

Commissioners:

R. JACK MCKERNAN
Chairman

TONY R. MUSSARE
Vice Chairman

RICHARD MIRABITO
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
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**Minutes of the Meeting of
September 1, 2016
Board Room, Executive Plaza
Pine Street, Williamsport**

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

Assistant Solicitor Wiley - Present

The Commissioners observed a moment of silence in respect and observance of the passing of Judge Raup.

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. 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 ADOPT RESOLUTION 2016-17. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), adopted resolution 2016-17 declaring property as surplus.

2.2 APPROVE AGREEMENT WITH TCI OF NY. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved agreement with TCI of NY, LLC, in the amount of \$4,195 for surplus equipment.

2.3 APPROVE PURCHASE FROM SUSQUEHANNA MOTOR COMPANY. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved purchase from Susquehanna Motor Company, Inc. in the amount of \$102,217.30 for 1-NEW 2017 Mack Truck Chassis with accessories.

Jason Yorks explained that the old one will be declared surplus.

2.4 ADOPT RESOLUTION 2016-18. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved resolution 2016-18 for emergency repair phase II & III for pumps at White Deer Golf Course.

Ryan Peterson, General Manager of White Deer Golf Course explained that the original measurements for the pumps were not correct. He claimed that Atlantic is the only company that could do this.

Mr. Mirabito confirmed that the company that made the mistake is paying to correct it.

2.5 APPROVE PURCHASE FROM PAC INDUSTRIES. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved purchase of washer for the Prison from Pac Industries in the amount of \$11,146.00 off state contract.

Mya Toon explained that this will help reduce the water consumption at the prison.

2.6 APPROVE AGREEMENT WITH KEYSTONE COMMUNICATIONS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved agreement with Keystone Communications for KeyCall remote monitoring system in radio towers and equipment room of the 9-1-1 Center in the amount of \$92,589.46 off of COSTARS contract.

Mr. McKernan questioned the lifespan of this equipment.

John Yingling explained that it will run on the current software, but not sure for how long it will last.

2.7 TABLE AGREEMENT WITH YOUTH SERVICES AGENCY. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), **tabled the agreement with Youth Services Agency for the Juvenile Probation Department.**

Ed Robbins explained that there is has been a 1% increase for three years in a row. He did contact the organization as to why they did this, but has not heard back yet.

Mr. Mussare stated that he is not happy with the non-response. He feels that the County makes cuts and other organizations should too. The county cannot keep accepting increases.

Mr. Robbins said that he will look at other options. He said that the tabling of the item may expedite a response.

2.8 APPROVE GRANT IN AID APPLICATION. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved

Juvenile Probation Grant-In-Aid application in the amount of \$242,417.00.

2.9 APPROVE AMENDMENT TO 2012 STEP CDBG. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved amendment to 2012 Community Development Block Grant subrecipient agreement with STEP, increasing the Homes In Need program by \$7,095.

2.10 APPROVE CHILD WELFARE SERVICES CONTRACTS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved child welfare services contracts for July 1, 2015 - June 30, 2016 with the following:

- NHS Pennsylvania for foster care and residential care services at per diems ranging from \$29.29/day to \$157.04/day for the
- Children's Choice, Inc. for foster care services at per diems ranging from \$38.50/day to \$82.30/day.

Mr. Mirabito asked if there are teens in placement. If so, do they have jobs?

Mark Egly replied that there is an uptick in teen placement, and no, many do not have jobs.

Mr. Mirabito suggested Mr. Egly coordinate with CareerLink since there is a program to assist in developing soft skills. There are currently not enough kids available to fill the program.

Mr. Egly said that C&Y does work with CareerLink and STEP also has similar programs.

2.11 APPROVE CHILD WELFARE SERVICES CONTRACTS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved child welfare services contracts for July 1, 2016 - June 30, 2017 with Child Advocacy Center of the Central Susquehanna Valley to provide forensic child abuse interviews at the agreed upon rate of \$100/ interview.

2.12 APPROVE PSA WITH PATRICIA SHIPMAN. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved professional service agreement with Patricia A. Shipman, Esq. to provide Substitute Guardian Ad Litem services at the rate of \$65/hour.

2.13 APPROVE CUSTODIAL SERVICES AGREEMENT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved custodial services agreement with Hope Enterprises to provide weekly cleaning at the Agency's 192 Beech Rd facility at the rate of \$220/month during the first two years of the agreement and \$225/month in the third year.

