



# City of Bradford

## Council Meeting Agenda



May 13, 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 April 22<sup>nd</sup> meeting
5. **DEPARTMENTAL REPORTS:** For the month of April 2025
  - 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:**

**TRANSFER OF MONIES FROM CAPITAL RESERVE K-9 ACCOUNT TO GENERAL FUND  
ACCOUNT: A/F**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37958**

Bradford, Pa. May 13, 2025.

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby authorize a transfer of monies from the Capital Reserve K-9 Account to the General Fund Account in the amount of \$179.99.

**CERTIFICATE OF APPROPRIATENESS TO OECD AT 23 KENNEDY STREET: A/F**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37959**

Bradford, Pa. May 13, 2025.

**RESOLVED**, By the City Council of the City of Bradford, that a Certificate of Appropriateness is hereby issued to the Building Inspector permitting him to issue a building permit to OECD.

**BE IT FURTHER RESOLVED OECD**, located at 23 Kennedy Street, will be installing a handrail on the steps entering and exiting the front entrance of the building. The rail will be 14' of black aluminum railing down the existing steps of the Old City Hall Kennedy Street side. Railing will match the fencing located in the historic district located within the city. The railing is being installed to assist with the safety of entering and exiting the building.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the issuance of this has been recommended by the Historical Architectural Board of Review meeting held on April 21, 2025.

**CERTIFICATE OF APPROPRIATENESS TO OECD AT 9 MAIN STREET: A/F**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37960**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that a Certificate of Appropriateness is hereby issued to OECD.

**BE IT FURTHER RESOLVED OECD** located on 9 Main Street they are replacing 6 windows on the east side of the rear portion of the building, parallel to Pine Street. Windows will be the same size and color or existing windows.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the issuance of this has been recommended by the Historical Architectural Board of Review meeting held on April 21, 2025.

**APPROVE PAYMENT TO YCG/COWDEN GROUP, INC.: POLICE**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37961**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$1,256.00 from General Fund Account (410.375) to YCG/Cowden Group, Inc., for yearly speedometer calibration.

**APPROVE PAYMENT TO SEALMASTER HILLSVILLE: STREETS**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37962**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$2,786.00 from General Fund Account (430.245) to SealMaster Hillsville for street paint.

**AUTHORIZE CHIEF WARD TO APPLY FOR FEDERAL APPROPRIATION GRANT THROUGH CONGRESSMAN GLENN THOMPSON'S OFFICE: A/F**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37963**

Bradford, Pa. May 13, 2025.

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby authorize permission to apply for a Federal Appropriation Grant through Congressman Glenn Thompson's office. The funds will be used towards the new Police Station.

**RESCIND RESOLUTION NO. 37933 DATED APRIL 8, 2025: POLICE**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37964**

Bradford, Pa. May 13, 2025

Resolved, by the City Council of the city of Bradford, that the proper officers rescinded resolution number 37933 dated April 8, 2025, to dispose of one 2012 Dodge Charger police vehicle.

**PERMISSION TO ADVERTISE FOR BIDS FOR ONE (1) 2012 DODGE CHARGER: POLICE**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37965**

Bradford, Pa. May 13, 2025

**RESOLVED**, City Council of the City of Bradford, that the proper officers be permitted to advertise for bids for one 2012 Dodge Charger. This vehicle has been removed from the fleet and is being sold “AS IS” due to a rusted frame.

**PERMISSION TO ADVERTISE FOR THE 2025 RESURFACING PROJECT: LIQUID FUELS**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37966**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby grant permission to advertise for bids for the 2023 Resurfacing Project for up to five City Streets.

**APPROVE PAYMENT TO THE COMMONWEALTH OF PENNSYLVANIA STATE POLICE: POLICE**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37967**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$5,520.30 from the General Fund Account (410.316) to the Commonwealth of Pennsylvania State Police for computer alert support.

**APPOINT MICAH JORDAN AS A CIVIL SERVICE PART-TIME FIREFIGHTER/PARAMEDIC: FIRE/AMBULANCE**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37968**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that per recommendation from Fire Chief Brett Butler, the proper officers hereby authorize the appointment of Micah Jordan as a part-time Firefighter/Paramedic.

