



City of Bradford Council Meeting Agenda



JANUARY 23, 2024

6:00 P.M.

MAYOR: TOM RIEL

CITY ADMINISTRATOR: ERIC TAYLOR

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 January 9th, 2024 minutes.

5. DEPARTMENTAL REPORTS:

6. CORRESPONDENCE:

7. PETITION AND HEAR VISITORS:

8. OLD BUSINESS:

A. BILL #1, ORDINANCE GENERAL FILE NO. 3078.238 "2024 WAGE ORDINANCE"

9. NEW BUSINESS:

APPROVE PAYMENT TO MARKL SUPPLY COMPANY, INC.: POLICE

By _____

CITY COUNCIL CHAMBERS

No. 37486

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$4,445.65 from General Fund Account (01) to Markl Supply Company, Inc. for police equipment.

APPROVE LAND DEVELOPMENT PLAN KNOWN AS ATA BRADFORD MULTIMODAL FACILITY LOCATED ON E. CORYDON STREET: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37487

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby grant preliminary and final approval of land development known as ATA Bradford Multimodal Facility located on E. Corydon Street.

WHEREAS the property to be conveyed is situated on Tax Parcel numbers 01-003-106, 01-003-115, 01-003-117, 01-003-118, 01-003-119, 01-003-202, 01-003-203, 01-003-204 and to be reverse subdivided 0.659 Acres (Lot 1).

BE IT FURTHER RESOLVED that the City of Bradford Planning Commission approved the plans on January 18, 2024.

AUTHORIZES THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE A LEASE AGREEMENT WITH ALLEMAN TRANSPORT AT THE ROBERT P. HABGOOD JR. BUSINESS DEVELOPMENT CENTER: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37488

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute a Lease Agreement with Alleman Transport in Building "F" at the Robert P. Habgood Jr. Business Development Center.

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

By _____

CITY COUNCIL CHAMBERS

No. 37489

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute a Lease Agreement with Community Links at the Robert P. Habgood Jr. Business Development Center.

AUTHORIZES THE PROPER OFFICERS OF THE CITY OF BRADFORD TO ENTER INTO A LEASE AGREEMENT WITH HMS TECHNICAL DEVELOPMENT LLC FOR THE RENTAL OF FIRST-FLOOR OFFICE SPACE AT OLD CITY HALL: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37490

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute a Lease Agreement with HMS Technical Development LLC at Old City Hall.

APPROVE PAYMENT TO SHEMBEDA FLOOR COVERING: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37491

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Shembeda Floor Covering in the amount of \$5,509.00 from the Rental Property account for carpeting for 160 Elm Street Apt. #4.

EXONERATE THE CITY TREASURER FROM COLLECTING CERTAIN 2023 CITY PER CAPITA TAXES: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37492

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford that under a written request from the City Treasurer, dated January 7, 2024, together with attached documentation from the City Treasurer's Office, the proper officers hereby exonerate the City Treasurer from collecting \$3,250.50 in 2023 City Per Capita Taxes.

BE IT FURTHER RESOLVED that \$2,955.00 will be certified to the City Solicitor for collection. After a diligent effort to collect these taxes, the balance of \$875.00 has been deemed uncollectable by the City Treasurer.

**CERTIFICATE OF APPROPRIATENESS TO ZONG DAI, OWNER OF LOFTY APRICOT CORP.,
LOCATED AT 21 MAIN STREET: A/F**

By _____

CITY COUNCIL CHAMBERS

No. 37493

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that a Certificate of Appropriateness is hereby issued to Zong Dai owner of Lofty Apricot Corp., located at 21 Main Street.

BE IT FURTHER RESOLVED Lofty Apricot Corp., located on 21 Main Street will be installing a 4' tall cement fiber siding material on the wall that faces Pine Street. This is to protect the brick and foundation stone from weather deterioration. The siding will be painted to color-match the brick on the building. This project will preserve the life of the building and ensure the safety of pedestrians from crumbling rock and foundation.

