



City of Bradford

Council Meeting Agenda



APRIL 8, 2025

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:
Fire Chief:
Parks Director:
Public Works
OECD Director:

MIKE WARD
BRETT BUTLER
PAT GOFF
PAT SHANNON
KAREN PECHT

1. **CALL TO ORDER:**
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MINUTES:** Approve minutes from March 25th meeting
5. **DEPARTMENTAL REPORTS:** For the month of March
 - 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:**
 - A. Ordinance 3300-Home Rule Chapter-Enter on 2025 General Election
9. **NEW BUSINESS:**

APPROVE PAYMENT TO CLOSES LUMBER: OECD

By_____

CITY COUNCIL CHAMBERS

No. 37918

Bradford, Pa. April 8, 2025

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Closes Lumber in the amount of \$3,705.32 for the purchase of new kitchen cabinets and countertop from the Main Street Properties account for 9 Main Street Apt. #2.

ACCEPT QUOTE FROM JEFFREY ASSOCIATES FOR TWO TRASH RECEPTACLES FOR CALLAHAN PARK: OECD

By_____

CITY COUNCIL CHAMBERS

No. 37919

Bradford, Pa. April 8, 2025

WHEREAS, in 2023 the City of Bradford purchased benches and trash receptacles from Jeffrey Associates through the Costars Program.

WHEREAS, the City Parks Director has asked for two additional trash receptacles to be placed near the entrances of Callahan Park; and,

WHEREAS, Jeffrey Associates had provided a cost proposal in the amount of \$1,708.00 for the two new receptacles.

BE IT RESOLVED, that the proper officers hereby accept a quote through the Costars Program and authorize payment to Jeffrey Associates in the total amount of \$1,708.00 for two new trash receptacles to be installed in Callahan Park.

BE IT FURTHER RESOLVED, that payment for the benches and trash receptacles will be paid from the OECD's Trails & Recreation Fund.

ACCEPT PROPOSAL FROM E & M ENGINEERS AND SURVEYORS, P.C. TO REVISE CONSTRUCTION DRAWINGS/SPECIFICATIONS AND PROVIDE CONSTRUCTION ADMINISTRATION SERVICES FOR THE CONSTRUCTION OF ASPHALT PARKING LOTS AT THE CHESTNUT STREET MULTI-TENANT CENTER: OECD

By_____

CITY COUNCIL CHAMBERS

No. 37920

Bradford, Pa. April 8, 2025

RESOLVED, By the City Council of the City of Bradford, that
WHEREAS, the Office of Economic and Community Development (OECD) would like to construct defined asphalt paved parking lots on both sides of the Multi-Tenant Center Building to better serve the building tenants; and,

WHEREAS, E & M Engineers and Surveyors, P.C. has provided a proposal to the OECD in the amount of \$5,375 to revise drawings (prepared in 2019) and bid specifications along with providing construction administration services in the amount of \$5,375.00; and,

NOW, THEREFORE, BE IT RESOLVED that the proper officers hereby accept the proposal from E & M Engineers and Surveyors, P.C. for engineering and construction administration services in an amount not to exceed \$5,375.00.

BE IT FURTHER RESOLVED that the cost of these services will be paid for from the OECD's Chestnut Street Multi-Tenant operations account.

AUTHORIZE THE PROMOTION OF LIEUTENANT RAYMOND DOUGLASS TO THE RANK OF CAPTAIN: POLICE

By_____

CITY COUNCIL CHAMBERS

No. 37921

Bradford, Pa. April 8, 2025

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize the promotion of Lieutenant Raymond Douglass to the rank of Captain with the City of Bradford Police Department.

WHEREAS Lieutenant Douglass has successfully completed the necessary requirements in accordance with the City of Bradford's Civil service guidelines to qualify for said promotion.

AUTHORIZE THE PROMOTION OF PATROLMAN MATT GUSTIN TO THE RANK OF SERGEANT: POLICE

By_____

CITY COUNCIL CHAMBERS

No. 37922

Bradford, Pa. April 8, 2025

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize the promotion of Patrolman Matt Gustin to the rank of Sergeant with the City of Bradford Police Department.

