



# City of Bradford Council Meeting Agenda



SEPTEMBER 12, 2023

6:00 P.M.

**MAYOR:** TOM RIEL

**CITY ADMINISTRATOR:** CHRIS LUCCO

**CITY SOLICITOR:** HOLLENBECK LAW OFFICE

**COUNCIL:** FRED PROPER  
TIM PECORA  
TERRY LOPUS  
KAREN COSTELLO-PECHT

**DEPARTMENT HEADS:**

Police Chief:	MIKE WARD
Fire Chief:	ERIC TAYLOR
Public Works & Parks Director	CHIP COMILLA
OECD Interim Director:	SARA ANDREWS

- 1) CALL TO ORDER:
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) MINUTES: Approve August 22<sup>nd</sup> and August 30<sup>th</sup> Minutes

An executive session can and may be held anytime between now and the next city council meeting.

- 5) DEPARTMENTAL REPORTS: For month of August 2023
  - Mayor Riel – Police/OECD
  - Councilor Pecht-Parks
  - Councilor Lopus-DPW/Refuse
  - Councilor Pecora-DPMI
  - Councilor Proper-Fire/Ambulance
- 6) CORRESPONDENCE: Bid Opening: 2003 Chevy One Ton \_\_\_\_\_  
1999 International (Recyc. Truck)\_\_\_\_\_

7) PETITION AND HEAR VISITORS:

8) OLD BUSINESS:

9) NEW BUSINESS:

- 1) **Ordinance 3127.12 –“Amending Ambulance Service-Rates”**

**APPROVE PAYMENT TO MINICH ELECTRIC: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37351**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Minich Electric in the amount of \$1,413.80 from the Rental Properties account for electrical upgrades for 20 Howard Street.

**APPROVE PAYMENT TO B & L WHOLESALE SUPPLY, INC.: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37352**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment to B & L Wholesale Supply, Inc. in the amount of \$3,554.92 from the OECD's Habgood Center Operations Account for the purchase of decking materials for 21 Russell Blvd.

**RESCIND RESOLUTION NO. 37329 DATED AUGUST 22, 2023: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37353**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers of the City of Bradford hereby rescind Resolution No. 37329 dated August 22, 2023, authorizing the exoneration of certain 2022 City Property Taxes due to one of the properties was exempt.

**EXONERATE THE CITY TREASURER FROM COLLECTING CERTAIN 2023 CITY PROPERTY TAXES: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37354**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford that pursuant to a written request from the City Treasurer, dated August 29, 2023, together with attached documentation from the County Assessment Office, the proper officers hereby exonerate the City Treasurer from collecting \$500.04 in 2023 City Property Taxes for Tax Parcels #01-003-806.

**CERTIFICATE OF APPROPRIATENESS TO TODD HENNARD, OWNER OF 40 MAIN STREET: DPW**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37355**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that a Certificate of Appropriateness is hereby issued to the Building Inspector granting them permission to issue a Building Permit to Todd Hennard.

**BE IT FURTHER RESOLVED** The replacement of storefront windows will be replaced with energy-efficient vinyl windows. The exterior of the building will remain the same.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the issuance of this has been recommended by the Historical Architectural Board of Review in a meeting held on August 28, 2023.

**AUTHORIZE EXECUTION AND APPROVE PAYMENT FOR THE RENEWAL OF A SERVICE AGREEMENT WITH TRANE U.S. INC. FOR A PREVENTATIVE MAINTENANCE SERVICE PROGRAM FOR CALLAHAN ICE RINK: PARKS**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37356**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford that the proper officers hereby authorize the execution of Proposal Id #7392640 with Trane U.S. Inc. for comprehensive annual inspection services which include start-up/checkout procedure and mid-season running inspection for the Callahan Ice Rink.

**BE IT FURTHER RESOLVED** that the term of these services shall begin October 1, 2023, through September 30, 2024, at a cost of \$2,174.00 which will be charged to General Fund Account (454.250).

**APPROVE PAYMENT TO DIGITAL ASSURANCE CERTIFICATION, LLC: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37357**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$1,500.00 from General Fund Account (404.317) to Digital Assurance Certification, LLC for support for bond servicing and SEC requirements.

