



City of Bradford Council Meeting Agenda



NOVEMBER 12, 2024

6:00 P.M.

MAYOR: TOM RIEL

CITY ADMINISTRATOR: ERIC TAYLOR

CITY SOLICITOR: HOLLENBECK LAW OFFICE

COUNCIL: FRED PROPER
TIM PECORA
TERRY LOPUS
KRIS GOLL

DEPARTMENT HEADS:

Police Chief:	MIKE WARD
Fire Chief:	BRETT BUTLER
Parks Director:	PAT GOFF
Public Works	PAT SHANNON
OECD Interim Director:	SARA ANDREWS
OECD Deputy Director:	KAREN PECHT

1. **CALL TO ORDER:**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **MINUTES:** Approve minutes from October 22nd meeting

5. **DEPARTMENTAL REPORTS:**

- Mayor Riel – Police/OECD
- Councilor Goll-Parks/DPMI
- Councilor Lopus-DPW/Refuse
- Councilor Pecora-Accounts and Finance
- Councilor Proper-Fire/Ambulance

6. **CORRESPONDENCE:**

7. **PETITION AND HEAR VISITORS:**

8. **OLD BUSINESS:**

9. **NEW BUSINESS:**

A. Ordinance No. 3268.2 – Amend Property Maintenance-Board of Appeals

CERTIFICATE OF APPROPRIATENESS TO SHELLYBEAN’S SWEETS of 62 MAIN STREET

By_____

CITY COUNCIL CHAMBERS

No. 37769

Bradford, Pa. November 12, 2024

RESOLVED, By the City Council of the City of Bradford, that a Certificate of Appropriateness is hereby issued to ShellyBean’s Sweets.

BE IT FURTHER RESOLVED ShellyBean’s Sweets, located at 62 Main Street will be installing new acrylic sign over existing sign board above the front door. Sign to read ShellyBean’s Sweets. The background will be black, ShellyBean’s will be pink lettering the word SWEETS will be located above the word Bean’s and coloring will be white with pink background. Vinyl graphics are to be added to the front window. Top to read Homemade Desserts, Baked Fresh Daily, the middle section will have a large pink cupcake and will have ShellyBean’s logo on it. At the bottom of the window will read 585-307-9352 for custom orders to the far right is the Facebook logo.

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 21, 2024.

APPROVE PAYMENT TO HEIDELBURG MATERIALS: FIRE

By_____

CITY COUNCIL CHAMBERS

No. 37770

Bradford, Pa. November 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers approve payment to Heidelberg in the amount of \$1,265.00 from the Capital Reserve (18) Account

AUTHORIZE THE CITY SOLICITOR TO PREPARE DOCUMENTS FOR THE 2025 TAX ANTICIPATION BORROWING: A/F

By_____

CITY COUNCIL CHAMBERS

No. 37771

Bradford, Pa. November 12, 2024

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 in a maximum amount up to \$850,000.00 for the year of 2025.

AUTHORIZE RENEWAL OF AN AGREEMENT WITH AMTRUST NORTH AMERICA PROVIDING FOR WORKER'S COMPENSATION INSURANCE: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37772

Bradford, Pa. November 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers authorize the renewal of an agreement with AmTrust North America providing Worker's Compensation Insurance for 2025, for the City of Bradford employees.

BE IT FURTHER RESOLVED, the 2025 Worker's Compensation renewal with Amtrust will cost \$233,017.00, the rate has increased 16.73% higher than 2024.

AUTHORIZE PERMISSION TO DISPOSE OF OUTDATED RECORDS: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37773

Bradford, Pa. November 12, 2024

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.

RESCIND RESOLUTION #37324 FROM AUGUST 8, 2023 FOR AIR CLEANING SYSTEMS: FIRE

By _____

CITY COUNCIL CHAMBERS

No. 37774

Bradford, Pa. November 12, 2024

RESOLVED, By the City Council of the City of Bradford, That the proper officers Resolution #37324 on August 8, 2023, for Air Cleaning Systems. The quote amount has changed since last year.

ACCEPT QUOTE AND APPROVE PAYMENT TO AIR CLEANING SYSTEMS: FIRE

By _____

CITY COUNCIL CHAMBERS

No. 37775

Bradford, Pa. November 12, 2024

RESOLVED, By the City Council of the City of Bradford, That the proper officers amend a quote and approve payment in the amount of \$124,400.00 to Air Cleaning Systems, Inc. The total cost is \$124,400.00, which \$118,476.19 is paid out of account (411.740) by funds awarded from the 2023 Assistance to Firefighters Grant and the remaining \$5,923.81 is a 5% match by the City of Bradford from account 411.700.

BE IT FURTHER RESOLVED, this is a Costars Contract #0008-047, this purchase will be paid from the funds awarded from the Assistance to Firefighters Grant. This purchase will not be made until 2024.

