

Commissioners:

R. JACK MCKERNAN  
*Chairman*

TONY R. MUSSARE  
*Vice Chairman*

RICHARD MIRABITO  
*Secretary*



MATTHEW A. McDERMOTT  
*Director of Administration  
and Chief Clerk*

J. DAVID SMITH  
*Solicitor*

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## ***Commissioners' Meeting Agenda*** ***November 1, 2018***

### ***Opening Prayer***

### ***Pledge to the Flag***

### **1.0 OPERATIONS**

- 1.1 Convene Commissioners' meeting.
- 1.2 Approve the minutes of the previous meetings.
- 1.3 Receive public comments (agenda items only).

### **2.0 ACTION ITEMS**

- 2.1 Approve U.S. Department of Homeland Security FFY2018 Emergency Management Performance Grant Program Agreement. (Dan Dorman)
- 2.2 Approve Annual agreement the Devnet Permitting and Zoning Software License Maintenance and support utilized by our Planning Department. (Jerry Kennedy)
- 2.3 Approve Polycom Clariti and installation in the amount of \$32,525.00 a videoconferencing system for the Courts, MDJ's and police departments.(Jerry Kennedy).
- 2.4 Approve Sub recipient monitoring agreement with Lycoming County United Way for the grant term July 1, 2018 – June 30, 2019. (Mya Toon)
- 2.5 Approve to submit PA Housing Affordability Fund (PHARE) application to PHFA in the amount of \$1.6 million for the following projects:
  - City of Williamsport – Park Avenue Neighborhood Rental Rehabilitation Program (\$200,000)
  - Greater Lycoming Habitat for Humanity - Building Stability One Home at a Time (\$55,000)
  - YWCA Northcentral PA – Liberty House (\$70,000)
  - American Rescue Workers – Rental Assistance Program (\$100,000-\$120,000)
  - STEP Inc.– Supportive Housing Program (\$200,000-\$300,000)

- Transition Living Centers - Master Leasing Program (\$200,000-\$300,000)
- STEP Inc. - Regional Homes-in-Need Program (\$300,000-\$480,000)
- STEP Inc. – Urgent Need Home Repair Program (\$25,000-\$75,000)
- Roads to Freedom - Freedom Village (\$350,000)
- Gatesburg Road Development - Clark Street Senior Housing Project (\$100,000)

2.6 Approve agreements for legal representation in the public defenders' office:(Bill Miele)

Approve professional service agreement for W. Jeffrey Yates, Esq.  
 Approve professional service agreement for Jeffrey A. Rowe, Esq.  
 Approve professional service agreement for Michael Dinges, Esq.  
 Approve professional service agreement for Donald F.Martino, Esq.  
 Approve professional service agreement for Edward J. Rymysza, Esq.  
 Approve professional service agreement for Peter Campanas, Esq.  
 Approve professional service agreement for Jean Landis, Esq.

2.7 Approve update to TDA reflecting the following changes.(Roxanne Greico)

- Reclassification in Coroner's office – Clerk IV, paygrade 5 being reclassified to a Deputy Coroner/Administrative Assistant, paygrade 7
- Elimination of one (1) Part-Time Deputy Coroner/On Call, paygrade 7

2.8 Approve the following personnel actions: (Roxanne Greico)

Coroner – Kathryn G. Nickles as reclassification to Deputy Coroner/Administrative Assistant – paygrade 7 - \$18.22 /hour effective 11/4/18.

Maintenance –William Buck as full time replacement Maintenance III – Electrical – paygrade 8 - \$19.81 hour effective 11/5/18.

Pre-Release – Robin M. Goodwin – reclassification to Resident Supervisor – paygrade 6 - \$17.76 /hour effective 12/30/18.

2.9 Approve lease agreement with Swift Kennedy and Associates. (Mya Toon)

### ***Recess Commissioners' Meeting***

## **3.0 SALARY BOARD**

3.1 Convene Salary Board.

3.2 Approve update to the 2018 Salary Schedule reflecting the following changes:

- Reclassification in Coroner's office – Clerk IV, paygrade 5 being reclassified to a Deputy Coroner/Administrative Assistant, paygrade 7
- Elimination of one (1) Part-Time Deputy Coroner/On Call, paygrade 7

3.3 Adjourn Salary Board.

### ***Reconvene Commissioners' Meeting***

## **5.0 REPORTS/INFORMATION ITEMS**

5.1 Domestic Relations - Pristeen Zimmerman (Teena) 20 years of service award pin. (Stephanie Tribble)

5.2 Proclamation of November as Infant Safe Sleep Awareness month. (Coroner Chuck Kiessling/Kathryn Nickles/Charley Hall)

5.3 Planning and Community Development is presenting the long term transportation plan. (John Lavelle)

5.4 Requesting bids for Food and Bread products.(May Toon)

**6.0 COMMISSIONER COMMENT:**

**7.0 PUBLIC COMMENT:**

**8.0 NEXT REGULARLY SCHEDULED MEETING:** Planning Session on Tuesday, November 13, 2018.

**9.0 ADJOURN COMMISSIONERS' MEETING.**

**Highlighted** areas note changes from previous agenda