NOW THEREFORE BE IT FURTHER RESOLVED that the issuance of this has been recommended by the Historical Architectural Board of Review meeting held on January 15, 2024.

**AUTHORIZE EXECUTION OF THE AGREEMENT WITH STATEWIDE TAX RECOVERY, INC. FOR
COLLECTION OF DELINQUENT PER CAPITA TAXES: A/F**

By _____

CITY COUNCIL CHAMBERS

No. 37494

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize the execution of the Agreement between Statewide Tax Recovery, Inc. appointing them the collector of all delinquent Per Capita accounts plus any applicable penalties, interest, or other charges.

BE IT FURTHER RESOLVED that this Agreement shall be in effect for an initial period of three (3) years commencing on January 1, 2024, with an automatic renewal after three (3) years unless provided ninety (90) days written notice.

APPROVE PAYMENT TO NORTHWEST: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37495

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Northwest in the amount of \$3,549.85 from the Rental Properties account for Appliances and flooring at 10 State Street.

AUTHORIZE THE CITY ADMINISTRATOR AND CITY TREASURER TO RECEIVE ALL TAX RECORDS FROM BERKHEIMER TAX INNOVATIONS: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37496

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers authorize the City Administrator and City Treasurer, to receive all tax records from Berkheimer Tax Innovations.

BE IT FURTHER RESOLVED this is to allow for the City Administrator and City Treasurer to access revenue and expenses associated with the collections of Taxes and Fees collected by and paid to Berkheimer Tax Innovations.

AUTHORIZE EXECUTION OF AN AGREEMENT FOR JANITORIAL SERVICES WITH JAMES NEUBERT: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37497

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize the execution of an Agreement for Janitorial Services at City Hall and the Police Station with James Neubert for the period of January 1, 2024 through December 31, 2024.

DECLINE THE SALE OF CERTAIN CITY OF BRADFORD TAX PARCELS FROM THE MCKEAN COUNTY TAX CLAIM REPOSITORY: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37498

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, per information provided by the Code Enforcement Department and the Property Maintenance Department, the proper officers hereby decline the sale of certain Tax Parcels, located in the City of Bradford which are currently in the McKean County Tax Claim Repository as listed below:

02-004-214	2 Maplewood Ave	02-004-209-1	20 Maplewood Ave
02-004-209	22 Maplewood Ave	02-003-217	74 Maplewood Ave
02-003-214	90 Maplewood Ave	02-003-213	90 Maplewood Ave
05-009-124	23 E. Main St	02-009-203	15 Ascension St

BE IT FURTHER RESOLVED, these properties have been deemed to be beyond the scope of renovations.

BE IT FURTHER RESOLVED that the sale of property in the repository is controlled by 72 P.S. §5860.627, and according to 72 P.S. §5860.627 (a.), written consent of the taxing district where the property is located must be provided before the Tax Claim Bureau can accept any offer to purchase property from the repository.

APPROVE THE SALE OF CERTAIN CITY OF BRADFORD TAX PARCELS FROM THE MCKEAN COUNTY TAX CLAIM REPOSITORY: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37499

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, upon recommendation of the Code Enforcement Department and the Property Maintenance Department, the proper officers hereby approve the sale of certain Tax Parcels, located in the City of Bradford which are currently in the McKean County Tax Claim Repository as listed below:

05-013-216 124 East Ave-James & Sky Poe 06-008-132-1 Rear Oxford St-Ashton & Kristina Miller
02-010-217 14 E. Corydon St – B & C Reality 04-004-120 30 Summer St-Theron Simmons
04-004-121 32 Summer St-Theron Simmons 05-004-214 142 Summer St-Anthony Byerly
05-013-215 126 East Ave – James & Sky Poe 06-021-121-1 Keating Ave -Marie Costello
02-020-105 9 Thompson Ave-Allen & Melissa Cornelius
04-012-310 170 Jackson Ave Mateusz Mostek & Jessica Bailey-Mostek
02-004-223 114 South Ave-Beach Street Inv.

