



# City of Bradford

## Council Meeting Agenda



March 22, 2022

7:00 P.M.

**MAYOR:** JAMES MCDONALD

**CITY ADMINISTRATOR:** CHRIS LUCCO

**CITY SOLICITOR:** HOLLENBECK & GRAFFIUS, LLP

**COUNCIL:** FRED PROPER  
TIM PECORA  
TERRY LOPUS  
TOM RIEL

**DEPARTMENT HEADS:**

Public Works & Parks Director:	CHIP COMILLA
Police Chief:	MIKE WARD
Fire Chief:	ERIC TAYLOR
OECD Director:	SHANE OSCHMAN

1. CALL TO ORDER:
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. MINUTES:
5. DEPARTMENTAL REPORTS:
6. CORRESPONDENCE:
7. PETITION AND HEAR VISITORS: **Jodi Guisto-Community Engagement Specialist-Northern PA Regional College**
8. OLD BUSINESS:
  - A. **BILL #3 ORDINANCE GENERAL FILE NO. 3078.232 "AMEND ORDINANCE GENERAL FILE NO. 3078 PROVIDING FOR THE SALARIES OF VARIOUS CITY EMPLOYEES"**
9. NEW BUSINESS:

**AUTHORIZE THE MAYOR OF THE CITY OF BRADFORD TO EXECUTE THE SIGNATURE PAGE FOR A GRANT APPLICATION AND THE GRANT AGREEMENT/AMENDMENTS FOR A COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM DEVELOPMENT GRANT FROM THE PA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES FOR THE CALLAHAN PARK RECREATION IMPROVEMENTS PHASE III: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36641**

Bradford, Pa. March 22, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers of the City of Bradford hereby authorize the Mayor of the City of Bradford to execute the signature page for a grant application and the grant agreement/amendments for the Community Conservation Partnerships Program Development Grant from the Pa Department of Conservation and Natural Resources for the Callahan Park Recreation Improvements Phase III.

WHEREAS the City of Bradford desires to undertake the project, “Callahan Park Recreation Improvements Phase III”; and

WHEREAS the City of Bradford desires to receive from the Department of Conservation and Natural Resources (“Department”) a grant for the purpose of carrying out this project; and,

WHEREAS the application package includes a document entitled “Terms and Conditions of Grant” and,

WHEREAS the City of Bradford understands that the contents of the document entitled “Terms and Conditions of Grant” including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the City of Bradford and the Department if the City of Bradford is awarded a grant; and,

NOW THEREFORE, it is resolved that:

1. The grant application may be electronically signed on behalf of the City of Bradford by “James A. McDonald” who, at the time of the signed, has a title of “Mayor”.
2. If the applicant is awarded a grant, the Grant Application Electronic Authorization, signed by the above official, will become the City of Bradford’s executed signature page for the Grant Agreement, and the City of Bradford will be bound by the Grant Agreement.
4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official, who, at the time of signing the amendment, has the Title specified in paragraph 1 and the grantee will be bound by the amendment.

**APPROVE PAYMENT TO GALLS, LLC: POLICE**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36642** Bradford, Pa. March 22, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$1509.73 from General Fund Account (410.238) to Galls, LLC for Police uniforms.

**APPOINT MICAH JORDAN AS A PART-TIME  
FIREFIGHTER/EMT: FIRE/AMBULANCE**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36643** Bradford, Pa. March 22, 2022

**RESOLVED**, By the City Council of the City of Bradford that per recommendation from Fire Chief Eric Taylor, the proper officers hereby authorize the appointment of Micah Jordan as a part-time Firefighter/EMT, effective March 23, 2022.

**ACCEPT QUOTE AND APPROVE PAYMENT TO IPORT: FIRE**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36644** Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby accept quote and approve payment of \$2,430.00 from General (01) Fund Account (411.740) to IPORT.

BE IT FURTHER RESOLVED this quote will be covered 100% from the grant received from PA State Fire Commissioners Fire Company and Emergency Medical Services Grant.

**ACCEPT QUOTE AND APPROVE PAYMENT TO APPLE: FIRE**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36645** Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby accept quote and approve payment of \$2,740.00 from General (01) Fund Account (411.740) to Apple for iPads and Apple pencils.

BE IT FURTHER RESOLVED this quote will be covered 100% from the grant received from PA State Fire Commissioners Fire Company and Emergency Medical Services Grant.

**AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE THE GRANT CONTRACT FOR THE CITY'S 2021 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36646**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers of the City of Bradford hereby execute the city's Grant Contract for the 2021 Community Block Grant Program

WHEREAS the City of Bradford filed an application with the Pennsylvania Department of Community and Economic Development for the City's 2021 Community Development Block Grant (CDBG) Entitlement Program; and,

WHEREAS, on February 18, 2022, the City of Bradford received approval of a \$320,140 CDBG Entitlement Grant from the PA Department of Community and Economic Development.

