



City of Bradford Council Meeting Agenda



MARCH 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
VACANT SEAT

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 minutes from Feb 27th meeting.

5. DEPARTMENTAL REPORTS: For month of February 2024

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

6. CORRESPONDENCE:

7. PETITION AND HEAR VISITORS:

8. OLD BUSINESS:

A. BILL #5, ORDINANCE GENERAL FILE NO. 3078.239 “2024 WAGE ORDINANCE”

B. BILL #3, ORDINANCE GENERAL FILE NO. 3294, “Vacating and Discontinuance of a portion of Beulah Place.”

C. BILL #4, ORDINANCE GENERAL FILE NO. 3295, “Vacating and Discontinuance of City Alley”

9. NEW BUSINESS:

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

By _____

CITY COUNCIL CHAMBERS

No. 37536

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford, that according to a written request from the City Treasurer, dated February 26th & March 5th, 2024, together with attached documentation from the County Assessment Office, the proper officers hereby exonerate the City Treasurer from collecting \$1,584.94 for 2024 City Property Taxes. An additional assessment of \$1,620.69 will be added to the tax roll.

APPROVE PAYMENT TO NORTHWEST: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37537

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Northwest in the amount of \$2,372.78 from the Rental Property account for renovation materials for 10 State Street, and \$1,000 from the Economic Development Fund account for RACP Application Fees.

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

By _____

CITY COUNCIL CHAMBERS

No. 37538

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize to execute a Lease Agreement with Hurds Construction at the Robert P. Habgood Jr. Business Development Center.

APPROVE PAYMENT TO CLOSE'S LUMBER IN OLEAN: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37539

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Close's Lumber in Olean in the amount of \$2,830.00 from the Rental Property account for cabinets for 160 Elm Street apt. 6.

AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE A LEASE AGREEMENT WITH HEATHER JOBE, STARLITE DANCE, FOR SPACE AT THE ROBERT P. HABGOOD JR. BUSINESS DEVELOPMENT CENTER: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37540

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize to execution of a Lease Agreement with Heather Jobe- Starlite Dance at the Robert P. Habgood Jr. Business Development Center.

APPROVE PAYMENT TO FAIRWAY FORD: POLICE

By _____

CITY COUNCIL CHAMBERS

No. 37541

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment in the amount of \$1,170.73 from the General Fund Account (410.375) to Fairway Ford for vehicle repair.

ACCEPT QUOTE FROM BTU SUPPLY IN BRADFORD FOR PLUMBING RENOVATIONS AT OLD CITY HALL: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37542

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby accept a quote in the amount of \$2,715.00 for plumbing in Old City Hall.

BE IT FURTHER RESOLVED that payment for work related to the third-floor renovations plumbing work will be paid from Old City Hall Account.

APPROVE PAYMENT TO BRADFORD PIPE & SUPPLY, INC.: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37543

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment in the amount of \$1,831.94 to Bradford Pipe & Supply, Inc. from the following General Fund Accounts:

430.250	\$ 1,552.54
454.250	\$ 92.80

427.250 \$ 186.60

APPROVE PAYMENT TO CLOSE’S LUMBER IN OLEAN: OECD

By_____

CITY COUNCIL CHAMBERS

No. 37544

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Close’s Lumber in Olean in the amount of \$2,190.75 from the Old City Hall account for cabinets for Old City Hall Suite 301.

**PERMISSION TO ADVERTISE FOR CIVIL SERVICE TESTING FOR
FIREFIGHTER/PARAMEDIC AND FIREFIGHTER/EMT: FIRE/AMBULANCE**

By_____

CITY COUNCIL CHAMBERS

No. 37545

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford, that according to a request from Fire Chief Eric Taylor and authorization from the City of Bradford Civil Service Commission, the proper officers hereby grant permission to advertise for testing to establish a new eligibility list for Firefighter/Paramedic and Firefighter EMT for the City of Bradford Fire and Ambulance Department.

**PERMISSION TO CONDUCT PROMOTIONAL TESTING FOR THE CITY OF
BRADFORD FIRE DEPARTMENT**

By_____

CITY COUNCIL CHAMBERS

No. 37546

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford, that according to a request from Fire Chief Eric Taylor and authorization from the City of Bradford Civil Service Commission, the proper officers hereby grant permission to conduct promotional testing in the City of Bradford Fire Department.

