



City of Bradford

Council Meeting Agenda



SEPTEMBER 23, 2025

6:00 P.M.

MAYOR: TOM RIEL

CITY ADMINISTRATOR: ERIC TAYLOR

CONTROLLER: RANDALL TURNER

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 Director:	KAREN PECHT

1. **CALL TO ORDER:**

2. **PLEDGE OF ALLEGIANCE:**

3. **ROLL CALL:**

4. **MINUTES:** Approve minutes from Aug 26th and Sept 9th meeting. ____/____

5. **DEPARTMENTAL REPORTS**

6. **CORRESPONDENCE:**

7. **CERTIFY THE MMO (Minimal Municipal Obligation)- Tim Pecora will do this.**

8. **PETITION AND HEAR VISITORS:**

9. **OLD BUSINESS:**

10. **NEW BUSINESS:**

AUTHORIZE EXECUTION AND APPROVE PAYMENT FOR THE RENEWAL OF A SERVICE AGREEMENT WITH TRANE U.S. INC. FOR A PREVENTATIVE MAINTENANCE SERVICE PROGRAM FOR CALLAHAN ICE RINK: PARKS

By _____

CITY COUNCIL CHAMBERS

No. 38082

Bradford, Pa. September 23, 2025

RESOLVED, By the City Council of the City of Bradford that the proper officers hereby authorize the continuation of Agreement #2520191H with Trane U.S. Inc. for comprehensive annual inspection services which include start-up/checkout procedure and mid-season running inspection for the Callahan Ice Rink.

BE IT FURTHER RESOLVED that the term of these services shall begin October 1, 2025, through September 30, 2026, at a cost of \$2,610.00 which will be charged to General Fund Account (454.250).

**CERTIFICATE OF APPROPRIATENESS TO JONATHAN PINGIE OWNER OF 3-5 MAIN STREET:
A/F**

By _____

CITY COUNCIL CHAMBERS

No. 38083

Bradford, Pa. September 23, 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 demo permit to Jonathan Pingie.

BE IT FURTHER RESOLVED, Johnathan Pingie, located at 3-5 Main Street, will be installing new windows to the left side of the doors, and will add new doors in the middle.

BE IT FURTHER RESOLVED, that the issuance of this has been recommended by the Historical Architectural Review Board at the September 15, 2025 meeting.

**CERTIFICATE OF APPROPRIATENESS TO MARK PESSIA OWNER OF 54 MECHANIC STREET:
A/F**

By _____

CITY COUNCIL CHAMBERS

No. 38084

Bradford, Pa. September 23, 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 demo permit to Mark Pessia.

BE IT FURTHER RESOLVED, Mark Pessia, located at 54 Mechanic Street, will be installing new 6ft vinyl fencing. The fence will be white in color.

BE IT FURTHER RESOLVED, that the issuance of this has been recommended by the Historical Architectural Review Board at the September 15, 2025 meeting.

AUTHORIZE THE PROPER OFFICERS TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF BRADFORD AND THE NLC SERVICE LINE PROGRAM: A/F

By _____

CITY COUNCIL CHAMBERS

No. 38085

Bradford, Pa. September 23, 2025

RESOLVED, By the City Council of the City of Bradford, that the proper officers authorize to execute an agreement between the City of Bradford and the NLC Service Line Program.

APPROVE SUBDIVISION OF LANDS LOCATED ON BUTTERNUT DRIVE, LANDS OWNED BY KENNETH J. AND PATRICIA SCHAMING ESTATE TO BE CONVEYED TO RONALD AND BONNIE BOOTH: A/F

By _____

CITY COUNCIL CHAMBERS

No. 38086

Bradford, Pa. September 23, 2025

RESOLVED, By the City Council of the City of Bradford, that the proper officers hereby approve the subdivision of proposed (1) one lot for Paul Schaming and Lisa Haines, co-executors of the land owned by the Kenneth J. and Patricia Schaming Estate, located in the vicinity of Butternut Drive and Seward Avenue, then to be conveyed to Ronald and Bonnie Booth.

BE IT FURTHER RESOLVED that Lot 1, parcel number #06-021-701.2, located in RB 783, page 388, will be subdivided into 2 lots. Lot 1 (0.578 Acres) will be sold to Ronald E. & Bonnie R. Booth and Lot 2 (0.362 Acres) will be conveyed to other lands of Kenneth J. and Patricia Schaming, (parcel # 06-026-256).