WHEREAS, Officer Gustin has successfully completed the requirements in accordance with the City of Bradford's Civil service guidelines to qualify for the said promotion.

AUTHORIZE THE PROMOTION OF PATROLMAN CLAYTON YOHE TO THE RANK OF SERGEANT: POLICE

By_____

CITY COUNCIL CHAMBERS

No. 37923

Bradford, Pa. April 8, 2025

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize the promotion of Patrolman Clayton Yohe to the rank of Sergeant with the City of Bradford Police Department.

WHEREAS, Officer Yohe has successfully completed the necessary requirements in accordance with the City of Bradford's Civil service guidelines to qualify for said promotion.

AUTHORIZE THE PROMOTION OF PATROLMAN MARK DELUCA TO THE RANK OF DETECTIVE: POLICE

By_____

CITY COUNCIL CHAMBERS

No. 37924

Bradford, Pa. April 8, 2025

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby authorize the promotion of Patrolman Mark DeLuca to the rank of Detective with the City of Bradford Police Department.

WHEREAS, Officer DeLuca has successfully completed the requirements in accordance with the City of Bradford's Civil service guidelines to qualify for said promotion.

APPROVE PAYMENT TO PETE'S REPAIR SERVICE: STREETS

By_____

CITY COUNCIL CHAMBERS

No. 37925

Bradford, Pa. April 8, 2025

RESOLVED, by the City Council of the City of Bradford, that the proper officers hereby approve payment of \$1,672.85 from the General Fund Account (430.250) to Pete's Repair Service for repairs to Truck #10.

APPROVE PAYMENT TO BOBCAT OF KANE: STREETS

By_____

CITY COUNCIL CHAMBERS

No. 37926

Bradford, Pa. April 8, 2025

RESOLVED, by the City Council of the City of Bradford, that the proper officers hereby approve payment of \$2,622.96 from the General Fund Account (430.250) to Bobcat of Kane for Excavator repair.

APPROVE PAYMENT TO SOUTHERN TIER TRAILER SALES, INC: PARKS

By_____

CITY COUNCIL CHAMBERS

No. 37927

Bradford, Pa. April 8, 2025

RESOLVED, by the City Council of the City of Bradford, that the proper officers hereby approve payment of \$3,215.00 from the General Fund Account (454.250) to Southern Tier Trailer Sales, Inc. for a new CAM 6x10 Trailer.

APPROVE PAYMENT TO KNOX LAW FOR LEGAL SERVICES: A/F

By_____

CITY COUNCIL CHAMBERS

No. 37928

Bradford, Pa. April 8, 2025

RESOLVED, By the City Council of the City of Bradford, that the proper officers approve payment of \$3,509.00 from the General Fund (01) Account (413.314) to Knox McLaughlin Gornall & Sennett, P.C. for legal services for OYO Hearing.

ACCEPT PROPOSAL FROM E & M ENGINEERS AND SURVEYORS, P.C. PROVIDE CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES FOR CALLAHAN PARK PHASE 2 IMPROVEMENTS: OECD

By_____

CITY COUNCIL CHAMBERS

No. 37929

Bradford, Pa. April 8, 2025

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

WHEREAS, the City of Bradford awarded a contract in June 2024 to E & M Engineers & Surveyors, PC for design services for Callahan Park Phase 2 Improvements; and,

WHEREAS, the OECD requested E & M Engineers & Surveyors, PC to provide a proposal for construction administration and inspection services for the project; and,

WHEREAS, E & M Engineers and Surveyors, P.C. has provided a proposal to the OECD in the amount of \$9,500.00 for 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 construction administration and inspection services in an amount not to exceed \$9,500.00.

BE IT FURTHER RESOLVED that the cost of these services will be paid for from the OECD's Trail & Recreation Fund or CDBG Project accounts.