**APPROVE PHARE GRANT TO VIRGINIA CROUSE FOR EMERGENCY REPAIRS AT 166
CONSTITUTION AVENUE: OECD**

By_____

CITY COUNCIL CHAMBERS

No. 37547

Bradford, Pa. March 12, 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 \$1,450.00 as an emergency repair grant to Virginia Crouse for the removal of a tree that posed a threat of falling on the garage and home located at 166 Constitution Avenue and,

WHEREAS Virginia Crouse will enter into a contract with JIII Specialties, LLC for the emergency removal of the tree at the cost of \$1,450.00.

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 Virginia Crouse and further authorizes the OECD to make payments not to exceed \$1,450.00 to the homeowner and Hennard Construction upon the inspection and approval of the completed work by OECD staff.

AUTHORIZE THE OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT TO SOLICIT BIDS FOR THE SALE OF WOOD SHOP EQUIPMENT RECAPTURED UNDER A COLLATERALIZED LOAN MADE TO KYLE WHEELER: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37548

Bradford, Pa. March 12, 2024

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

WHEREAS, in March 2019 the City of Bradford refinanced an existing loan and provide additional loan financing to Kyle Wheeler for the relocation of his business to 20 Roberts Street; and,

WHEREAS, the new loan amount was secured by a listing of equipment and all business assets through a UCC filing with the PA Department of State; and,

WHEREAS, Kyle Wheeler stopped making loan payments in September 2022 and subsequently closed his business operation in 2023; and,

WHEREAS, OECD staff became aware that the equipment secured by the UCC filing was placed by Mr. Wheeler on property located on Roberts Street; and,

WHEREAS, OECD and City staff have relocated the equipment to OECD property at 20 Russell Boulevard; and,

WHEREAS, the OECD desires to advertise for sale the equipment to recover at least a portion of the loan balance owed by Mr. Wheeler.

NOW, THEREFORE BE IT RESOLVED, that the proper officers of the City of Bradford hereby authorize the Office of Economic and Community Development to advertise and solicit bids for the sale of the wood shop equipment.

ACCEPT PROPOSALS FROM GRAHAM’S GREENHOUSE & LANDSCAPING TO PROVIDE LANDSCAPING SERVICES FOR THE CITY’S DOWNTOWN STREETScape AREAS, DOWNTOWN GATEWAY AREAS, VETERAN’S SQUARE, MAIN STREET TREES AND OECD FACILITIES: OECD

By _____

CITY COUNCIL CHAMBERS

No. 37549

Bradford, Pa. March 12, 2024

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

WHEREAS Graham’s Greenhouse & Landscaping has provided a proposal to landscaping services (including spring cleanup of planting and surrounding areas, weed prevention applications, fertilizing, mulching and plantings of annual/mums) for the City’s downtown streetscape areas, downtown gateway areas, Veteran’s Square, Hanley Park and OECD facilities (19 sites) in the amount of \$26,648.00;

WHEREAS Graham’s Greenhouse & Landscaping has also provided a quote in the amount of \$1,710.00 to remove the tree grates, clean, apply weed killer, mulch, and lightly prune the new trees on Main Street; and,

THEREFORE, BE IT RESOLVED that the proper officers of the City of Bradford hereby accept the proposals from Graham’s Greenhouse & Landscaping in the amount of \$26,648.00 for landscaping of 19 sites and \$1,710.00 for the maintenance of the trees on Main Street.

BE IT FURTHER RESOLVED that the cost of landscaping services will be paid with operational funds from the OECD’s facilities accounts, the City of Bradford General Fund, and contributions from other organizations.

REAPPOINT EARNEST CLARK TO BRADFORD SANITARY AUTHORITY: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37550

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford that the proper officers hereby appoint Earnest Clark to the Bradford Sanitary Authority for a 5-year term set to expire on 12/31/2028.

REAPPOINT ROBERT ESCH TO BRADFORD SANITARY AUTHORITY: A/F

By _____

CITY COUNCIL CHAMBERS

No. 37551

Bradford, Pa. March 12, 2024

RESOLVED, By the City Council of the City of Bradford that the proper officers hereby appoint Robert Esch to the Bradford Sanitary Authority for a 5-year term set to expire on 12/31/2028.