NOW THEREFORE BE IT FURTHER RESOLVED that this subdivision/consolidation has the approval by the McKean County Planning Commission in a letter dated September 10, 2025. Also, the City of Bradford Planning Commission met and approved the plans on September 17th, 2025.

APPROVE CONSOLIDATION OF LANDS LOCATED ON THE NORTH SIDE OF CAMPUS DRIVE, LANDS OWNED BY THE GUIDANCE CENTER, INC., INTO ONE DEED: A/F

By _____

CITY COUNCIL CHAMBERS

No. 38087

Bradford, Pa. September 23, 2025

RESOLVED, By the City Council of the City of Bradford, the proper officers hereby approve the combining of 2 proposed parcels owned by The Guidance Center, Inc.

BE IT FURTHER RESOLVED that parcel number #03-016-201 (2.13 Acres) and #06-016-201.1 (0.97 Acres) will be combined into one deed description containing 3.10 acres.

NOW THEREFORE BE IT FURTHER RESOLVED that this consolidation has the approval by the McKean County Planning Commission in a letter dated September 2, 2025. Also, the City of Bradford Planning Commission met and approved the plans on September 17th, 2025.

AUTHORIZE THE EXECUTION OF THE DEVELOPMENT OF A TUNA VALLEY COMPREHENSIVE PLAN: A/F

By _____

CITY COUNCIL CHAMBERS

No. 38088

Bradford, Pa. September 23, 2025

WHEREAS, City of Bradford recognizes the importance of strategic, long-range planning to guide growth, development, and revitalization efforts; and

WHEREAS, a Comprehensive Plan serves as a vital tool to articulate a shared vision for the future of our area, informed by data, broad public input, and inclusive stakeholder engagement; and

WHEREAS, the last Comprehensive Plan for the greater Bradford area was adopted in 2009, our area now faces new challenges and opportunities that require updated strategies; and

WHEREAS, the Bradford Area Alliance looks to work collaboratively with the City of Bradford Office of Economic & Community Development (OECD) to engage a qualified planning consultant/firm to assist in the development of a new Comprehensive Plan for the entire Tuna Valley, including City of Bradford, that reflects the unique needs, values, and priorities of the area; and

WHEREAS, the Tuna Valley (Bradford Area) Comprehensive Plan Steering Committee will be committed to ensuring that the planning process is inclusive, transparent, and aligned with City of Bradford long-term goals for community development, economic development, education, healthcare, infrastructure, recreation and tourism, and quality of life; and

NOW, THEREFORE, BE IT RESOLVED, contingent upon receiving Municipal Assistance Program (MAP) grant funding, that the City of Bradford hereby authorizes the initiation of a new Comprehensive Plan process for the Tuna Valley, including the City of Bradford;

BE IT FURTHER RESOLVED, that City of Bradford will support this initiative committing appropriate, Township-directed resources, promoting public and stakeholder input, and working in support of the planning professionals to guide the development of a Tuna Valley Comprehensive Plan that reflects the unique needs and aspirations of City of Bradford and its residents—both now and into the future.

CERTIFICATE OF APPROPRIATENESS TO NETWORK LEASING & CONSULTING CORPORATION (AT&T) FOR TELECOMMUNICATIONS UPGRADES, LOCATED AT 2 SOUTH AVENUE: A/F

By _____

CITY COUNCIL CHAMBERS

No. 38089

Bradford, Pa. September 23, 2025

RESOLVED, By the City Council of the City of Bradford, that a Certificate of Appropriateness is hereby issued to Network Leasing & Consulting Corp. (AT&T).

BE IT FURTHER RESOLVED, located at 2 South Ave, they will be upgrading telecommunication at existing wireless base station on rooftop for the installation of (6) antennas with new mounts, (6) radios units, (3) surge arrestors, (6) DC trunks and (3) fiber lines.

BE IT FURTHER RESOLVED that the issuance of this has been recommended by the Historical Architectural Review Board at the September 15, 2025 meeting.

