

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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COUNTY of LYCOMING
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**Minutes of the Meeting of
January 4, 2016
Board Room, Executive Plaza
Pine Street, Williamsport**

Commissioner Mussare - Present
Commissioner McKernan - Present
Commissioner Mirabito - Present

Solicitor Smith - Present

1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mr. Mussare convened the Commissioners Meeting 2:02 p.m.

1.2 ELECT CHAIRMAN OF THE BOARD. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), elected Jack McKernan to serve as chairman.

1.3 ELECT VICE CHAIRMAN AND SECRETARY OF THE BOARD. A motion by Mr. McKernan and seconded by Mr. Mirabito and passed (3-0), elected Tony Mussare to serve as vice chairman and Rick Mirabito to serve as secretary

1.4 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved the minutes of the previous meeting as they are recorded.

1.5 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mr. McKernan opened the floor to public comment on agenda items only and the following were received:

Mr. Mirabito announced his wish to change the format of the meetings to receive public comment adjacent to (contiguous to) each action item instead of at the beginning of the meeting. This would allow for the public to comment and question items at the time of vote instead of at the very beginning of the meeting.

Mr. Mussare commented that he prefers it remain the same as it allows for time to reflect on the public's comments prior to the vote.

Mr. Mirabito made a motion to officially change the format of the meetings, but the motion died for lack of a second.

Mr. McKernan stated he understands the reason for the request to change, and the format of the meetings will be addressed in the future.

2.0 ACTION ITEMS

2.1 APPOINT CHIEF CLERK. A motion by Mr. McKernan and seconded by Mr. Mussare and passed (3-0), appointed Matthew A. McDermott as chief clerk.

2.2 ADOPT RESOLUTION 2016-01. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adopted resolution 2016-1 appointing solicitors to the board of commissioners.

Mr. Mirabito voted in favor of this with the stipulation that the board be allowed to terminate at any point without any repercussions.

2.3 ADOPT RESOLUTION 2016-02. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved resolution 2016-2 authorizing use of facsimile signatures.

2.4 APPROVE LYCOMING COUNTY POLICY MANUAL. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved Lycoming County policy manual.

Mr. McKernan stated that this will be reviewed in detail.

2.5 APPOINT COUNTY ENGINEER. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved Larson Design Group as County Engineer for 2016.

Mr. Mirabito voted in favor of this with the stipulation that the board be allowed to terminate at any point without any repercussions.

2.6 APPOINT ALTERNATE COUNTY ENGINEER. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved Bassett Engineer as alternate county engineer for Federal Highway Administration funded transportation related work..

Mr. Mirabito voted in favor of this with the stipulation that the board be allowed to terminate at any point without any repercussions.

Mr. McKernan recessed the Commissioners' Meeting at 2:29 p.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present. Mrs. Rogers stated that she plans to abstain from the vote as she did not have sufficient time to review the items.
- 3.2 TABLE 2016 SALARY SCHEDULE - A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), tabled the Salary Schedule for 2016 until Tuesday, January 5, 2016.
- 3.3 TABLE 2016 TDA - A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), tabled the Table of Distribution and Authorizations for 2016 until Tuesday, January 5, 2016.
- 3.4 ADJOURN SALARY BOARD. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Salary Board at 2:34 p.m.

4.0 BOARD OF ASSESSMENT REVISION

- 4.1 CONVENE BOARD OF ASSESSMENT REVISION. Mr. XXXXX convened the Board of Assessment Revision at 2:35 p.m.
- 4.2 APPOINT CHIEF ASSESSOR. A motion by Mr. Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), appointed Brooke Wright as Chief Assessor to County of Lycoming.
- 4.3 APPOINT DEPUTY CHIEF ASSESSOR. A motion by Mr. Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), appointed Mark Anderson as Deputy Chief Assessor to County of Lycoming.
- 4.4 ADJOURN BOARD OF ASSESSMENT REVISION. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Board of Assessment Revision at 2:35 p.m.

Mr. McKernan reconvened the Commissioners' Meeting at 2:35 p.m.

5.0 REPORTS / INFORMATION ITEMS.

- 5.1 Mr. McKernan announced the regular meetings of the Lycoming County Board of Commissioners: 10:00 a.m. Tuesday and Thursday, as needed.

6.0 PUBLIC COMMENT. Mr. McKernan opened the floor to public comment and the following were received:

Josh Billings from PCD asked the policy manual and salary scale. It was explained that the salary scale was approved as part of the policy manual.

Mr. Mussare gave kudos to this board as it wants to give the public more time to comment by looking at changing the format of the meetings and will allow the public more time to research and question the Commissioners.

7.0 NEXT REGULARLY SCHEDULED MEETING. Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, January 12, 2016.

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Commissioners' Meeting at 2:40 p.m.