

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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WILLIAMSPORT, PA 17701

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**Minutes of the Meeting of  
June 2, 2016  
Board Room, Executive Plaza  
Pine Street, Williamsport**

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

Assistant Solicitor Wiley - Present

**1.0 OPERATIONS**

- 1.1 CONVENE COMMISSIONERS MEETING. Mr. McKernan convened the Commissioners Meeting 10:02 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.

**2.0 ACTION ITEMS**

- 2.1 APPROVE TEFAP GRANT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved Emergency Food Assistance Program (TEFAP) Grant for October 2016 to September 2021.
- 2.2 APPROVE RERF APPLICATION. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved Radiation Emergency Response Fund grant application.
- 2.3 APPROVE MOU WITH LYCOMING COLLEGE. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved memorandum of understanding with Lycoming College for intern through the WISE program.

2.4 APPROVE PENNVEST AGREEMENT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved PennVest Nutrient Trading sales agreement.

2.5 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved the following personnel actions:  
Assessment - Suzanne S. Ludgate as full time replacement  
Field Assessor - Pay grade 5 - \$15.07/hour effective 6/6/16  
Courts - Scott A. Henry as part time replacement Bailiff -  
Pay grade 2 - \$10.83/hour effective 6/6/16, not to exceed 1,000 hours annually.  
Prison - promotion of Joseph R. Peluso Jr. as full time replacement Intake Officer - COII - \$20.44/hour effective 6/19/16.  
DA - DUI Center - Raymond O. Kontz III as part time Special Detective Coordinator - DET1 - \$17.00/hour effective 6/5/16, not to exceed 1,000 hours annually.  
DA - DUI Center - reclassification of Morris M. Sponhouse as part time Special Detective Coordinator - DET1 - \$17.00/hour effective 6/5/16, not to exceed 1,000 hours annually.

2.6 APPROVE TDA CHANGE. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved DA - DUI Center - Raymond O. Kontz III as part time Special Detective Coordinator - DET1 - \$17.00/hour effective 6/5/16, not to exceed 1,000 hours annually.

***Mr. McKernan recessed the Commissioners' Meeting at 10:14 a.m.***

### **3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Controller Rogers was absent.

3.2 UPDATE SALARY SCHEDULE - A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved update to Salary Schedule effective June 5, 2016.

3.3 ADJOURN SALARY BOARD. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), adjourned the Salary Board at 10:15 a.m.

***Mr. McKernan reconvened the Commissioners' Meeting at 10:15 a.m.***

**6.0 PUBLIC COMMENT.** Mr. McKernan opened the floor to public comment and none were received.

**7.0 NEXT REGULARLY SCHEDULED MEETING.** Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, June 7, 2016.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), adjourned the Commissioners' Meeting at 10:16 a.m.