



City of Bradford

Council Meeting Agenda



OCTOBER 24, 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 October 10th Minutes
5. DEPARTMENTAL REPORTS: None
6. CORRESPONDENCE:
7. PETITION AND HEAR VISITORS:
8. OLD BUSINESS:
9. NEW BUSINESS:

AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO REQUEST FUNDS FROM THE MCKEAN COUNTY AMERICAN RECOVERY MUNICIPAL ALLOCATION PROGRAM FOR THE DEMOLITION OF A BLIGHTED PROPERTY.

By _____

CITY COUNCIL CHAMBERS

No. 37390

Bradford, Pa. _____ October 24, 2023 _____

RESOLVED, by the City Council of the City of Bradford that the proper officers authorize request funds from the McKean County American Recovery Municipal Allocation Program for costs related to demolition and restoration of blighted properties located at 59 South Ave and 92 Summer Street.

APPROVE PAYMENT TO EDMUNDS GOVTECH: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37391

Bradford, Pa. _____ October 24, 2023 _____

RESOLVED, By the City Council of the City of Bradford that the proper officers hereby approve payment of \$29,331.72 for software maintenance and hosting services from January 1, 2024, through December 31, 2024, and will be charged out to the following General Fund Accounts:

01.407.384	\$24,987.64
01.403.316	\$ 4,344.08

APPROVE PAYMENT TO HANNON ENGINEERING, P.C.: DPW

By _____

CITY COUNCIL CHAMBERS

No. 37392

Bradford, Pa. _____ October 24, 2023 _____

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Hannon Engineering, in the amount of \$2,500.00 from the General Fund (430.245) for engineering fees for the bidding documents for the Bolivar Run Channel Improvements project.

AUTHORIZE THE CITY SOLICITOR TO PREPARE DOCUMENTS FOR THE 2024 TAX ANTICIPATION BORROWING: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37393

Bradford, Pa. October 24, 2023

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize the City Solicitor to prepare the necessary documents and advertisements to enact a tax anticipation borrowing or Line of Credit in a maximum amount of \$850,000.00 for the year of 2024.

CERTIFICATE OF APPROPRIATENESS CNB BANK LOCATED AT 12 CHAMBERS STREET: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37394

Bradford, Pa. October 24, 2023

RESOLVED, By the City Council of the City of Bradford, that a Certificate of Appropriateness is hereby issued to the Building Inspector permitting him to issue a building permit to CNB Bank at 12 Chambers Street.

BE IT FURTHER RESOLVED, CNB Bank will be upgrading the current drive-through banking equipment at this location. The new equipment will replace the current banking equipment as well as eliminate the need for the drive through window. While upgrading the equipment, CNB will also be updating the drive-through canopy to match their current design standards. The project includes the demolition of the existing drive through canopy, concrete islands, banking equipment and drive-through window. The design includes constructing two free standing drive-through kiosks with canopies, installation of new banking equipment and infilling of the existing drive through window. A small canopy is to be installed over the existing ATM machine at the building that was covered by the existing drive through canopy.

The design brings an updated look to the traditional drive through canopy concept but proposes to use materials and colors that complement the current aesthetic of the existing building. The existing building's primary facade materials are brick and a metal curtain wall window system.

The design will utilize matching brick for the kiosk structures. The color scheme of the kiosk structures will tie into the color scheme of the accent colors that are currently used throughout the existing building and site.

NOW THEREFORE BE IT FURTHER RESOLVED that the issuance of this has been recommended by the Historical Architectural Board of Review meeting held on October 16th, 2023.

APPROVE PAYMENT TO MINICH ELECTRIC: DPW

By _____

CITY COUNCIL CHAMBERS

No. 37395

Bradford, Pa. October 24, 2023

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payments to Minich Electric in the amount of \$1,280.00 from the General Fund (442.362) Account for 219 Lighting repairs.

ALLOCATE STATE AID TO PENSION TRUST FUNDS: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37396

Bradford, Pa. October 24, 2023

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize the Certifying Officer of Director of Accounts & Finance, Councilman Tim Pecora to deposit with Northwest Savings Bank, trustees for the City of Bradford's Pension Funds, \$203,557.26 which will transferred on October 25th, 2023.

