



# City of Bradford

## Council Meeting Agenda



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DECEMBER 9, 2025

6:00 P.M.

**MAYOR:** TOM RIEL

**CITY ADMINISTRATOR:** ERIC TAYLOR

**CITY SOLICITOR:** HOLLENBECK LAW OFFICE

**COUNCIL:** TIM PECORA  
TERRY LOPUS  
KRIS GOLL  
MICHAEL YOUNG

**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 November 25<sup>th</sup> meeting

**5. DEPARTMENTAL REPORTS:** For the month of November 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:**

- A. **Ordinance 3078.244 2026 Wage Tax**

**9. NEW BUSINESS:**

- A. **Ordinance 3304 Fire and Rescue Services**
- B. **Ordinance 3305 Fire Code**

**APPROVE QUARTERLY 2026 ALLOCATIONS TO BRADFORD DISTRICT FLOOD CONTROL AUTHORITY: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38162**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve quarterly payments of \$5,000.00 from General Fund Account (480.486) to the Bradford District Flood Control Authority for Quarterly 2026 allocations.

**APPROVE QUARTERLY 2026 ALLOCATIONS TO BRADFORD AREA PUBLIC LIBRARY: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38163**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford that the proper officers hereby approve quarterly payments of \$6,250.00 from General Fund Account (480.456) for quarterly 2026 appropriations for the support of the Bradford Area Public Library.

**APPROVE 2026 ANNUAL ALLOCATION TO THE MCKEAN COUNTY SPCA: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38164**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford that the proper officers hereby approve payment of \$4,800.00 from General Fund Account (481.500) for the 2026 annual allocation towards the operation of the McKean County SPCA.

**APPROVE 2026 ANNUAL ALLOCATION TO THE GREATER BRADFORD SENIOR ACTIVITY CENTER, INC.: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38165**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$4,800.00 from General Fund Account (480.458) to the Greater Bradford Senior Activity Center, Inc. for the City of Bradford's 2026 allocation.

**AUTHORIZE THE EXECUTION OF THE 2026 TAX ANTICIPATION NOTE FROM JUNIATA VALLEY BANK: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38166**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford the proper officers hereby authorize the execution of the 2026 Tax Anticipation note from Juniata Valley Bank in the amount of \$850,000.00.

**ACCEPT QUOTE AND APPROVE PAYMENT TO UTILITAC: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38167**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby accept quote and approve payment of \$60,098.91 from the Capital Reserve (18) Account (18.411.740) for a 2025 Ford Explorer and upfitting for the Police vehicle. This is a PA Costars Contract #012-E22-242

BE IT FURTHER RESOLVED, this purchase is made possible by donated funds.

**ACCEPT QUOTE AND APPROVE PAYMENT TO BAYCOM: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38168**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby accept quote and approve payment of \$4,290.00 from the Capital Reserve (18) Account (18.410.740) for computer equipment for the new police vehicle.

BE IT FURTHER RESOLVED, this purchase is made possible by donated funds.

**AUTHORIZE AN AGREEMENT WITH PENN PRIME PROVIDING WORKER'S COMPENSATION INSURANCE: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38169**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers authorize the renewal of an agreement with Penn Prime providing Worker's Compensation Insurance for 2026, for the City of Bradford employees.

BE IT FURTHER RESOLVED, the 2026 Worker's Compensation with Penn Prime will cost \$191,378.00 the rate has decreased 19.6% than 2026.

**AUTHORIZE EXECUTION OF AN AGREEMENT FOR JANITORIAL SERVICES WITH JAMES NEUBERT: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38170**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby authorize the execution of an Agreement for Janitorial Services at City Hall with James Neubert for the period of January 1, 2026 through December 31, 2026.

**APPOINT XANDER RAY AS A TEMPORARY FIREFIGHTER/EMT: FIRE/AMB**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38171**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby appoint Xander Ray as a temporary Firefighter/EMT, effective December 10, 2025.