**BE IT FURTHER RESOLVED**, Micah is currently part-time but has met all the civil service requirements to be appointed as civil service tested.

**APPOINT DONOVAN GREENE AS A PART-TIME FIREFIGHTER/EMT: FIRE/AMBULANCE**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37969**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that per recommendation from Fire Chief Brett Butler, the proper officers hereby authorize the appointment of Donovan Greene as a part-time Firefighter/EMT.

BE IT FURTHER RESOLVED, Donovan must meet all civil service requirements to become full-time.

**APPOINT GABRIEL GREENE AS A PART-TIME FIREFIGHTER/EMT: FIRE/AMBULANCE**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37970**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that per recommendation from Fire Chief Brett Butler, the proper officers hereby authorize the appointment of Gabriel Greene as a Civil Service part-time Firefighter/EMT.

BE IT FURTHER RESOLVED, Gabriel has met all civil service requirements to be appointed as civil service tested.

**ACCEPT QUOTE AND APPROVE PAYMENT TO PURE TECH, LLC: FIRE**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37971**

Bradford, Pa. May 13, 2025

**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 \$17,967.00 from the General Fund Account (411.740) to Pure Tech, LLC., for the purchase and installation of a generator at Central Fire Station.

BE IT FURTHER RESOLVED, a portion of the purchase totaling \$15,000.00 will be funded by the Office of the State Fire Commissioner grant money, the remaining balance of \$2,967.00 will be donated by Pure Tech, LLC.

**APPROVE PAYMENT TO B&L WHOLESALE SUPPLY: OECD**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37972**

Bradford, Pa. May 13, 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 \$2,920.00 from the Main Street Properties account of roof coating materials for 9 Main Street and 62 Main Street.

**AWARD CONTRACT BOB CUMMINS CONSTRUCTION FOR THE CALLAHAN PARK  
RECREATION IMPROVEMENTS - PHASE 2 PROJECT: OECD**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37973**

Bradford, Pa. May 13, 2025

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

WHEREAS, bids for the Callahan Park Recreation Improvements Phase 2 Project were duly advertised and opened at a public meeting on May 9, 2023; and,

WHEREAS, the following bids were received:

Bob Cummins Construction Company	\$ 608,592.00
Glenn O. Hawbaker, Inc.	\$ 647,576.00
P-V Paving & Concrete, LLC	\$ 750,445.00

NOW, THEREFORE BE IT RESOLVED, that the proper officers of the City of Bradford hereby award the contract for the Callahan Park Recreation Improvements Phase 2 Project to Bob Cummins Construction and are authorized to contract with Bob Cummins Construction for an amount not to exceed \$608,592.00 for the project.

BE IT FURTHER RESOLVED that the contract for this project is funded through the City's CDBG Programs, DCNR and DCED Community & Economic Program grants, a McKean County ARPA grant and a private donation.

**APPROVE PAYMENT TO NORTHWEST: OECD**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37974**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment to Northwest in the amount of \$2,338.81 from the Old City Hall account for the purchase of parts for heating unit repairs, lighting replacement and cleaning supplies and \$1,312.74 from the Revolving Fund account for the purchase of office supplies, accounting software updates/contracts, internet service and conference/meeting expenses.

**APPROVE PAYMENT TO ARMOR CONSTRUCTION: OECD**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37975**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payments to Armor Construction in the amount of \$1,059.20 from the OECD's Habgood Center Account for semi-annual sprinkler system inspection and backflow testing, and certification of four devices.

**AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO A LEASE AGREEMENT WITH MICHELLE TOBIAS AND KELLY TRUMMER d/b/a SHELLYBEAN'S SWEETS AT 62 MAIN STREET: OECD**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37976**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers of the City of Bradford are hereby authorized to enter into a one-year lease agreement with Michelle Tobias and Kelly Trummer d/b/a Shellybean's Sweets for the rental of first floor space at 62 Main Street.