BE IT FURTHER RESOLVED that the following allocations of the funds have been calculated by determining the needs of each plan.

POLICE PENSION FUND	\$40,929.61
FIRE PENSION FUND	\$65,290.37
NON-UNIFORMED PENSION FUND	\$97,337.28

AUTHORIZE PERMISSION TO DISPOSE OF OUTDATED RECORDS: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37397

Bradford, Pa. October 24, 2023

RESOLVED, By the City Council of the City of Bradford, that by virtue of Resolution No. 29476, adopted by the City Council of the City of Bradford on May 12, 2009, the City of Bradford declared its intent to follow the schedules and procedures for the disposition of records as set for the in the Municipal Records Manual approved December 16, 2008; and,

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality; and,

WHEREAS the City of Bradford desires to dispose of records according to the Municipal Records Manual.

NOW, THEREFORE BE IT RESOLVED that the proper officers hereby authorize the City of Bradford to dispose of public records listed on the attachment to this resolution.

**ACCEPT QUOTE AND APPROVE PAYMENT TO DAX TECH ENTERPRISES:
POLICE**

By _____

CITY COUNCIL CHAMBERS

No. 37398

Bradford, Pa. October 24, 2023

RESOLVED, By the City Council of the City of Bradford that the proper officers hereby approve payment of \$2,911.98 from General Fund Account (410.706) to DAX Tech Enterprises for Cell and Lobby cameras and 10-Yr licensing.

**ACCEPT QUOTE AND APPROVE PAYMENT TO MCKAN TRUCKING, LLC TO DEMOLISH
9 THOMPSON AVENUE: OECD**

By _____

CITY COUNCIL CHAMBERS

No. 37399

Bradford, Pa. October 24, 2023

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

WHEREAS, the City of Bradford's Board of Health has determined 9 Thompson Avenue to be beyond economical repair and ordered it to be demolished; and,

WHEREAS the OECD solicited quotations from qualified contractors to demolish and clear the structure and transport the construction debris to the McKean County Landfill.

WHEREAS the lowest of the five quotations received was from McKan Trucking, LLC at a cost of \$6,149.76, for the demolition work.

THEREFORE, BE IT RESOLVED that the proper officers of the City of Bradford hereby accept the quote from McKan Trucking, LLC in the amount of \$6,149.76 and authorizes the OECD to proceed with the demolition of 9 Thompson Avenue.

BE IT FURTHER RESOLVED that the cost of demolition will be paid through the City's 2022 CDBG Program.

**APPOINT ELAINA LUCCO AS FAIR HOUSING OFFICER FOR THE CITY OF
BRADFORD: OECD**

By _____

CITY COUNCIL CHAMBERS

No. 37400

Bradford, Pa. October 24, 2023

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

WHEREAS, as a recipient of federal CDBG and HOME grant funding, the City of Bradford is required to appoint a Fair Housing Officer to assist persons who feel they have been discriminated against in housing and to oversee the City's fair housing activities.

NOW, THEREFORE BE IT RESOLVED, that the proper officers of the City of Bradford hereby appoint Elaina Lucco of the Office of Economic and Community Development as the City of Bradford's Fair Housing Officer.

AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE CHANGE ORDER NO. 3 WITH BOB CUMMINS CONSTRUCTION CO. FOR THE CALLAHAN PARK RECREATION IMPROVEMENTS PROJECT-PHASE I: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37401

Bradford, Pa. October 24, 2023

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

WHEREAS, on June 13, 2023, the City of Bradford awarded a contract to Bob Cummins Construction Co. in the amount of \$855,189.00 for the Callahan Park Recreation Improvements Project-Phase I; and,

WHEREAS, on August 8, 2023, the City of Bradford approved Change Order No.1, which increased the contract amount to \$866,240.50; and,

WHEREAS, on August 22, 2023, the City of Bradford approved Change Order No. 2, which increased the contract amount to \$914,903.50.