BE IT FURTHER RESOLVED that the sale of property in the repository is controlled by 72 P.S. §5860.627, and according to 72 P.S. §5860.627 (a.), written consent of the taxing district where the property is located must be provided before the Tax Claim Bureau can accept any offer to purchase property from the repository.

BE IT FURTHER RESOLVED that the sale of property in the repository is pending approval of the Bradford Area School District and McKean County Commissioners.

APPROVE SUBDIVISION OF LANDS LOCATED AT INTERSTATE PARKWAY OWNED BY MARK AND SUSAN AUSTIN TO BE CONVEYED TO EVERETT AND ADRIANNE RATZEL: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37500

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve the subdivision of lands owned by Mark and Susan Austin located at Interstate Parkway.

BE IT FURTHER RESOLVED that the property to be conveyed is situated on Tax Parcel Number 03-003-205(Lot 2 and Lot 3 owned by Mark and Susan Austin. Lot 3 will be conveyed to Everett and Adrienne Ratzel and be combined with Tax Parcel 03-003-205.1 (Lot 1) into one deed description. No new development is planned.

NOW THEREFORE BE IT FURTHER RESOLVED that this subdivision has the approval of the City of Bradford Planning Commission who met and approved the plans on January 18, 2024.

AUTHORIZE EXECUTION OF A UTILITY BILL COLLECTIONS AGREEMENT WITH THE CITY OF BRADFORD AND THE BRADFORD SANITARY AUTHORITY: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37501

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize the execution of a Utility Bill Collections Agreement between the City of Bradford and the Bradford Sanitary Authority to provide utility bill collections and accounting services by the City.

BE IT FURTHER RESOLVED, this agreement is a three-year contract from January 1, 2024, to December 31, 2026.

AUTHORIZE EXECUTION OF A UTILITY BILL COLLECTIONS AGREEMENT WITH THE CITY OF BRADFORD AND THE BRADFORD WATER AUTHORITY: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37502

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize the execution of a Utility Bill Collections Agreement between the City of Bradford and the Bradford Water Authority to provide utility bill collections and accounting services by the City.

BE IT FURTHER RESOLVED, this agreement is a three-year contract from January 1, 2024 to December 31, 2026.

ACCEPT QUOTE AND APPROVE PAYMENT TO HENNARD CONSTRUCTION: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37503

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby accept a quote and approve payment in the amount of \$8,275.00 from the General Fund Account to Hennard Construction to complete a Backflow test at various locations for the City.

BE IT FURTHER RESOLVED, that the testing is to meet mandatory DEP guidelines and requirements.

ACCEPT QUOTE AND APPROVE PAYMENT TO TV SERVICE TO DEMOLISH 64 SOUTH KENDALL AVENUE: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37504

Bradford, Pa. January 23, 2024

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

WHEREAS, the City of Bradford's Board of Health has determined 64 South Kendall 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 TV Service for \$4,854.54, for the demolition work.

THEREFORE, BE IT RESOLVED that the proper officers of the City of Bradford hereby accept the quote from TV Service in the amount of \$4,854.54 and authorize the OECD to proceed with the demolition of 64 South Kendall Avenue.

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

ACCEPT QUOTE AND APPROVE PAYMENT TO 6V EXCAVATION, LLC TO DEMOLISH 124 ½ WEST WASHINGTON STREET: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37505

Bradford, Pa. January 23, 2024

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

WHEREAS, the City of Bradford's Board of Health has determined 124 ½ West Washington Street 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 6V Excavation, LLC for \$8,583.00, for the demolition work.

THEREFORE, BE IT RESOLVED that the proper officers of the City of Bradford hereby accept the quote from 6V Excavation, LLC in the amount of \$8,583.00 and authorize the OECD to proceed with the demolition of 124 ½ West Washington Street.

