

**BRADFORD TOWNSHIP
BOARD OF SUPERVISORS
February 14, 2022**

REGULAR MONTHLY MEETING

MEETING MINUTES

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

Meeting was called to order by Mark Cline, Chairman

Welcome Mr. Jack Rae, PE; On behalf of the Tuna Valley Trail Association;
Pedestrian crossing along SR0346 at Marilla Reservoir.

Chairman Mark Cline welcomed Jack Rae to the meeting; Jack spoke to the Board and to the public about the Tuna Valley Trail Association's Marilla Landing project which consists of a new trail, pedestrian crossing area, restroom and pavilion.

Public Comments on Agenda Items Only

Jen Eakin stated she had comments for the BOS and wasn't sure when to address her questions during the meeting; Mark Cline informed her of how the Board meeting will be conducted and she should speak under Agenda items or public comments sessions.

Dave Geitner thanked the Road & Garbage depts. laborers for doing a great job during the winter months.

Dave Debolt commented on the delinquent garbage / sewer accounts.

Minutes

- Motion was made by Laree Sue Behan to approve the minutes from the Reorganization and the regular monthly meeting held on January 3, 2022 as written and recorded.

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

Approval for Invoices for Payment for January 2022

- Motion was made by Steve Mascho to accept invoices totaling **\$ 385,349.15** for January

1) General Fund - \$140,762.25	4) Liquid Fuel Fund - \$14,762.47
2) Garbage Fund - \$53,306.21	5) Roads & Bridges - \$1,088.90
3) Sewer Fund - \$168,947.96	6) Machinery Fund - \$6,481.36

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

Correspondence / Communications

- The next monthly meeting of the Board of Supervisors will be held on Monday, March 14, 2022 at 7:00 p.m.
- The Township office, Road Dept. and Garbage Dept. will be closed on Monday, February 21st for the President's Day Holiday

Reports of Officials and Committees

Zoning Officer Report – No permits issued; 5 calls; 2021 – 60 permits
Code Enforcement Officer Report – 4 calls; 1 citation; 5 sales inspections
Zoning Hearing Board – No report
Planning Commission – 1 plan was reviewed
Road Department Report – Mark read the Road Foreman's report for January
Police Department Report – 160 calls; 4 MVA; 44 hrs. of traffic enforcement;
reminded residents to be mindful of fire hydrants when plowing / clearing snow, do not cover up any fire hydrants, if possible remove any snow

Ordinances and Resolutions

- Motion was made by Steve Mascho to adopt **Resolution #2022-09** approving the authorized signatures and authorization of instructions; Northwest serves as the Trustees for the Defined Benefit Plans and management for all accounts for the Non-Uniform and Police defined pension benefit plans.

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

- Motion was made by Steve Mascho to adopt **Resolution #2022-10**; Exonerating Bradford Township Tax Collector, Carrie Stiles in the amount total amount of \$1,640.00; uncollected amount is \$1,360.00 / exonerated amount is \$280.00 for 2021 Per Capita Taxes; The Township will now proceed with the uncollected amount of \$1,360.00 with Berkheimer.

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

- Motion was made by Laree Sue Behan to adopt **Resolution #2022-11** approving the revised 2021 Community Development Block Grant Program (CDBG) in the amount of \$102,016.00 for the financial assistance of Rehabilitation Program and Spot Demolition

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

- Motion was made by Steve Mascho to adopt **Resolution #2022-12** approving to redeem in full all outstanding Bonds, in the current principal amount of \$1,360,000.00; pay accrued interest to date of redemption and with related cost of redemption. Redemption shall be done on or about March 21, 2022

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

OLD BUSINESS

- Bradford Township will be receiving \$10,000.00 from the McKean County Act 13 Grant program / At-Risk Bridge Fund that was submitted in December 2021; these funds will be used for the East Warren Road Bridge project.

Vice-Chairman, Laree Sue Behan thanked the McKean County Planning Commission and the County Commissioners for approving the grant funds to Bradford Township for the East Warren Road Bridge project.

NEW BUSINESS

- Motion was made by Laree Sue Behan to sign and confirm the 2021 Audit Engagement of Procedures, Compliance and Responsibilities with the appointed auditing firm of Haines & Company, CPA

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

- Motion was made by Laree Sue Behan to advertise for a part-time / as needed basis office clerk to fill-in when the billing clerk is on vacation; at a rate of \$11.00 per/hr.
Supervisor Steve Mascho asked if it was necessary to hire a P/T – as needed office clerk for just a few weeks when the billing clerk is out on vacation; Township Secretary, Susan Gibiser stated “Yes” since when it’s a whole week, I’m not able to get my work done because I’m consistently doing the billing clerk’s job of answering the phone, waiting on residents that come in the office, taking care of dumpsters and many other job duties.

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

- Discussion and Update on the status of Delinquent Garbage / Sewer Accounts

The Total amount of delinquent Garbage / Sewer accounts as of 12/31/2021 is **\$214,297.00**; This includes Municipal Liens that will be filed on nine (9) properties at the end of February in amount of \$22,719.00

The Board discussed the concerns of the delinquent garbage / sewer accounts and stated that the procedure of collections will need to be reviewed and updated since the delinquent accounts are getting out of control.

- Motion was made by Steve Mascho to approve the SALDO plans for St. Bernards Cemetery Assoc. for a 3-Lot SD to the property along the West side of West Washington Street; All of these will be sold & combined with additional lots; plans were reviewed & recommended by the PC at their meeting held on Wednesday, February 9, 2022

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

- Discussion concerning the update for the use of the ARPA funds:
The U.S. Dept. of the Treasury has released the final rule for the use of ARP funds which takes effect 4/1/2022, however, local government agencies may take advantage of the new rules immediately.
 - 1) Total amount of funds received: \$ 239,849.50
 - 2) Total funds spent: \$ 89,962.84
(BTVFC, Gen Fund Reimbursed; PPE, account checks)
 - 3) Funds committed: \$ 65,996.60 (Compact Excavator)
 - 4) Remaining Funds: \$ 149,974.37 (includes interest)

The U.S. Dept. of the Treasury has released the final rule for the use of ARPA funds which takes effect 4/1/2022, however, local government agencies may take advantage of the new rules immediately; Roads / Bridges expenses have been added to the list of uses.

The Board discussed the options concerning the final ruling for the use of the ARPA funds and stated since the funds can now be used for Roads / Bridge projects and equipment, it would be better to use the Township's sewer funds for any sewer projects and or equipment.

- Motion was made by Laree Sue Behan to **not** use ARPA funds for the Wagner Ave Sewer project due to the changes in the final rules of uses; this project to be paid out of the Sewer Capital Reserve fund.

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

Public Participation

Dave Geitner asked the Board if the plowing on Crookerhouse can be cleaned up on the left side of the road going down Langmaid Lane; some snow is blocking the fire hydrant; asked Dan Burkhouse if the water flows are checked on the fire hydrants? Dan stated yes, the City Water Authority checks all hydrants.

Bob Burrell commented on obtaining grants for roads / bridge projects; stated the BOS should increase to five (5) members then it would not always be a 2 to 1 vote on issues.

Steve Pettinato asked a question concerning Heil Bartlett

Jen Eakin stated she only saw the township plow truck once during the last snow storm
Dave Debolt stated the fire hydrants on Delwood, Applewood and Peach were buried by snow from the plow drivers

Adjournment

- Motion was made by Steve Mascho to adjourn the meeting at 8:03pm
Motion made by Steve Mascho, seconded by Laree Sue Behan
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