**AUTHORIZES THE PROPER OFFICERS OF THE CITY OF BRADFORD TO ENTER INTO A LEASE AGREEMENT WITH MICROTECH KNIVES, INC., FOR SPACE AT THE BRADFORD AREA MULTI-TENANT CENTER ON CHESTNUT STREET EXTENSION: OECD**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37977**

Bradford, Pa. May 13, 2025

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

the proper officers of the City Council of the City of Bradford are hereby authorized to enter into a lease agreement with Microtech Knives, Inc. for space at the Bradford Area Multi-Tenant Center on Chestnut Street Extension.

**AUTHORIZES THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE A LEASE AGREEMENT WITH SANDBURG OIL COMPANY, INC. AT THE ROBERT P. HABGOOD JR. BUSINESS DEVELOPMENT CENTER: OECD**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37978**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute a Lease Agreement with Sandburg Oil Company Inc. in Building "A" 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. 37979**

Bradford, Pa. May 13, 2025

**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 LABEL PACK AUTOMATION FOR SPACE AT THE ROBERT P. HABGOOD JR. BUSINESS DEVELOPMENT CENTER : OECD**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37980**

Bradford, Pa. May 13, 2025

**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 MARK HOLLENBECK AT OLD CITY HALL: OECD**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37981**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute a Lease Agreement with Mark Hollenbeck at Old City Hall Suite 201.

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

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37982**

Bradford, Pa. May 13, 2025

**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 STRYKER MEDICAL: AMBULANCE**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37983**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$1,386.00 from General Fund (01) Account (412.251) to Stryker Medical for a quantity of three Stretchers and Stair Chairs.

**AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN THE UNIVERSITY OF PITTSBURGH-BRADFORD AND THE CITY OF BRADFORD: AMBULANCE**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37984**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers authorize the execution of an agreement between the University of Pittsburgh-Bradford Campus and the City of Bradford to provide EMS services and standbys at sporting events when requested by the University of Pittsburgh-Bradford. This agreement will be effective on March 21<sup>st</sup>, 2025.

**AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE AN AGREEMENT WITH TODD HENNARD TO RELEASE FIRE ESCROW FUNDS TO BE USED FOR REPAIRS AND RENOVATIONS OF 153 SOUTH AVENUE: A/F**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37985**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute an agreement with Todd Hennard, to allow for the release of monies held in fire escrow for the repairs, rehabilitations, renovations, or raising of 153 South Avenue that was previously damaged by a fire.

**APPROVE PAYMENT OF A DOWNTOWN HISTORIC DISTRICT MICROGRANT PROGRAM TO MAIN STREET OFFICE SOLUTIONS: OECD**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37986**

Bradford, Pa. May 13, 2025

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

WHEREAS, under the Downtown Historic District Microgrant Program, the City of Bradford has made funds available for microgrant improvements to assist with the revitalization of the City's downtown historic business district; and,

WHEREAS, Michelle and Sheila Aaron-Simmons, owner of 125 Main Street, has applied for a City of Bradford Downtown Historic District Microgrant in the amount of \$4,216.50 which represents 50% of the total cost (\$8,433.00) for the installation of 2 by 2 carpet tiles on the 2<sup>nd</sup>, 5<sup>th</sup> and 8<sup>th</sup> floor hallway at 125 Main Street, Bradford, PA.

NOW, THEREFORE, BE IT RESOLVED, that the proper officers of the City of Bradford hereby approve payment of \$4,216.50 from the OECD's Main Street Manager Account to Main Street Office Solutions, 125 Main St., Bradford, PA.

**PERMISSION TO ADVERTISE A REQUEST FOR PROPOSAL (RFP) FOR ARCHITECTURAL AND  
ENGINEERING SERVICES FOR REMODELING OF THE FORMER NORTHWEST SAVINGS BANK  
BUILDING INTO THE CITY OF BRADFORD POLICE STATION: A/F**

By\_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 37987**

Bradford, Pa. May 13, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers authorize permission to advertise a Request for Proposal (RPF) for architectural and engineering services for remodeling the former Northwest Savings Bank building at 85 W. Washington Street into the City of Bradford police station.