



# City of Bradford Council Meeting Agenda



JUNE 11, 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
Public Works & Parks Director	PAT SHANNON/PAT GOFF
OECD Interim Director:	SARA ANDREWS
Deputy Director:	KAREN PECHT

1. **CALL TO ORDER:**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **MINUTES:** Approve May 28<sup>th</sup> minutes

5. **DEPARTMENTAL REPORTS:** For month of May 2024

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

6. **CORRESPONDENCE:**

7. **PETITION AND HEAR VISITORS:**

8. **OLD BUSINESS:**

9. **NEW BUSINESS:**

A. Ordinance No. 3165.26-“Amend Police Pension”

B. Ordinance No. 3297 – Adopt Ordinance 3297 “Residential Roof Repairs”

**A RESOLUTION RECOGNIZING CONCRETE AVENUE, ACCESSED FROM DAVIS STREET AS A PRIVATE ROAD BELONGING TO DUBROOK: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37634**

Bradford, Pa. June 11, 2024

**RESOLVED**, By the City Council of the City of Bradford that the proper officers hereby recognize Concrete Avenue, accessed from Davis Street as a private road belonging to DuBrook.

**RESCIND RESOLUTION NO. 37623 DATED MAY 28, 2024: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37635**

Bradford, Pa. June 11, 2024

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers of the City of Bradford hereby rescind Resolution No. 37623 dated May 28, 2024, authorizing a special Events Waiver.

**AUTHORIZATION FOR SPECIAL EVENTS WAIVER FOR JJ'S SALOON KIDS & CANCER DICE RUN: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37636**

Bradford, Pa. June 11, 2024

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve the request from Benjamin Skaggs owners of JJ's Saloon for a waiver of Ordinance #3014, allowing for consumption of alcoholic beverages on these portions of public land where the event will be conducted and between the hours of 2:00 pm and 8:00 pm, and

**BE IT FURTHER RESOLVED** that this waiver is granted for the Kids & Cancer Dice Run after party, to be held between 372 and 440 East Main St on July 27<sup>th</sup>, 2024, with the following conditions:

1. Beverages served for consumption are limited to beer and/or malt beverages.
2. All alcoholic beverages consumed on public lands must be in plastic containers.
3. No glasses, glass bottles or cans shall be permitted outside of licensed establishments.

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

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37637**

Bradford, Pa. June 11, 2024

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

**AUTHORIZES THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE A LEASE AGREEMENT WITH NORTHERN TIER COMMUNITY ACTION CORPORATION HEAD START PROGRAM AT THE ROBERT P. HABGOOD JR. BUSINESS DEVELOPMENT CENTER: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37638**

Bradford, Pa. June 11, 2024

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute a Lease Agreement with Northern Tier Community Action Corporation Head Start Program in Building “J” at the Robert P. Habgood Jr. Business Development Center.

**AUTHORIZES THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE A LEASE AGREEMENT WITH IDYLLWILD HOLDINGS, LLC: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37639**

Bradford, Pa. June 11, 2024

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute a Lease Agreement with Idyllwild Holdings, LLC for manufacturing space at the Holley Avenue Multi-Tenant Center.

**APPROVE PAYMENT TO ESO SOLUTIONS INC.: FIRE**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37640**

Bradford, Pa. June 11, 2024

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$1,804.73 from General Fund (411.318) to ESO Solutions, Inc for ER Fire – State upgrade.

**AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE AN ENTERPRISE ZONE LOAN AGREEMENT WITH ESCAPE AQUA MASSAGE & INFRARED THERAPY SPA, LLC: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37641**

Bradford, Pa. June 11, 2024

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

WHEREAS, Escape Aqua Massage & Infrared Therapy Spa, LLC has completed an Enterprise Zone Loan application in the amount of \$45,000.00 to assist with financing of new equipment; 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 Escape Aqua Massage & Infrared Therapy Spa, LLC in the amount of \$45,000.00 for a term not to exceed 7 years at an interest rate of 3%.

**APPOINT PAT SHANNON AS DIRECTOR OF PUBLIC WORKS: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37642**

Bradford, Pa. June 11, 2024

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers appoint Pat Shannon as Director of Public Works.