WHEREAS, the City of Bradford requested additional work to complete the sidewalk installation on the Bon Air side of the park, to connect the end of the sidewalk to the driveway near the parking lot and extend the sidewalk from the current endpoint near the tennis courts to the pedestrian bridge near the baseball fields; additional curbing at the parking lot entrance to the park to improve drainage and purchase fence post sleeves for the new fencing; and,

WHEREAS the additional work will cost \$74,172.40 and will increase the contract under Change Order No. 3 from \$914,903.50 to \$989,075.90. This increase will complete the replacement of the entire sidewalk system on the east side of the park and help to maximize DCNR grant funding available to the City for this project.

NOW, THEREFORE BE IT RESOLVED, that the proper officers of the City of Bradford are hereby authorized to execute Change Order No. 3 for the Callahan Park Recreation Improvements Project-Phase I.

BE IT FURTHER RESOLVED that the additional cost will be paid with CDBG, DCNR, City and other funding available for project costs.

ADOPT FAIR HOUSING POLICY IN ACCORDANCE WITH TITLE VIII OF THE CIVIL RIGHTS ACT OF 1968, THE PENNSYLVANIA HUMAN RELATIONS ACT AND OTHER APPLICABLE FAIR HOUSING LAWS: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37402

Bradford, Pa. October 24, 2023

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

LET IT BE KNOWN TO ALL PERSONS of the City of Bradford that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial status(families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act) and the Pennsylvania Human Relations Act adds the additional protected classes of age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. It is the policy of the City of Bradford to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial

No. 37402 Cont.

status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness, or physical handicap of the user or because the user is a handler or trainer of support or guide animals. Additionally, it is illegal to retaliate against a person who has filed a fair housing complaint or assisted in a fair housing investigation. Therefore, the City of Bradford does hereby pass the following resolution.

BE IT RESOLVED, that within available resources the City of Bradford will assist all persons who feel they have been discriminated against because of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

BE IT FURTHER RESOLVED that the City of Bradford shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
 - a. Public advertisements for vacancy or discussing the program
 - b. Applications for assistance
 - c. Contracts
 - d. Municipal letters dealing with the federal programs

If you are a person with a disability or have Limited English Proficiency and require reasonable accommodation or document translation, please contact the business offices of the City of Bradford Office of Economic and Community Development, 20 Russell Boulevard, Bradford, PA, (814) 368-7170, 1-800-654-5964, elucco@bradfordpa.org and bradfordpa.org.

**ACCEPT QUOTE AND APPROVE PAYMENT TO DAX TECH ENTERPRISES:
POLICE**

By _____

CITY COUNCIL CHAMBERS

No. 37403

Bradford, Pa. October 24, 2023

RESOLVED, By the City Council of the City of Bradford that the proper officers hereby approve payment of \$2,181.97 from General Fund Account (410.706) to DAX Tech Enterprises for Dan Brinsky at Union Square Plaza for cameras and 10-Yr licensing.

BE IT FURTHER RESOLVED, this purchase will be reimbursed by Dan Brinsky, owner of Union Square Plaza.

AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO ACCEPT QUOTES FOR PENNSYLVANIA HOUSING AFFORDABILITY AND REHABILITATION FUND (PHARE): OECD

By _____

CITY COUNCIL CHAMBERS

No. 37404

Bradford, Pa. October 24, 2023

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

WHEREAS, the City of Bradford has received funding to address emergency repairs in the residential areas; and,

WHEREAS the OECD is actively assisting homeowners within the City of Bradford to address these emergency repairs through this PHARE program; and

WHEREAS it is essential to expedite the process of awarding grants to homeowners for these critical repair projects; and

NOW, THEREFORE, BE IT RESOLVED, that the proper officers of the City of Bradford hereby authorize the PHARE program to homeowners based on the lowest acceptable quote received for the repair work.

BE IT FURTHER RESOLVED, the grant payments to homeowners and contractors will be made contingent upon the submission of the final invoice for the approved repair work, and only after a final satisfactory inspection of work, and City Council approval.

BE IT FURTHER RESOLVED, OECD is further authorized to coordinate the grant application process, evaluation of quotes and disbursement of funds to ensure efficient and timely completion of the repair projects.

ACCEPT QUOTE FROM T&S CONTRACTING FOR PARKING LOT REPAIRS: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37405

Bradford, Pa. October 24, 2023

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby accept a quote from T&S Contracting in the amount of \$3,870.00 for parking lot repairs at the Habgood Center.