BE IT FURTHER RESOLVED, this appointment will be to fill in a vacancy.

**APPROVE PAYMENT TO MCKEAN COUNTY DISTRICT ATTORNEY: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38172**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers approve payment in the amount of \$1,737.00 from the Capital Reserve Account (410.741) to the McKean County District Attorney's Office for half of the calendar proceeds.

**ACCEPT DONATION FROM THE DBRC: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38173**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford, that the proper officer accepts a donation from the Downtown Business Redevelopment Corp.

**AUTHORIZE THE CLOSEOUT OF NORTHWEST BANK ACCOUNT ENDING 4745 (SMALL CITIES – ONOFRIO STREET) AND TRANSFER THE BALANCE OF FUNDS FROM THE ACCOUNT TO THE COMMUNITY DEVELOPMENT FUND ACCOUNT ENDING IN 4802: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38174**

**Bradford, Pa. December 9, 2025**

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

the proper officers hereby approve the closing of the OECD's Small Cities Onofrio Street checking account and transfer the balance of funds to the Community Development Fund IMF account at Northwest Bank. The account has been closed out due to inactivity for several years.

**AUTHORIZE THE PROPER OFFICERS OF THE CITY OF BRADFORD TO ENTER INTO A LEASE AGREEMENT WITH UNIVERSAL PRIMARY CARE FOR THE RENTAL OF SUITE 101 AT OLD CITY HALL: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38175**

**Bradford, Pa. December 9, 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 lease agreement with Universal Primary Care for the rental of Suite 101 at Old City Hall for a ten-year term beginning January 1, 2026

**APPROVE PAYMENT TO CLOSES LUMBER: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38176**

**Bradford, Pa. December 9, 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 \$1,488.20 for the purchase of ceiling tile for Suite 101 from the Old City Hall account.

**APPROVE PAYMENT OF A FACADE IMPROVEMENT GRANT TO DEBBIE MCLAUGHLIN: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38177**

**Bradford, Pa. December 9, 2025**

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

WHEREAS, under the Main Street Facade Improvement Program, the City of Bradford has made state funds available for facade improvements to assist with the revitalization of the City's downtown business district; and,

WHEREAS, Debbie McLaughlin, owner of 51 East Corydon Street, has applied for a Main Street Facade Grant in the amount of \$1,450.00 which represents 50% or less of the total cost (\$2,900.00) to replace existing windows.

NOW, THEREFORE, BE IT RESOLVED, that the proper officers of the City of Bradford hereby approve payment of \$1,450.00 from the OECD's Main Street Facade Improvement grant account to Todd Hennard.

**APPROVE PHARE GRANT IN THE AMOUNT OF \$14,500.00 TO THARA TYLER FOR EMERGENCY HOME REPAIRS AT 116 HIGH STREET: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38178**

**Bradford, Pa. December 9, 2025**

**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 \$14,500.00 in the form of an emergency repair grant be provided to Thara Tyler for the replacement of and installation of a new furnace and duct work at 116 High Street; and,

WHEREAS, Thara Tyler will enter into a contract with JMI Heating & Air in the amount of \$14,500.00 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 Thara Tyler and further authorizes the OECD to make payments not to exceed \$14,500.00 to the homeowner and JMI Heating & Air upon the inspection and approval of the completed work by OECD staff.

**APPROVE PHARE GRANT IN THE AMOUNT OF \$9,840.00 TO THARA TYLER FOR EMERGENCY HOME REPAIRS AT 116 HIGH STREET: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38179**

**Bradford, Pa. December 9, 2025**

**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 \$9,840.00 in the form of an emergency repair grant be provided to Thara Tyler for repairs to the front porch at 116 High Street; and,

WHEREAS, Thara Tyler will enter into a contract with Hennard Construction in the amount of \$9,840.00 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 Thara Tyler and further authorizes the OECD to make payments not to exceed \$9,840.00 to the homeowner and Hennard Construction upon the inspection and approval of the completed work by OECD staff.