**A RESOLUTION/ORDINANCE EXTENDING THE TERM OF EXEMPTIONS, DEDUCTIONS, ABATEMENTS AND CREDITS FOR REAL PROPERTY, EARNED INCOME TAX, NET PROFITS MERCANTILE, AND BUSINESS PRIVILEGE TAXES WITHIN A SPECIFIC GEOGRAPHIC AREA IN THE CITY OF BRADFORD DESIGNATED AS A KEYSTONE OPPORTUNITY EXPANSION ZONE (“KOEZ”) OR KEYSTONE OPPORTUNITY IMPROVEMENT ZONE (“KOIZ”) IN ORDER TO FOSTER ECONOMIC OPPORTUNITIES, STIMULATE INDUSTRIAL, COMMERCIAL, AND RESIDENTIAL IMPROVEMENTS AND PREVENT PHYSICAL AND INFRASTRUCTURE DETERIORATION WITHIN AREAS OF THE CITY OF BRADFORD, MCKEAN COUNTY, COMMONWEALTH OF PENNSYLVANIA, UPON CERTAIN TERMS AND CONDITIONS.**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37358**

Bradford, Pa. September 12, 2023

WHEREAS, the City Council of the City of Bradford, Pennsylvania recognizes the need to encourage investment in a defined geographical area of the City of Bradford, as set forth in Attachment “A” that is experiencing distress characterized by one or more of the following: high unemployment, low investment of new capital, blighted conditions, underutilized, obsolete, or abandoned industrial commercial and residential structures, deteriorated tax base; and

WHEREAS the Extended Parcel consists of an unoccupied portion (s) of a KOEZ or KOIZ within the City of Bradford with an expiration date of December 31, 2023; and

WHEREAS, the Keystone Opportunity Zone, Keystone Opportunity Expansion Zone and Keystone Opportunity Improvement Zone Act (Act of October 6, 1998, P.L. 705, No. 92), as amended, hereinafter referred to as the “Act,” authorizes political subdivisions to apply to the Pennsylvania Department of Community and Economic Development (DCED) for an extension of the term of the applicable benefits within the respective unoccupied portion(s) of the KOEZ or KOIZ, granting exemptions, deductions, abatements or credits from all local taxes identified in the Act; and

WHEREAS approval of extending the term of the benefits for the Extended Parcel as provided in the Act will result in improving the economic, physical, and social conditions within the subject KOEZ or KOIZ by stimulating existing businesses employment, creating new employment, and diminishing blight; and

WHEREAS it is expected that increased private and public-sector investors will reverse the disinvestment and conditions of blight of the Extended Parcel by the termination date of the extended term.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bradford that effective as of this date of September 12, 2023, contingent only upon DCED’s approval of the application for the proposed term of the Extended Parcel of the existing KOEZ or KOIZ:

The term of the Extended Parcel is extended for a period of seven years from the date of occupancy of the Extended Parcel or expiration of the KOEZ/KOIZ, whichever occurs first as determined by the Department. The following provisions shall apply to the extended term once the Extended Parcel is occupied:

Real Property Tax on the Extended Parcel is 100% exempt, such exemption to terminate December 31, 2030.

**No. 37358 Cont.**

2. The following shall be exempt, in accordance with the provisions and limitations set forth within the Act, relative to the Extended Parcel:
- a. Business gross receipts tax for operations conducted by a Qualified Business within the Extended Parcel.
  - b. Business privilege tax.
  - c. Tax on the earned income received by a resident of the Extended Parcel.
  - d. Tax on the net profits of a Qualified Business attributable to business activity conducted within the expansion zone
  - e. Mercantile license tax attributable to business activity by a Qualified Business conducted within the Extended Parcel.
  - f. Tax on occupancy or use within the Extended Parcel
  - g. Sales and use tax (for purchases used and consumed by a Qualified Business within the Extended Parcel)

Benefits are to begin on January 1, 2024, and to end on December 31, 2030.

3. The provisions of the Act not herein enumerated shall, nevertheless, be incorporated as part of this Ordinance by reference.

This resolution shall be effective upon execution, conditioned upon the approval of DCED of the application.

**AUTHORIZE TOM TOPLAK FROM TCG ENERGY SERVICES TO FACILITATE AN AGREEMENT FOR ELECTRIC ACCOUNTS AT THE OECD FACILITIES: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37359**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby authorize Tom Toplak from TCG Energy Services to facilitate an agreement for the several electric accounts for OECD.

**ACCEPT QUOTE AND APPROVE PAYMENT TO GLOBAL INDUSTRIAL: PARKS**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37360**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$4,030.20 plus shipping from the General Fund Account (454.250) to Global Industrial.