CERTIFICATE OF APPROPRIATENESS TO THE FRIENDSHIP TABLE LOCATED AT : A/F

By_____

CITY COUNCIL CHAMBERS

No. 38090

Bradford, Pa. September 23, 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 demo permit to The Friendship Table.

BE IT FURTHER RESOLVED, The Friendship Table, located at 21 East Corydon Street, will have Allegheny Mountain Arts Gallery painting two murals on the building. One is an existing of a cornucopia and the other will be an American eagle with the American flag in the background, with two ribbon banners that will have the following wording: “250 Years” and “1776-2026”

BE IT FURTHER RESOLVED, that the issuance of this has been recommended by the Historical Architectural Review Board at the September 15, 2025 meeting.

APPROVE PAYMENT TO CALLAHAN WEBER: STREETS

By_____

CITY COUNCIL CHAMBERS

No. 38091

Bradford, Pa. September 23, 2025

RESOLVED, By the City Council of the City of Bradford, the proper officers approve a \$1,314.32 payment from the General Fund Account to Callahan Weber to purchase a auger motor for the plow truck.

ADOPT FAIR HOUSING POLICY IN ACCORDANCE WITH TITLE VIII OF THE CIVIL RIGHTS ACT OF 1968, THE PENNSYLVANIA HUMAN RELATIONS ACT AND OTHER APPLICABLE FAIR HOUSING LAWS: OECD

By_____

CITY COUNCIL CHAMBERS

No. 38092

Bradford, Pa. September 23, 2025

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

LET IT BE KNOWN TO ALL PERSONS of the City of Bradford that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial status(families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968

(Federal Fair Housing Act) and the Pennsylvania Human Relations Act adds the additional protected classes of age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. It is the policy of the City of Bradford to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. Additionally, it is illegal to retaliate against a person who has filed a fair housing complaint or assisted in a fair housing investigation. Therefore, the City of Bradford does hereby pass the following resolution.

BE IT RESOLVED, that within available resources the City of Bradford will assist all persons who feel they have been discriminated against because of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

BE IT FURTHER RESOLVED that the City of Bradford shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
 - a. Public advertisements for vacancy or discussing the program
 - b. Applications for assistance
 - c. Contracts
 - d. Municipal letters dealing with the federal programs

If you are a person with a disability or have Limited English Proficiency and require reasonable accommodation or document translation, please contact the business offices of the City of Bradford Office of Economic and Community Development, 20 Russell Boulevard, Bradford, PA, (814) 368-7170, 1-800-654-5964, elucco@bradfordpa.org and bradfordpa.org.

ACCEPT QUOTE FROM GRAHAM'S GREENHOUSE & LANDSCAPING TO FOR THE PURCHASE OF FIVE TREES FOR MAIN STREET: OECD

By _____

CITY COUNCIL CHAMBERS

No. 38093

Bradford, Pa. September 23, 2025

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

WHEREAS, five street trees need replacement on Main Street; and,

WHEREAS, Graham's Greenhouse & Landscaping has provided a quote in the amount of \$3,320.00 for the purchase of five Autumn Flowering Cherry trees to be planted by the Department of Public Works.

THEREFORE, BE IT RESOLVED that the proper officers of the City of Bradford hereby accept the proposal from Graham's Greenhouse & Landscaping in the amount of \$3,320.00 for the purchase of the trees with the cost to be shared 50% between the City of Bradford General Fund and OECD.

APPROVE PAYMENT OF A T-MOBILE HOMETOWN GRANT PROGRAM FOR HISTORIC DOWNTOWN IN THE AMOUNT OF \$5,000.00 FROM THE OECD'S T-MOBILE MICROGRANT PROGRAM TO TRIPLE A NAIL: OECD

By _____

CITY COUNCIL CHAMBERS

No. 38094

Bradford, Pa. September 23, 2025

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

WHEREAS, in March of 2025, the City of Bradford adopted guidelines for the T-Mobile Historic Downtown Bradford Improvement Program and is providing funding from the T-Mobile Microgrant Program to assist businesses in the Historic Downtown Bradford property owners with improving the inside of their property; and,

WHEREAS, Hoang Nguyen, owner of Triple A Nail, has applied for a Microgrant Improvement Grant in the amount of \$5,000.00 which represents 50% or less of the total cost (\$10,959.00) for the purchase of four pedicure chairs for the salon at 115 Main Street; and

WHEREAS, the OECD's rehabilitation staff will inspect the work and approve payment to Triple A Nail for the microgrant improvement work.