NOW, THEREFORE BE IT RESOLVED that the proper officers of the City of Bradford are hereby authorized to execute the grant contract and related grant documents for the 2021 Community Development Block Grant Program with the PA Department of Community and Economic Development.

**AWARD CONTRACT BOB CUMMINS CONSTRUCTION FOR THE VETERAN'S SQUARE/MECHANIC STREET STREETScape IMPROVEMENT PROJECT: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36647**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers of the City of Bradford hereby award contract to Bob Cummins Construction for the Veteran's Square/Mechanic Streetscape improvement project.

WHEREAS bids for the Veteran's Square/Mechanic Street Streetscape Improvement Project were duly advertised and opened at a public meeting on March 8, 2022; and,

WHEREAS the following bids were received:

Bob Cummins Construction Company	\$ 408,793.10
M and B Services, LLC	\$ 461,817.51

WHEREAS, after a review of the bids, the project engineer, E & M Engineers & Surveyors, recommends that the contract for the project be awarded to Bob Cummins Construction who provided the lowest acceptable bid in the amount of \$408,793.10 with 0% Bid Bond

NOW, THEREFORE BE IT RESOLVED, that the proper officers of the City of Bradford hereby award the contract for the Veteran's Square/Mechanic Street Streetscape Improvement Project to Bob Cummins Construction and are authorized to enter a contract with Bob Cummins Construction for an amount not to exceed \$408,793.10.

BE IT FURTHER RESOLVED that the contract for this project is funded through the City's CDBG Programs.

**APPROVE PAYMENT TO ALLIED SYSTEMS, INC.: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36648**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Allied Systems, Inc. in the amount not to exceed \$8,920.00 from the OECD’s Habgood Center Operations Account for a Modine DFG duct heater serving the second floor of the office building J of the Habgood Center Business Development Center.

**APPROVE PAYMENT TO MAZZA MECHANICAL SERVICES, INC.: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36649**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Mazza Mechanical Services, Inc. in the amount of \$2,595.00 from the OECD’s Old City Hall Building Maintenance Account for the HVAC unit repairs of unit #1 and #2 at Old City Hall.

**ACCEPT PROPOSAL FOR LANDSCAPING/UPGRADES TO STREETSCAPE PLANTING AREAS FROM GRAHAM’S GREENHOUSE & LANDSCAPING: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36650**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby accept a proposal from Graham’s Greenhouse not to exceed \$22,133.00 from the OECD’s accounts for landscaping improvements/upgrades on streetscape planting areas at the Elm Street Route 219 off-ramp area, Boylston Street parking lot, Habgood Center, Pine Street, Old City Hall, and Police Station.

**BE IT FURTHER RESOLVED** that these improvements include the replacement of unsightly plants with new plants, replacing existing mulch/topsoil with new topsoil/mulch, reconfiguration of the planting area opposite of the Elm Street Route 219 off-ramp, remove weeds, reconfigure, and plant salvaged plants/new plants in the Boylston Street parking lot and small upgrades/plantings in beds at the Habgood Center, Pine Street, Old City Hall, and the Police Station.

**ACCEPT QUOTE AND APPROVE PAYMENT TO SMARTSIGN: STREETS**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36651**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment to SmartSign in the amount of \$1,092.96 for various street signs.

**PARTICIPATION AGREEMENT WITH THE DEPARTMENT OF GENERAL SERVICES COSTARS PROGRAM: DPW/LIQUID FUELS**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36652**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby authorize the submission of a Participation Agreement with the Department of General Services Costars Program for inclusion in Contract #6810-02, Sodium Chloride (Road Salt) for the August 2022 – July 2023 season.

**AUTHORIZES THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE A LEASE AGREEMENT WITH AMERICAN NATURAL SUPPLY FOR SPACE AT THE ROBERT P. HABGOOD JR. BUSINESS DEVELOPMENT CENTER: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36653**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute a Lease agreement with American Natural Supply for manufacturing space at the Robert P. Habgood Jr. Business Development Center.

**AUTHORIZES THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE A LEASE AGREEMENT WITH HEATHER JOBE, D/B/A STARLIT DANCE CONNECTION AT THE ROBERT P. HABGOOD JR. BUSINESS DEVELOPMENT CENTER: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36654**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute a Lease agreement with Heather Jobe, d/b/a Starlit Dance Connection in Building “F” at the Robert P. Habgood Jr. Business Development Center.

**APPROVE PAYMENT TO NORTHWEST: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36655**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Northwest of \$833.62 from the Habgood account for the purchase of small tools and supplies for the Habgood Complex.

**AUTHORIZES THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE A LEASE AGREEMENT WITH SERVCO SERVICES, INC., FOR STORAGE SPACE AT THE ROBERT P. HABGOOD JR. BUSINESS DEVELOPMENT CENTER: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36656**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute a Lease agreement with Servco Services, Inc. for storage space at the Robert P. Habgood Jr. Business Development Center.

