u>                                | Code Enforcement / Inspection Officer                       |
| <u>Todd Fantaskey</u>                                 | Sewage Enforcement Officer                                  |
| <u>Nick Melnick</u>                                   | Alternate Sewage Enforcement Officer                        |
| <u>Campbell, Durrant,<br/>Beatty, Palombo, Miller</u> | Labor Attorney & Council for 2023                           |
| <u>E&amp;M Engineering</u>                            | Township Engineering Firm for Chapter 94                    |
| <u>Laurel Highlands Structural</u>                    | Township Engineer for Bridge Projects                       |
| <u>T.J. Stephens, PE</u>                              | Township Engineer for Sewer Projects –<br>Bankson Engineers |
| <u>Dan Burkhouse</u>                                  | Bradford Township Volunteer Fire Dept. Fire Chief           |
| <u>Jay Bradish</u>                                    | Emergency Management Coordinator                            |
| _____   | Asst. Emergency Management Coordinator                      |

Motion was made by Laree Sue Behan to accept the above appointments as stated for 2023

Motion made by Laree Sue Behan, seconded by Mark Cline  
Call for vote: Steve M.: Yes; **NO for Supervisors of depts.,  
Road Master, Laurel Highlands**; Laree Sue B.: Yes; Mark C.: Yes

- 7) The Township received two (2) proposals from the following Attorneys:
- 1) Timothy R. Bevevino from Swanson, Bevevino & Sharp, P.C.  
located in Warren
  - 2) Anthony J. Alfieri from Alfieri & Alfieri located in Smethport

Motion was made by Laree Sue to hire **Anthony J. Alfieri** as the Township Solicitor for 2023 at the rate of \$140.00 per hour.

Motion made by Laree Sue Behan, seconded by Mark Cline  
Call for vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

- 8) Motion was made by Laree Sue to accept the resignation letter from Jeffrey Carson, Township Auditor, effective January 3, 2023.

Motion made by Laree Sue Behan, seconded by Steve Mascho  
Call for vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

- Letters of Interest were received for the Township Auditor position from the following:

- 1) Lori Johnson
- 2) Jerry Dowd

- 9) Motion was made by Laree Sue to appoint Gerald Dowd as Township Auditor to fill the vacant position of the four (4) year term until 2025

Motion made by Laree Sue Behan, seconded by Mark Cline  
Call for vote: Steve M.: NO; Laree Sue B.: Yes; Mark C.: Yes

- Letters of Interest were received for the Vacancy Board Member from the following:

- 1) James Erwin      2) David Geitner      3) Steve Pettinato
- 4) Randy Hollabaugh      5) Paul Kessel

- 10) Motion was made by Laree Sue to appoint Jim Erwin as the Vacancy Board Member for 2023; Supervisor Steve Mascho stated to the Board this position should be held by someone who could be neutral if they needed to make an appointment for a Supervisor; Laree Sue's motion died due to a lack of a second motion. Steve Mascho motioned to appoint Paul Kessel

Motion made by Steve Mascho, seconded by Mark Cline  
Call for vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

- 11) Motion was made by Laree Sue to appoint James Erwin as Bradford Township's Board representative on the Bradford District Flood Control Board

Motion made by Laree Sue Behan, seconded by Mark Cline  
Call for vote: Steve M.: NO; Laree Sue B.: Yes; Mark C.: Yes

- 12) Motion was made by Laree Sue to approve the Township Secretary / Treasurer's Bond for 2023 which is set at \$500,000.00

Motion made by Laree Sue Behan, seconded by Steve Mascho  
Call for vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

- 13) Motion was made by Laree Sue to approve the following depositories as the Township Banking Accounts for 2023:

- County National Bank - *Checking Accounts* for CDBG Grant Funds
- Northwest Savings Bank: *Checking Accounts- General Fund; Roads and Bridges; Machinery; Payroll Fund; Liquid Fuel State Fund; Sewer Fund; Sewer Money Market; Garbage Fund*