APPROVE PAYMENT TO CALLAHAN WEBER: PARKS

By _____

CITY COUNCIL CHAMBERS

No. 37776

Bradford, Pa. November 12, 2024

RESOLVED, By the City Council of the City of Bradford, That the proper officers approve a payment in the amount of \$1,125.43 from the General Fund Account (430.251) to Callahan Weber for street sweeper parts for the Street Department.

ADOPTION AND IMPLEMENTATION OF A TOW POLICY: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37777

Bradford, Pa. November 12, 2024

WHEREAS the City of Bradford establishes a policy and procedures governing the provision of assistance to individuals on the highway, and the selection of towing services when a damaged vehicle must be removed from the highway, thereby enduring the free, safe, and efficient movement of vehicles.

AUTHORIZE AN AMENDMENT SECTIONS OF THE CIVIL SERVICE RULES AND REGULATIONS FOR POLICE: POLICE

By _____

CITY COUNCIL CHAMBERS

No. 37778

Bradford, Pa. November 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers authorize an amendment to sections of the civil service Rules and Regulations, Section 305.

ACCEPT QUOTE AND APPROVE PAYMENT TO DAX TECH ENTERPRISES: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37779

Bradford, Pa. November 12, 2024

RESOLVED, By the City Council of the City of Bradford that the proper officers hereby approve payment of \$11,440.02 from General Fund Account to DAX Tech Enterprises for Verkada outdoor cameras and 10-Yr licensing for ARG Refinery at the crosswalk on N. Kendall Avenue.

BE IT FURTHER RESOLVED, this purchase will be reimbursed by American Refining Group, Inc.

AUTHORIZE THE FILING OF THE MAIN STREET MATTERS MICROGRANT GRANT APPLICATION WITH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37780

Bradford, Pa. November 12, 2024

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

the City of Bradford authorizes the filing of a grant application for the Main Street Matters Microgrant Grant Program funds with the Department of Community and Economic Development (DCED), Commonwealth of Pennsylvania.

WHEREAS, the City of Bradford is desirous of obtaining funding from DCED a maximum amount of \$50,000.00 for microgrants that may be used by established businesses for capital purchases; structural or interior improvements; hardware, software, and connectivity upgrades; and professional marketing and promotions activities within the City of Bradford's downtown historic district; and,

BE IT FURTHER RESOLVED, that the Mayor of the City of Bradford is directed to execute all documents associated with the grant.

AUTHORIZE THE FILING OF THE MAIN STREET MATTERS FAÇADE GRANT APPLICATION WITH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37781

Bradford, Pa. November 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the City of Bradford authorizes the filing of a grant application for the Main Street Matters Façade Grant Program funds with the Department of Community and Economic Development (DCED), Commonwealth of Pennsylvania.

WHEREAS, the City of Bradford is desirous of obtaining funding from DCED a maximum amount of \$100,000.00 to undertake façade improvements for the rehabilitation/restoration of older and under-utilized buildings within the City of Bradford's downtown historic district; and,

BE IT FURTHER RESOLVED, that the Mayor of the City of Bradford is directed to execute all documents associated with the grant.

APPROVE PAYMENT TO PROTOCOL 80 INC.: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37782

Bradford, Pa. November 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Protocol 80 Inc. in the amount of \$3,750.00 from the Revolving Fund account for an IT Service Agreement consisting of 30 technical support hours.

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

By _____

CITY COUNCIL CHAMBERS

No. 37783

Bradford, Pa. November 12, 2024

RESOLVED, By the City Council of the City of Bradford, according to 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:

02-011-108	402 South Ave	02-023-106	418 Congress St
05-008-209	64 East Ave	05-108-114.01	67 East Avenue

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. 37784

Bradford, Pa. November 12, 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:

06-008-315	106 Rockland Ave –Kenneth & Robyne Hadden		
06-005-114	62 S. Kendall Ave-Josh Everly	05-007-544	9 Harris Ct-Bill & Tina Thomas
05-008-203	86 East Ave - Cody Lunn	06-005-202	5 Longfellow Ave-Randall Brummer
03-010-104	62 State Ave-DBRC	03-010-304	38 Cole Ave-DBRC
05-004-279	9 Rochester St-DBRC	05-006-410	19 Avenue B-DBRC
04-005-405	19 Leigh St-DBRC	02-004-223	114 South Ave-DBRC
02-017-120	18 Blaisdell Ave-DBRC	03-010-102	58 State St-DBRC

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.

PERMISSION TO ADVERTISE FOR BID FOR DEMOLITION: HEALTH

By _____

CITY COUNCIL CHAMBERS

No. 37784

Bradford, Pa. November 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize permission to advertise for bid the demolition of a property, once a proper paperwork is completed.