**APPROVE SUBDIVISION OF LANDS LOCATED ON WEST WASHINGTON STREET OWNED BY FREDERICK FESENMYER TO SUSAN GLEASON: DPW**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36657**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby grant preliminary and final approval of the sub-division of lands owned by Frederick Fesenmyer to Susan Gleason in the City of Bradford.

BE IT FURTHER RESOLVED that the subject tax parcel, 03-015-232, 233, 234, 235, 236, 237, 238, 239, 239.1, 241 and remaining lands of Tax ID Number 03-015-231.1 and 03-015-227, owned by Frederick Fesenmyer shall be combined into one deed. Fesenmyer would like to subdivide out 1,088.36 Sq. Ft. of said land (Lot 1) out of parcel 227 sell it to Susan R. & Greg E. Gleason along with parcel 03-015-231.1. Gleason will combine both parcels into one deed description.

NOW THEREFORE BE IT FURTHER RESOLVED that this subdivision has the approval of the McKean County Planning Commission per correspondence dated March 1, 2022, and the City of Bradford Planning Commission who met and approved the plans on March 1, 2022.

**ACCEPT PROPOSAL FROM E & M ENGINEERS AND SURVEYORS P.C. FOR THE REVISIONS IN DESIGN OF THE GAZEBO LOCATED AT VETERANS SQUARE: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36658**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers accept proposal from E&M Engineers and Surveyors P.C. for the revisions in design of the gazebo at Veterans Square.

WHEREAS the Office of Economic and Community Development (OECD) plans to make streetscape improvements to Veterans' Square, located in the City's downtown historic district; and,

WHEREAS, E & M Engineers and Surveyors, P.C. has provided a proposal to the OECD in the amount of \$3,990.00 to make revisions in the design of the gazebo; and,

NOW, THEREFORE BE IT RESOLVED that the proper officers hereby accept the proposal from E & M Engineers and Surveyors, P.C. to for additional design services in amount \$3,990.00.

BE IT FURTHER RESOLVED that the cost of these services will be paid for from the City of Bradford's Community Development Block Grant allocation.

**ACCEPT PROPOSAL FROM E & M ENGINEERS AND SURVEYORS P.C. FOR CONSTRUCTION SERVICES FOR THE BRADFORD DOWNTOWN HISTORIC DISTRICT STREETScape PROJECT – VETERANS SQUARE: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

No. 36659

Bradford, Pa. \_\_\_\_\_ March 8, 2022 \_\_\_\_\_

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers accept proposal from E & M Engineers and Surveyors P.C. for construction services for the Bradford Downtown Historic District Streetscape Project – Veterans Square.

WHEREAS the Office of Economic and Community Development (OECD) plans to make streetscape improvements to Veterans Square, located within the City's downtown historic district; and,

WHEREAS, E & M Engineers and Surveyors, P.C. has provided a proposal to the OECD in the amount of \$12,525.00 to perform engineering related services during the construction phase of the project. Services are to include review of submittals by the contractor, administration of change orders, review of pay application submitted by the contractor and final inspection of the project.

NOW, THEREFORE BE IT RESOLVED that the proper officers hereby accept the proposal from E & M Engineers and Surveyors, P.C. to provide the survey and engineering services in an amount not to exceed \$12,525.00.

BE IT FURTHER RESOLVED that the cost of these services will be paid for from the City of Bradford's Community Development Block Grant allocation.

**APPROVE PAYMENT TO INTERNATIONAL CODE COUNCIL: BUILDING & HEALTH**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

No. 36660

Bradford, Pa. \_\_\_\_\_ March 8, 2022 \_\_\_\_\_

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment to International Code Council for building code manuals.



**APPROVE PAYMENT TO PROTOCOL 80: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36661**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$600.00 from General Fund Account (407.316) to Protocol 80 DBA Omnis Technologies for annual VIPRE Advanced Security for Business (1) one year subscription.

**APPROVE LAND DEVELOPMENT OF PROPERTY LOCATED ON BROOKLINE COURT AND SOUTH CENTER STREETS, OWNED BY MCKEAN COUNTY REDEVELOPMENT AND HOUSING AUTHORITY: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36662**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby grant preliminary and final approval of the proposed land development of property owned by McKean County Redevelopment and Housing Authority.

BE IT FURTHER RESOLVED that the proposed site of the new Community Building, they have applied for Zoning Variance and are approved.

NOW THEREFORE BE IT FURTHER RESOLVED that this subdivision has the approval of the McKean County Planning Commission per correspondence dated March 1, 2022, and the City of Bradford Planning Commission who met and approved the plans on March 1, 2022.

**ACCEPT PROPOSAL AUTHORIZE PAYMENT TO ERIE APPRAISAL ASSOCIATES, INC.: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 36663**

Bradford, Pa. March 8, 2022

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers accept proposal and authorize payment of \$13,500.00 to Erie Appraisal Associates, Inc. for appraisal services related to the ATA Multimodal Transit Project, paid from Capital Reserve (18) Fund (409.600).

BE IT FURTHER RESOLVED these funds will be fully reimbursed by grant funds awarded through the DCED Multimodal Fund.