ACCEPT QUOTE FROM SAMMARTINO, STOUT & LO PRESTI FOR AN APPRAISAL OF 57 HOLLEY AVENUE: OECD

By_____

CITY COUNCIL CHAMBERS

No. 37930

Bradford, Pa. April 8, 2025

WHEREAS, the OECD would like to obtain an appraisal of the industrial facility at 57 Holley Avenue and requested proposals from qualified commercial appraisal firms;

WHEREAS, the OECD received two quotes for the appraisal work with Sammartino, Stout and Lo Presti providing the lowest quote at \$2,450.00; and,

BE IT RESOLVED that the proper officers hereby accept the quote from Sammartino, Stout and Lo Presti in the amount of \$2,450.00 for the appraisal work.

BE IT FURTHER RESOLVED that payment for the appraisal will be paid from the OECD's Holley Avenue Multi-Tenant Center account.

APPROVE FINANCING FOR THE PURCHASE FROM LAUREL CAPITAL FOR ONE (1) 2025 CHEVROLET SILVERADO: PARKS

By_____

CITY COUNCIL CHAMBERS

No. 37931

Bradford, Pa. April 8, 2025

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve financing in the amount \$42,584.00 from General Fund (01) Account (454.700) to for purchase of a 2025 Chevrolet Silverado.

APPROVE PAYMENT TO LAKE AUTO FOR ONE (1) 2025 CHEVROLET SILVERADO: PARKS

By_____

CITY COUNCIL CHAMBERS

No. 37932

Bradford, Pa. April 8, 2025

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment in the amount of \$42,584.00 from General Fund (01) Account (454.700) to Lake Auto for purchase of a 2025 Chevrolet Silverado.

BE IT FURTHER RESOLVED that Lake Auto is a COSTARS vendor.

PERMISSION TO DISPOSE ONE (1) 2012 DODGE CHARGER: POLICE

By_____

CITY COUNCIL CHAMBERS

No. 37933

Bradford, Pa. April 8, 2025

RESOLVED, by the City Council of the City of Bradford, that the proper officers authorize the disposal of one (1) 2012 Dodge Charger VIN# 2C3CDXAT7CH267028, which has been removed from service.

BE IT RESOLVED that the City Council has determined the value of this item to be less than \$1,000.00, and

NOW, THEREFORE, BE IT RESOLVED THAT this vehicle will not pass the State inspection process and has a faulty frame. This vehicle will be disposed of as junk, and

BE IT FURTHER RESOLVED that the above-mentioned vehicles shall be removed from the Police Department Inventory List as well as the City of Bradford's Insurance Policy.

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

By _____

CITY COUNCIL CHAMBERS

No. 37934

Bradford, Pa. April 8, 2025

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:

Vacant Lot:

03-015-319 128 W. Washington St

BE IT FURTHER RESOLVED that 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. 37935

Bradford, Pa. April 8, 2025

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:

Vacant Lots:

03-014-622 57 School St
05-012-209 159 E Main St
03-015-321.1 3 McCourt Pl

Anthony Byerly
BSA
Triangle Works Collaborative LLC-Caroline Newhouse

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.

AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE A SIDEWALK EASEMENT AGREEMENT ON (PARCEL NO. 63) BETWEEN THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION AND THE CITY OF BRADFORD: A/F

By_____

CITY COUNCIL CHAMBERS

No. 37936

Bradford, Pa. April 8, 2025

RESOLVED, by the City Council of the City of Bradford, to authorize the proper officers to execute a Sidewalk and Property Easement agreement between the Pennsylvania Department of Transportation and the City of Bradford.

WHEREAS PennDOT requires formal sidewalk easements for any portion of the sidewalk area that is City-owned for PennDOT's improvements;

WHEREAS 36 Square Feet of sidewalk have been identified in the project area where the sidewalk improvement work will take place.

NOW, THEREFORE, BE IT RESOLVED THAT the proper officers of the City of Bradford are authorizing the City Administrator to execute and sign all documents for the Easement Agreement between the City of Bradford and the Pennsylvania Department of Transportation.

AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE A SIDEWALK EASEMENT AGREEMENT ON (PARCEL NO. 48) BETWEEN THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION AND THE CITY OF BRADFORD: A/F

By_____

CITY COUNCIL CHAMBERS

No. 37937

Bradford, Pa. April 8, 2025

RESOLVED, by the City Council of the City of Bradford, to authorize the proper officers to execute a Sidewalk and Property Easement agreement between the Pennsylvania Department of Transportation and the City of Bradford.

WHEREAS PennDOT requires formal sidewalk easements for any portion of the sidewalk area that is City-owned for PennDOT's improvements;

WHEREAS 5 Square Feet of sidewalk have been identified in the project area where the sidewalk improvement work will take place.

NOW, THEREFORE, BE IT RESOLVED THAT the proper officers of the City of Bradford are authorizing the City Administrator to execute and sign all documents for the Easement Agreement between the City of Bradford and the Pennsylvania Department of Transportation.

AUTHORIZE TO ADVERTISE THE SALE OF A 2003 FORD F-150 TRUCK: OECD

By_____

CITY COUNCIL CHAMBERS

No. 37938

Bradford, Pa. April 8, 2025

RESOLVED, by the City Council of the City of Bradford, that the proper officers authorize the sale of a 2003 Ford F-150 truck.

BE IT FURTHER RESOLVED that if the vehicle does not receive the proper bids, it will be determined by the OECD to be of scrap value and shall be disposed of by the department head as best he sees fit. Any monies received for scrap shall be deposited into the General Fund Account.

APPOINT DEPUTY CHIEF JEFF KLOSS AS THE FIRE CODE OFFICIAL: FIRE

By_____

CITY COUNCIL CHAMBERS

No. 37939

Bradford, Pa. April 8, 2025

RESOLVED by the City Council of the City of Bradford that the proper officers appoint Deputy Chief Kloss as the Fire Code Official for the City of Bradford. This is part of establishing the Fire Code Program.

BE IT FURTHER RESOLVED that Fire Chief Butler will assist Deputy Chief Kloss when needed or in his absence. A group of Fire Code Assistants will be appointed at a later date.

ACCEPT QUOTE AND APPROVE PAYMENT TO BETWEEN FOUR WALLS: FIRE

By_____

CITY COUNCIL CHAMBERS

No. 37940

Bradford, Pa. April 8, 2025

RESOLVED, by the City Council of the City of Bradford, that the proper officers accept a quote and approve a payment of \$2,100.00 from the General Fund Account

ACCEPT QUOTE AND APPROVE PAYMENT TO WARREN OVERHEAD DOOR: A/F

By_____

CITY COUNCIL CHAMBERS

No. 37941

Bradford, Pa. April 8, 2025

RESOLVED by the City Council of the City of Bradford- that the proper officers accept a quote and approve payment of \$2,955.00 from the General Fund (01) Account (409.373) to Warren Overhead Door to replace the door at DPW 112 Holley Avenue.

APPROVE PAYMENT TO B&L WHOLESALE SUPPLY FOR THE PURCHASE OF THREE NEW WINDOWS FOR 9 MAIN STREET: OECD

By_____

CITY COUNCIL CHAMBERS

No. 37942

Bradford, Pa. April 8, 2025

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve payment to B&L Wholesale Supply in Jamestown in the amount of \$1,579.27 from the Main Street Properties account for the purchase of three new replacement windows for 9 Main Street Apt #2.

APPROVE PAYMENT TO INGERSON OVERHEAD DOOR SERVICES: OECD

By_____

CITY COUNCIL CHAMBERS

No. 37943

Bradford, Pa. April 8, 2025

RESOLVED by the City Council of the City of Bradford that the proper officers hereby approve payment to BTU Supply in the amount of \$1,205.00 from the Chestnut Street MTC account for the installation of a new overhead door in Cell B at the Chestnut Street Multi-Tenant Center.

APPROVE PAYMENT TO BTU SUPPLY: OECD

By_____

CITY COUNCIL CHAMBERS

No. 37944

Bradford, Pa. April 8, 2025

RESOLVED, by the City Council of the City of Bradford, that the proper officers hereby approve payment to BTU Supply in the amount of \$2,150.00 from the Holley Avenue MTC account for the installation of a backflow preventer.