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

EXONERATE THE CITY TREASURER FROM COLLECTING CERTAIN 2024 CITY PROPERTY TAXES: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37506

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford that according to a written request from the City Treasurer, dated January 18, 2024, together with attached documentation from the County Assessment Office, the proper officers hereby exonerate the City Treasurer from collecting \$4566.48 for 2024 City Property Taxes. An additional assessment of \$3,070.98 will be added to the 2023 tax roll.

DESIGNATE OECD STAFF ACCOUNTANT ASHLY COLOSIMO TO SIGN CDBG AND HOME ELECTRONIC INVOICES: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37507

Bradford, Pa. January 23, 2024

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

WHEREAS the PA Department of Economic and Community Development (DCED) is requiring the submittal of CDBG and HOME invoices through electronic invoicing and is requiring grant recipients to designate an employee of the municipality to electronically sign CDBG and HOME invoices; and,

WHEREAS the Office of Economic and Community Development currently processes invoices and maintains the accounting records for the City of Bradford's CDBG and HOME Programs; and,

NOW, THEREFORE BE IT RESOLVED that the proper officers of the City of Bradford designate Ashly Colosimo, OECD Staff Accountant to electronically sign CDBG and HOME invoices in accordance with DCED's grant financial management requirements.

BE IT FURTHER RESOLVED that Mayor Tom Riel and Deputy Mayor Tim Pecora are authorized to sign as the certifying elected officials.

ACCEPT PROPOSAL FROM E & M ENGINEERS AND SURVEYORS, P.C. TO PROVIDE ENGINEERING DESIGN AND STAMPED DRAWINGS FOR RENOVATIONS TO THIRD FLOOR SUITE AT OLD CITY HALL: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37508

Bradford, Pa. January 23, 2024

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

WHEREAS the City of Bradford OECD requested a proposal from E & M Engineers, P.C. to provide engineering services and drawings required for renovation work on the third floor of Old City Hall to meet building code requirements; and,

WHEREAS, E & M Engineers and Surveyors, P.C. has provided a proposal to the OECD in the amount of \$4,500.00 to provide these services; and,

NOW, THEREFORE BE IT RESOLVED that the proper officers hereby accept the proposal from E & M Engineers and Surveyors, P.C. to provide engineering services in an amount not to exceed \$4,500.00.

BE IT FURTHER RESOLVED that the cost of these services will be paid for by the OECD's Old City Hall account.

AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE SIDEWALK EASEMENT AGREEMENTS FOR THE NORTH BENNETT STREET/CAMPUS DRIVE STREETScape IMPROVEMENT PROJECT: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37509

Bradford, Pa. January 23, 2024

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

WHEREAS, the City of Bradford has applied for federal Transportation Alternatives Set-Aside Program (TASA) funding for the North Bennett Street/Campus Drive Streetscape Improvement Project; and,

WHEREAS PennDOT requires formal sidewalk easements for any portion of the sidewalk area privately owned for public improvements;

WHEREAS a number of property owners have been identified in the project area who own a portion of the sidewalk where the sidewalk improvement work will take place.

NOW, THEREFORE BE IT RESOLVED that the proper officers of the City of Bradford are authorized to execute a Sidewalk Easement Agreement with the owners of properties in the project area that require an easement for new sidewalk and streetscape improvements.

ACCEPT QUOTE AND APPROVE PAYMENT TO WITMER PUBLIC SAFETY GROUP, INC.: FIRE

By _____

CITY COUNCIL CHAMBERS

No. 37510

Bradford, Pa. January 23, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby accept the quote and approve payment of \$86,416.00 plus shipping and handling from the General Fund Account to Witmer Public Safety Group, Inc. for Fire Gear.

BE IT FURTHER RESOLVED, this purchase will be reimbursed through the PA Office of the State Fire Commissioners Fire Company and Emergency Medical Services Grant Program.