**APPOINT PAT GOFF AS PARKS DIRECTOR: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37643**

Bradford, Pa. June 11, 2024

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers appoint Pat Goff as Parks Director.

**ACCEPT QUOTE AND APPROVE PAYMENT TO TWIN TIERS OVERHEAD DOORS, INC.: FIRE**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37644**

Bradford, Pa. June 11, 2024

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers accept a quote and approve payment in the amount of \$4,046.00 from the General Fund Account (409.373) paid to Twin Tiers Overhead Doors, Inc. for the replacement of garage door opener and bottom panel of the door at the East Main Station.

BE IT FURTHER RESOLVED, this will be funded by ARPA funds from McKean County.

**APPROVE PHARE GRANT IN THE AMOUNT OF \$10,000.00 TO LAURA BURDICK FOR EMERGENCY HOME REPAIRS AT 18 EDWARDS STREET: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37645**

Bradford, Pa. June 11, 2024

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

WHEREAS, the City of Bradford has made emergency home repair grant funds available to City residents through the PHARE Program; and,

WHEREAS the OECD solicits quotations from qualified contractors on behalf of the homeowner and recommends that the work be performed by the contractor providing the lowest acceptable quote for the work; and,

WHEREAS the OECD recommends that PHARE funding in the amount of \$10,000.00 in the form of an emergency repair grant be provided to Laura Burdick for the replacement of the entire roof including tear off and installation of new substrate at 18 Edwards Street; and,

WHEREAS Laura Burdick will enter into a contract with Hennard Construction in the amount of \$10,000.00 for the emergency home repair work.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Bradford hereby authorizes the proper officers of the City of Bradford to enter into a PHARE Emergency HOME Repair Grant Agreement with Laura Burdick and further authorizes the OECD to make payments not to exceed \$10,000.00 to the homeowner and Hennard Construction upon the inspection and approval of the completed work by OECD staff.

**ACCEPT PROPOSAL FROM THE E&M ENGINEERS AND SURVEYORS, PC, TO PROVIDE DESIGN ENGINEERING SERVICES FOR THE CALLAHAN PARK - PHASE 2 RECREATION IMPROVEMENT PROJECT: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37646**

Bradford, Pa. June 11, 2024

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

WHEREAS the City of Bradford advertised for proposals for engineering design work for the Callahan Park Recreation – Phase 2 Improvements and,

WHEREAS two proposals were received from engineering firms; and,

WHEREAS, after a formal review of the proposals from the engineering firms, OECD staff recommends that the proposal from E&M Engineers and Surveyors, PC in the amount of \$34,384.00 be accepted by the City of Bradford.

NOW, THEREFORE BE IT RESOLVED that the proper officers hereby accept the proposal from E&M Engineers and Surveyors, PC in the amount of \$34,384.00 to provide engineering design services for Phase 2 improvements in Callahan Park.

BE IT FURTHER RESOLVED that the cost of the engineering work will be paid for with McKean County ARPA grant funding.

**AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN KNA INSPECTIONS, LLC AND THE CITY OF BRADFORD FOR UNIFORM CONSTRUCTION CODE INSPECTIONS: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37647**

Bradford, Pa. June 11, 2024

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers authorize the execution of an agreement between KNA Inspections, LLC and the City of Bradford for Uniform Construction Code inspections.

**APPROVE PAYMENT TO KAREN AYERS FOR HOME REPAIRS LOCATED AT 84 MARION AVENUE: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37648**

Bradford, Pa. June 11, 2024

WHEREAS, the City of Bradford has community development funds for home repairs through Act 137; and

WHEREAS the homeowner solicits quotations from qualified contractors and requests that the work be performed by the contractor providing the lowest acceptable quote for the work; and

WHEREAS the OECD recommends allocating Act 137 funds in the amount of \$2,100.00 to Karen Ayers for home repairs at 84 Marion Avenue;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Bradford hereby authorizes the proper officers of the City of Bradford and the OECD to make payments not to exceed \$2,100.00 upon the inspection and approval of the completed work by OECD staff.