**BE IT FURTHER RESOLVED**, 50% of this purchase will be reimbursed by OECD.

**AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE AN ENTERPRISE ZONE LOAN AGREEMENT WITH JORDAN CERCONO D/B/A FENARIO MANAGEMENT, LLC IN THE AMOUNT OF \$75,000: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37361**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that

WHEREAS Jordan Cercone has completed an Enterprise Zone Loan application in the amount of \$75,000 to assist with the purchase of 244 West Washington Street; and

WHEREAS the said application has satisfactorily met the requirements of the City's Enterprise Zone Loan Program.

NOW, THEREFORE, BE IT RESOLVED that the proper officers of the City of Bradford are authorized to enter into a loan agreement with Jordan Cercone D/B/A Fenario Management, LLC in the amount of \$75,000 for a term not to exceed 15 years at an interest rate of 3%.

**APPROVE PAYMENT TO EMERGENCY MEDICAL PRODUCTS, INC.: AMBULANCE**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37362**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$1,180.71 from the General Fund Account (412.243) to Emergency Medical Products, Inc. for ambulance supplies.

**APPROVE SUBDIVISION/CONSOLIDATION OF LANDS LOCATED ON EAST SIDE OF DAVIS STREET OWNED BY LILA HOLDINGS, LLC (FORMER BISTT PROPERTY): DPW**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37363**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby grant approval of the subdivision/consolidation of lands owned by Lila Holdings, LLC located on Davis Street.

BE IT FURTHER RESOLVED that the former Bisett property parcels, 04-008-101, 04-008-101.2, 04-008-101.3, 04-008-101.8, 04-008-101.9, 04-008-101.10, 04-008-101-12, 04-008-102, 04-008-103, 04-008-104, 04-008-105, 04-008-106, 04-006-412 is looking to subdivide out 3.33 Acres (Lot 1) of land with multiple commercial buildings

and sell it. There are two ROWs (20' and 35') crossing over Lot 1 near the northwesterly corner to access the remaining lands of Lila holdings from Davis Street.

NOW THEREFORE BE IT FURTHER RESOLVED that this subdivision has the approval of the McKean County Planning Commission per correspondence dated August 23, 2023, and the City of Bradford Planning Commission who met and approved the plans on September 5<sup>th</sup>, 2022.

**APPROVE SUBDIVISION OF LANDS LOCATED AT BON AIR AVENUE OWNED BY PRESTON PROPERTY MANAGEMENT, LLC, AND JOHN P. LETTMAN TO BE CONVEYED TO PAMELA ANN SMEIGH : DPW**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37364**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby grant approval of the subdivision of lands owned by Preston Property Management, LLC., and John P. Lettman, located at Bon Air Avenue.

BE IT FURTHER RESOLVED that the property to be conveyed is situated on Tax Parcel Number 03-004-216 (Lot 1) and 03-004-209 (Lot 2). The said parcels are to be conveyed to Pamela Smeigh. She will purchase 878.84 Sq Ft (0.02 Acres) of land from Preston Property Management, LLC and 807.29 Sq Ft (0.02 Acres) (Lot 2) from John P. Lettman.

NOW THEREFORE BE IT FURTHER RESOLVED that this subdivision has the approval of the McKean County Planning Commission per correspondence dated August 22, 2023, and the City of Bradford Planning Commission who met and approved the plans on September 5<sup>th</sup>, 2022.

**AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE A REVOLVING LOAN AGREEMENT WITH CHAD HAYDEN IN THE AMOUNT OF \$30,000: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37365**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that

WHEREAS Chad Hayden has completed a Revolving Loan application in the amount of \$30,000 to assist with the purchase of 617 East Main Street; and

WHEREAS, said application has satisfactorily met the requirements of the City's Revolving Loan Program.

NOW, THEREFORE, BE IT RESOLVED that pending review and approval of the required loan documents by OECD staff, the proper officers of the City of Bradford are authorized to enter into a loan agreement with Chad Hayden in the amount of \$30,000 for a term not to exceed 15 years at an interest rate of 3%.

**APPROVE PAYMENT TO STATE LINE SUPPLY CO.: STREETS**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37366**

Bradford, Pa. September 12, 2023

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$1,943.20 to State Line Supply Co. for basin materials and repair to the street Sweeper to be charged to the following accounts:

<b>01.430.245</b>	<b>\$1,902.02</b>
<b>01.430.251</b>	<b>\$ 41.18</b>