

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  
July 14, 2016  
Board Room, Executive Plaza  
Pine Street, Williamsport**

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

Assistant Solicitor Kenyon - Present

**1.0 OPERATIONS**

- 1.1 CONVENE COMMISSIONERS MEETING. Mr. McKernan convened the Commissioners Meeting 10:04 a.m.
- 1.2 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.
- 1.3 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 PROCLAIM PRETRIAL PROBATION & PAROLE SUPERVISION WEEK. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), proclaimed July 17-23 as "Pretrial, Probation & Parole Supervision Week" in Lycoming County.
- Judge Butts read the proclamation and then spoke about the importance of these jobs at reducing recidivism.
- Chris Ebner thanked all involved during these challenging and changing times.
- Harry Rogers thanked the treatment team.
- Sheriff Lusk thanked the leadership.
- Mr. Mussare said that there is a huge expectation placed on enforcement.

Mr. Mirabito said that during his 'ride a long' he saw wisdom, charity and justice given out by the APO staff.

2.2 APPROVE PURCHASE FROM APPLE AUTOMOTIVE. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved purchase of F350 with accessories from Apple Automotive off of Costars contract in the total amount of \$30,637.

2.3 APPROVE BUDGET MODIFICATION TO JERSEY SHORE CDBG. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved budget modification for FFY 2015 Lycoming County CDBG program on behalf of Jersey Shore Borough, moving \$25,000 to the TVMA pump station project.

2.4 APPROVE AGREEMENT WITH TELEOSOFT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved software license agreement with Teleosoft, Inc. in the amount of \$ 90,243..

2.5 APPROVE AGREEMENT WITH TELEOSOFT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved software maintenance agreement with Teleosoft, Inc. in the amount of \$18,109..

2.6 APPROVE PSA WITH GEORGE JR. REPUBLIC. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with George Jr. Republic for 2015-2016.

2.7 APPROVE AMENDMENT TO PSA WITH BRINJAC ENGINEERING. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved amendment 1 to professional service agreement with Brinjac Engineering extending it to June 30, 2017.

Mr. Lavelle explained this is the primary consulting engineer. This is for land development reviews.

2.8 APPROVE AMENDMENT TO PSA WITH RETTEW ASSOCIATES. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved amendment 1 to professional service agreement with Rettew Associates extending it to June 30, 2017.

2.9 APPROVE AMENDMENT TO PSA WITH KEYSTONE COMMUNICATIONS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved amendment to professional service agreement with Keystone Communications, LLC for Maintenance/Repair.

2.10 APPROVE CONSULTING SERVICES AGREEMENT WITH PCT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0),

approved consulting services agreement with Pennsylvania College of Technology extending it for one year.

2.11 APPROVE PSA WITH EMS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved professional services agreement with Essential Management Solutions for 9IMS System Maintenance in the amount of \$18,500.

2.12 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the following personnel actions: (Roxanne Grieco)  
Sheriff - Christopher M. Warden as full time replacement Deputy Sheriff - Pay grade 7 - \$18.05/hour effective 7/18/16.  
Conservation District - reclassification of Curtis M. Swanger to Soil Conservation Technician - Pay grade 8 - \$43,180.28/annually effective 7/17/16, due to being fully qualified.  
Conservation District - reclassification of Matthew E. Johnson to Soil Conservation Technician - Pay grade 8 - \$38,516.61/annually effective 7/17/16, due to being fully qualified.  
Veterans Affairs - reclassification of George W. Heiges, Jr. full time Director of Veterans Affairs - Pay grade 9 - \$49,000/annually effective 7/3/16, to exempt status.

2.13 APPROVE UPDATE TO TDA. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved update to TDA - change Director of Veterans Affairs to exempt..

***Mr. McKernan recessed the Commissioners' Meeting at 10:49 a.m.***

### **3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Controller Rogers was absent.

3.2 SALARY SCHEDULE - A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the update to Salary Schedule - change Director of Veterans Affairs to exempt.

3.3 ADJOURN SALARY BOARD. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), adjourned the Salary Board at 10:50 a.m.

***Mr. McKernan reconvened the Commissioners' Meeting at 10:50 a.m.***

### **5.0 REPORTS / INFORMATION ITEMS.**

5.1 Marita Kelley of the Center for Local Government Services and the Finance Office Association presented GFOA award to fiscal services. This is the 24<sup>th</sup> year in a row that Fiscal Services has received this award.

Beth Johnston commented on the great staff in fiscal to achieve this award.

Rick Villedello, Executive Director and Jim Rhoes from the Local Government Offices says that a running for 24 years is exceptional.

Mr. Mirabito said that this award is extraordinary. Fiscal has been set up well to continue receiving this award through different employees.

Mr. McKernan said that teamwork is important to the successes in county government.

Mr. Mussare said that Fiscal 'does things right'. He commended the staff and told them they are a tremendous asset.

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

Larry Stout informed everyone that there will not be regular church services in three city churches. Instead they will meet for a prayer vigil for the city. He talked about instating an "Adopt a Cop" program as well.

Ms. Paige commented that she is very happy to hear about the community connections in the works. She also talked about a city prayer breakfast that is in the works starting in the October timeframe.

**7.0 NEXT REGULARLY SCHEDULED MEETING.** Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, July 19, 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 10:55 a.m.