- PLGIT Investment Accounts: Money Market; State Liquid Fuels
- Northwest Savings / Trustee – Non-Uniform Employees' Pension and Police Pension Fund

Motion was made by Laree Sue Behan, seconded by Steve Mascho  
Call for vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

**14) The following Appointments for Committees / Board Members for 2023**

**Board Member for Senior Citizens Center Committee**

Lori Johnson - 4 Year Member 2023 – 2027

**Zoning Hearing Board Member:**

Robert Burrell - 4 Year Member 2023 - 2027

- Letter of Interest was received to serve on the Planning Commission from the following:
  - 1) Laree Sue Behan

**Bradford Twp. Planning Commission Member**

Steve Mascho - 4 Year Member 2023 – 2027

Motion was made by Mark Cline to appoint Laree Sue Behan for the Planning Commission member; Supervisor Steve Mascho stated he has served on the Planning Commission for many years and would like to stay on committee due to his experience and dealings with the Township residents and engineers. Mark's motion died do to a lack of a second motion. Mark Cline motioned to appoint Steve Mascho

Motion made by Mark Cline, seconded by Laree Sue Behan  
Call for vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

**2023 Resolutions**

**15) Motion was made by Laree Sue to adopt the following Resolutions**

**Resolution #2023-1**      Enact Budget for 2023

**Resolution #2023-2**      Designating the Township Secretary-Treasurer as the 2023 Chief Administrative Officer for the Police Pension and Non-Uniform Pension Plan.

- Resolution #2023-3** Appointing **Haines & Company** as the certified public accounting firm to audit all accounts of the Bradford Township for 2022 fiscal year.
- Resolution #2023-4** Appointing **Susan K. Gibiser** to serve as the voting delegate representing Bradford Township on the McKean County Tax collection committee and **Lori Johnson** to serve as the alternate
- Resolution #2023-5** Adopting the Sewage Enforcement Officer Fee schedule for the year of 2023 as listed.
- Resolution #2023-6** Designating the Board of Supervisors and the Township Secretary as the authorized signatures for all Northwest and PLGIT accounts.
- Resolution #2023-7** Designating the Township Secretary to authorize and Identification of Initial contact for the PSATS CDL Program on behalf of the BOS / Township

Motion made by Laree Sue Behan, seconded by Steve Mascho  
Call for vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

- 16) Motion was made by Laree Sue Behan to set the mileage reimbursement as set by the IRS for 2023 as \$ .655 cents per mile.

Motion made by Laree Sue Behan, seconded by Steve Mascho  
Call for vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

### **ADJOURNMENT**

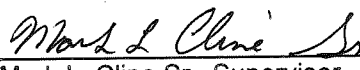
Motion was made Laree Sue Behan to adjourn the Reorganization meeting at 6:35pm

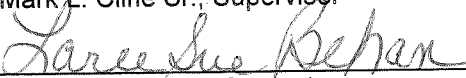
Motion made by Laree Sue Behan, seconded by Mark Cline  
Call for vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

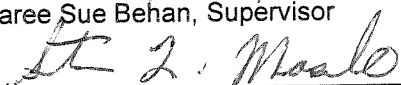
**Reopen meeting for the Board of Supervisor's regular monthly meeting for January 2023**

  
Susan K. Gibiser, Secretary/Treasurer

### **Bradford Township Board of Supervisors**

  
Mark L. Cline Sr., Supervisor

  
Laree Sue Behan, Supervisor

  
Steven L. Mascho, Supervisor

**BRADFORD TOWNSHIP  
BOARD OF SUPERVISORS**

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**January 3, 2023**

**REGULAR MONTHLY MEETING  
Immediately following the Reorganization Meeting**

**MEETING MINUTES**

Present at the meeting: Mark Cline; Steve Mascho; Laree Sue Behan

Meeting was called to order by Mark Cline, Chairman

**Public Comments on Agenda Items Only**

David Geitner asked why the garbage truck order was cancelled

Bob Burrell asked if the Township received any compensation from the vendor

**Minutes**

- Motion was made by Laree Sue to approve the minutes from the regular monthly meeting held on December 16, 2022 as written and recorded.

