

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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**Minutes of the Meeting of  
March 31, 2016  
Board Room, Executive Plaza  
Pine Street, Williamsport**

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

Solicitor Smith - Present

**1.0 OPERATIONS**

- 1.1 CONVENE COMMISSIONERS MEETING. Mr. McKernan convened the Commissioners Meeting 10:05 a.m.
- 1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the minutes of the previous meeting as they are recorded.
- 1.3 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mr. McKernan opened the floor to public comment on agenda items only, and none were received.

***Mr. McKernan recessed the Commissioners' Meeting at 10:06 a.m.***

Mr. McKernan opened the Public Hearing Thursday for Budget Modification for CDBG and turned the meeting over to Kristin McLaughlin from SEDA COG.

Ms. McLaughlin explained the budget modification hearing on behalf of South Williamsport Borough. She explained that it is for the 2016 Community Development Block Grant change in area and scope.

The hearing was opened for public comment and none were received. Mr. Mirabito asked if this makes the project more inclusive. Ms. McLaughlin replied that yes, it more than doubles the length. Mr. Mirabito asked what precipitated the request for change. Ms. McLaughlin explained that it was prompted the extensive sewer lateral upgrades that were required by a consent order from

the Department of Environmental Protection. This in turn caused the streets to become in poor shape. Ms. McLaughlin explained that the Department of Community and Economic Development has the final say in the requested change.

***Mr. McKernan reconvened the Commissioners' Meeting at 10:10 a.m.***

## **2.0 ACTION ITEMS**

- 2.1 APPROVE BUDGET MODIFICATION FOR CHURCH STREET RECONSTRUCTION PROJECT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved FFY 2015 Church Street Reconstruction project budget modification with South Williamsport Borough changing the size and scope.
- 2.2 PROCLAIM SAFE DIGGING MONTH. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), proclaimed April as Pennsylvania 811 Safe Digging Month.
- 2.3 APPROVE AGREEMENT WITH DCNR. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved agreement with DCNR for use of Police Frequency 1.
- 2.4 APPROVE PSA WITH JAMES SMITH ESQ. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved professional service agreement with James Smith, Esq for conflict attorney services in the amount of \$35,000/annually for 65 cases.
- 2.5 AWARD FOOD BIDS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), awarded food bids to Benjamin Foods LLC, Feeser's Inc and Keyco Dist. Inc on a per item as needed basis.
- 2.6 APPROVE PSA WITH ERIC L. VEY MD. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved professional service agreement with Eric L. Vey MD for the public defender's office not to exceed \$25,000/annually.
- 2.7 APPROVE ANNUAL ALLOCATION TO LIBRARY. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved annual allocation to the James V. Brown Library in the amount of \$1,173,368.

Mr. Mirabito stated that he is a member of the JV Brown Library Board.

Barb McGary and Shirley Alters were present on behalf of the library.

Ms. McGary provided handouts to the Commissioners of detailed information about the patronage of the library.

Beth Johnston explained that this allocation would be made in quarterly payments.

2.8 TABLE PURCHASE FROM SUNBURY MOTORS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), tabled the request to purchase the Western Star with accessories from Sunbury Motors in the amount of \$152,947 off of costars contract.

Mr. McKernan asked what the delivery time was.

Mr. Yorks responded that it is about 14 weeks. He also said two quotes were received in addition to this and they were both higher.

Mr. Mirabito asked how often the crane was used.

Mr. Yorks said most any time there is a repair.

Mr. Mussare said he wants to review numbers.

2.9 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved personnel actions:

DA - DUI Processing Center - Andrew Stevens as a part time replacement Special Detective - \$15.64/hour effective 4/1/16, not to exceed 1,000 hour annually.

DA - DUI Processing Center - Laura Miller as a part time replacement Special Detective - \$15.64/hour effective 4/1/16, not to exceed 1,000 hour annually.

DA - DUI Processing Center - Zachary R. Geary as a part time replacement Special Detective - \$15.64/hour effective 4/1/16, not to exceed 1,000 hour annually.

DA - DUI Processing Center - Ryan Bague as a part time replacement Special Detective - \$15.64/hour effective 4/1/16, not to exceed 1,000 hour annually.

2.10 APPROVE HR REPORT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved Human Resources Report through March 31, 2016.

2.11 APPOINT TO LCWSA. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), appointed Victor Marquardt, Franklin Township Supervisor to LCWSA to fill unexpired term ending 1/1/2018.

***Mr. McKernan recessed the Commissioners' Meeting at 10:39 a.m.***

### **3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 DISTRICT ATTORNEY - A motion by Mrs. Rogers and seconded by Mr. Mussare and passed (4-0), approved as special county detectives the attached list for working the DUI processing Center.

Mrs. Rogers moved to approve this item as per county code and the court order, for the timeframe of 1/1/16-12/31/17, and have it noted in the minutes that these special county detectives will be filling part-time positions that already exist on the County's table of distribution and authorization and thus there is not increase in cost to the county.

3.4 ADJOURN SALARY BOARD. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (4-0), adjourned the Salary Board at 10:40 a.m.

*Mr. McKernan reconvened the Commissioners' Meeting at 10:40 a.m.*

#### 5.0 REPORTS / INFORMATION ITEMS.

5.1 Megan Lehman provided an update on the Supportive Housing Program.

5.2 Megan Lehman and Kim Wheeler provided information regarding the Release of the LCPC 2015 Annual Report.

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

Elliot Walker asked for housing assistance as he is moving back into the area for work and needs a place for his daughter and himself to live.

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

8.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Commissioners' Meeting at 11:13 a.m.