NOW, THEREFORE, BE IT RESOLVED, that the proper officers of the City of Bradford hereby approve payment of \$5,000.00 from the OECD's Main Street Manager Account to Triple A Nail for the purchase of four pedicure chairs for the salon at 115 Main Street, Bradford, PA 16701.

RESCIND RESOLUTION NO. 38081 DATED SEPTEMBER 9, 2025: POLICE

By _____

CITY COUNCIL CHAMBERS

No. 38095

Bradford, Pa. September 23, 2025

RESOLVED, by the City Council of the city of Bradford, that the proper officers rescinded resolution number 38081 dated September 9, 2025, to file for a Redevelopment Assistance Capital Program Grant.

AUTHORIZE THE FILING OF A REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM GRANT APPLICATION TO THE PENNSYLVANIA OFFICE OF THE BUDGET IN THE AMOUNT OF \$1,200,000 FOR THE NEW CITY OF BRADFORD POLICE STATION: OECD

By_____

CITY COUNCIL CHAMBERS

No. 38096

Bradford, Pa. September 23, 2025

WHEREAS, the City of Bradford is working with the City of Bradford Police Department to make building renovations to the New City of Bradford Police Station; and

WHEREAS, the Pennsylvania Office of the Budget is currently accepting applications for the Redevelopment Assistance Capital Program; and

WHEREAS, in order to receive the Redevelopment Assistance Program Grant, the City of Bradford must prepare and submit the grant application to the Pennsylvania Office of the Budget.

NOW, THEREFORE, BE IT RESOLVED that the proper officers of the City of Bradford hereby authorize the submission of a Redevelopment Assistance Capital Program Grant application in the amount of \$1,200,000 for building renovations to the New City of Bradford Police Station.

BE IT FURTHER RESOLVED, that the proper officers of the City of Bradford are hereby authorized to execute all documents necessary for the submission of the grant application; and upon approval, are authorized to execute a grant agreement and all other documents necessary to receive the grant.

ACCEPT QUOTE AND APPROVE PAYMENT TO A.W. PANTUSO HVAC, LLC.: FIRE

By_____

CITY COUNCIL CHAMBERS

No. 38097

Bradford, Pa. September 23, 2025

RESOLVED, by the City Council of the city of Bradford, that the proper officers accept quote and approve payment of \$62,479.00 from the General Fund Account to A.W. Pantuso HVAC, LLC., for a heating upgrade at Central Fire Station.

BE IT FURTHER RESOLVED, this purchase will be paid with funds from the State Fire Commissioners grant.

PERMISSION TO APPLY FOR THE 2025 FIRE COMPANY AND EMERGENCY MEDICAL SERVICES GRANT: FIRE

By_____

CITY COUNCIL CHAMBERS

No. 38098

Bradford, Pa. September 23, 2025

RESOLVED, by the City Council of the City of Bradford, that the proper officers give permission to apply for the 2025 Fire Company Commissioners Fire Company in the amount of \$20,000.00 and Emergency Medical Services Grant in the amount of \$15,000.00

APPROVE PAYMENT TO BTU SUPPLY: OECD

By_____

CITY COUNCIL CHAMBERS

No. 38099

Bradford, Pa. September 23, 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 \$1,550.00 from the Habgood Center Operations account for the installation of two (2) backflow preventers.

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

By_____

CITY COUNCIL CHAMBERS

No. 38100

Bradford, Pa. September 23, 2025

RESOLVED, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute a Lease Agreement with LABELPACK AUTOMATION, office space known as Area “b” containing approximately 1,972 square feet of lower floor space located in Habgood Center identified as “Building E” at the Robert P. Habgood Jr. Business Development Center.

APPROVE PAYMENT TO BTU SUPPLY: OECD

By_____

CITY COUNCIL CHAMBERS

No. 38101

Bradford, Pa. September 23, 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 \$1,035.00 from the Holley Avenue MTC account for the removal and disposal of 3-foot petals and install 3 new foot petals and hand sink at Allegheny Store Fixtures.