Motion made by Laree Sue Behan, seconded by Mark Cline

Vote: **Steve M.: NO, since he didn't receive meeting minutes;**

Laree Sue B.: Yes; Mark C.: Yes

**Invoices for Approval of Payment for December 2022**

- Motion was made by Laree Sue to accept invoices totaling **\$162,499.66** for December

- |                               |                                  |
|-------------------------------|----------------------------------|
| 1) General Fund - \$93,944.37 | 4) Liquid Fuel Fund - \$1,109.31 |
| 2) Garbage Fund - \$20,158.90 | 5) Roads & Bridges - \$865.10    |
| 3) Sewer Fund - \$24,533.13   | 6) Machinery Fund - \$21,888.85  |

Motion made by Laree Sue Behan, seconded by Mark Cline

Vote: **Steve M.: NO, didn't review invoices;**

Laree Sue B.: Yes; Mark C.: Yes

**Correspondence / Communications**

- The next monthly meeting of the Board of Supervisors will be held on Monday, February 13, 2023 at 7:00 p.m.
- The Township office, Road Dept. and Garbage Dept. will be closed on Monday, February 20<sup>th</sup> for the President's Day Holiday

**Reports of Officials and Committees**

Zoning Officer Report – 11 permits; 11 calls; 2022 total permits - 46

Code Enforcement Officer Report – 6 sales inspections; 2022 total inspections 84

Zoning Hearing Board – No Report

Planning Commission – No Report

Road Department Report – Mark read the Road Foreman's report for December

Police Department Report – 173 calls; 8 MVA; 9 criminal investigations; reminded residents to keep any eye on their neighbors during inclement weather.

New Business

- Motion was made by Laree Sue to accept the Grant Funding Agreement for McKean County Municipal Recovery Grant from the County of McKean as stated and written; total allocated grant funds to Bradford Township is \$78,637.00; for which \$58,637.00 is for Infrastructure & Blight projects and \$20,000.00 for Community Development

Motion made by Laree Sue Behan, seconded by Steve Mascho  
Vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

- Discussion concerning new Garbage Truck ordered in March 2022 that was canceled by manufacturer; International  
The Board of Supervisors discussed what to do since the garbage truck order was cancelled by International; Berman Trucking has a garbage truck on the lot, however it's not the same type of garbage truck as previously ordered. The BOS stated the best thing to do is to get new quotes from Costars vendors.
- Motion was made by Laree Sue to obtain new quotes from Costars vendors for a Garbage Truck

Motion made by Laree Sue Behan, seconded by Steve Mascho  
Vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

Public Participation

Paul Sungenis asked if the grant funds from the County are from the County's ARPA funds? Susan, Township Secretary stated yes.

Lori Johnson asked questions concerning the attorney from Erie and the pending legal matters for the bridge project.

David Geitner asked when will the Township be getting the new loader and will the old loader be sold?

Larry Sperry started to speak and was cut off by a Supervisor, residents and wasn't able to speak.

Tom Gibiser started to speak and was also cut off by residents and was not able to speak.

Mike Salerno stated the Zoning areas should be updated for new businesses to be able to come to the Township; he will draft some suggestions for the Boards.

Adjournment


- Motion was made by Laree Sue to adjourn the meeting at 7:05pm

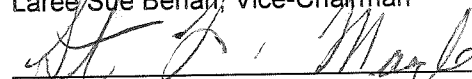
Motion made by Laree Sue Behan, seconded by Steve Mascho  
Vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

Bradford Township Board of Supervisors

  
Susan K. Gibiser, Secretary/Treasurer

  
Mark L. Cline Sr., Chairman

  
Laree Sue Behan, Vice-Chairman

  
Steven L. Mascho, Supervisor