**APPROVE PAYMENT OF A T-MOBILE HOMETOWN GRANT PROGRAM FOR HISTORIC DOWNTOWN IN THE AMOUNT OF \$1,125.00 FROM THE OECD'S T-MOBILE MICROGRANT PROGRAM TO THE CITY OF BRADFORD: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38180**

**Bradford, Pa. December 9, 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 Downton Bradford property owners with improving the inside of their property; and,

WHEREAS, Eric Taylor, City Administrator of the City of Bradford has applied for a Microgrant Improvement Grant in the amount of \$1,125.00 which represents 50% or less of the total cost (\$2,250.00) for three Ingenico DX4000 Credit Card Terminals for the Treasurer's Office located at 24 Kennedy Street; and

WHEREAS, the OECD's rehabilitation staff has inspected the work and approved payment to City of Bradford Fire Department for the microgrant improvement work.

NOW, THEREFORE, BE IT RESOLVED, that the proper officers of the City of Bradford hereby approve payment of \$1,125.00 from the OECD's Main Street Manager Account to the City of Bradford for three Ingenico DX4000 Credit Card Terminals for the City Treasurer's Office at 24 Kennedy Street, Bradford, PA 16701.

**AUTHORIZES THE PROPER OFFICERS OF THE CITY OF BRADFORD TO EXECUTE A LEASE AGREEMENT WITH QUAKER BOY, INC. FOR SPACE AT THE ROBERT P. HABGOOD JR. BUSINESS DEVELOPMENT CENTER: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38181**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers are hereby authorized to execute a Lease agreement with Quaker Boy, Inc. at the Robert P. Habgood Jr. Business Development Center.

**APPROVE PAYMENT TO CAMPBELL DURRANT, P.C.: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38182**

**Bradford, Pa. December 9, 2025**

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby approve payment of \$2,443.00 from General Fund Account (404.317) to Campbell Durrant, P.C. for professional and legal services.

**APPROVE GRANT IN THE AMOUNT OF \$52,803.00 TO BETHANY FRAIR FOR THE REHABILITATION OF 26 HOBSON PLACE: OECD**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38183**

**Bradford, Pa. December 9, 2025**

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

WHEREAS, the City of Bradford has made housing rehabilitation funds available to City residents through its 2023 HOME Programs and,

WHEREAS, the OECD housing rehabilitation staff recommends that HOME funding in the amount of \$16,750.00 in the form of a housing rehabilitation grant to assist Bethany Frair with the rehabilitation of 26 Hobson Place; and,

WHEREAS, upon City Council approval, Bethany Frair will enter into a contract with Gleason Construction in the amount of \$52,803.00 for rehabilitative 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 Rehabilitation Grant Agreement with Bethany Frair and

further authorizes the OECD to make payments not to exceed \$52,803.00 to Gleason Construction upon inspection and approval of the rehabilitation work by the OECD housing rehabilitation staff and the homeowner.

**TRANSFER MONIES FROM THE CAPITAL RESERVE ACCOUNT TO THE GENERAL FUND ACCOUNT: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38184**

**Bradford, Pa.** December 9, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby authorize the transfer of Capital Reserve Hamlin Bank Account monies to General Fund (01) Account in the amount of \$200,000.00.

**AUTHORIZE THE EXECUTION OF AGREEMENT WITH EASTERN ELEVATOR SERVICE AND SALES COMPANY FOR ELEVATOR TESTING: A/F**

By \_\_\_\_\_

**CITY COUNCIL CHAMBERS**

**No. 38185**

**Bradford, Pa.** December 9, 2025

**RESOLVED**, By the City Council of the City of Bradford, that the proper officers hereby accept quote and approve payment in the amount of \$2,905.00 from the General Fund Account (409.373) to Eastern Elevator Service and Sales Company for the proposed 5 year testing on the city hall elevator.