2.14 APPROVE SUBMISSION OF NEEDS BASED PLAN AND BUDGET REQUEST. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved the submission of the Lycoming County Children and Youth and Juvenile Justice Services Needs Based Plan and Budget request for the fiscal year July 1, 2017 to June 30, 2018 in the amount of \$14,260,273.

Mark Egly explained this is increase over the current fiscal year, and is strictly for Children & Youth for Lycoming County.

2.15 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the following personnel actions:
RMS - Daniel A. Watkins as full time replacement Equipment Operator - Pay grade 6 - \$16.42/hour effective 9/6/16.
Prison - Renee E. Koons as full time replacement Female Correctional Officer I Relief M/F - COI - \$15.54/hour effective 9/11/16.
Prison - Mark D. Siple as full time replacement Correctional Officer I Relief - COI - \$15.54/hour effective 9/4/16.
PCD - reclassification of David L. Hubbard as Zoning Officer - Pay grade 7 - \$34,940.16/annually effective 10/9/16, due to being fully qualified.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Jason Yorks announced that LCRMS is requesting 2 New 75 Cubic Yard Transfer Trailers.

5.2 Kristin McLaughlin presented the 2016 CDBG project review (see attached).

Kristin McLaughlin said this is just a review. The Project Finalization will be on September 22, 2016.

Mr. Mirabito asked for clarification on who submitted requests.

Ms. McLaughlin said that these are organizations who are requesting. She did clarify that timeliness is becoming a HUGE component of awarding funds.

Diane Glenwright of the YWCA spoke on behalf of her request.

Eric Moore from the WBRA spoke on behalf of his request.

Mr. Mirabito asked if any organization is receiving other funds, to let the Board know.

Jeff Dawson of STEP spoke on behalf of his request, which was changed from what is listed on the agenda to funding of the Homes In Need program.

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

Mr. McKernan commented on the mortgage burning party that Valley View held on August 31.

Erineezer Paige from Williamsport asked about the CareerLink Program.

Mr. Mirabito said to contact Mike Seitzer for more information. Larry Stout informed that the July 6 WEBB Weekly had an article on the Homes In Need program.

Frank Steckel of Williamsport commented on Tammy Hall as it relates to his ongoing issue with the Adult Probation Office. He added that the public meetings should be televised.

Mike Wiley, Williamsport, spoke in honor of Judge Raup. He thanked the Commissioners for recognizing him and spoke about his background.

Mike Wiley also introduced Bo Hoffman of McCormick Law Firm.

7.0 NEXT REGULARLY SCHEDULED MEETING. Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, September 9, 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 11:36 a.m.

COUNTY OF LYCOMING
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROJECT REVIEW
FFY 2016

LYCOMING COUNTY EXECUTIVE PLAZA BUILDING
COMMISSIONERS' MEETING ROOM

September 1, 2016, 10:00 a.m.

I. County of Lycoming's FFY 2016 CDBG Allocation:

- County \$ 250,675
- Jersey Shore Borough \$ 85,877
- Montoursville Borough \$ 87,967
- South Williamsport Borough \$ 102,479
- Total Combined \$ 526,998

II. Project Evaluation Criteria:

- Eligibility
- Fundability
- Timeliness
- Financial Need
- Fair Share when applicable
- Attendance at Workshop and First Public Hearing

III. Projects Proposed for County FFY 2016 CDBG Funding:

1. **Applicant:** YWCA Northcentral PA
Activity: Wise Options Renovations
Project Cost: \$56,628
CDBG Request: \$28,314

Description: Resident room floor replacement in Wise Options emergency shelter. This project is eligible as a public facility, and fundable as presumed benefit to homeless persons, battered spouses and abused children. Fair share consideration is required (due to its location in the City of Williamsport, but having County-wide benefit, the County's contribution cannot be more than 52% of the total project cost).

2. **Applicant:** Franklin Township/Lycoming County Water and Sewer Authority
Activity: Lairdsville Sanitary Sewer
Project Cost: \$2,000,000
CDBG Request: \$250,000

Description: Construction of low-pressure system to service the Village of Lairdsville. This project is eligible as a public facility; fundability would be based on the outcome of a resident survey to demonstrate low- to moderate-income benefit.

3. **Applicant:** STEP, Inc.
Activity: Floodplain Housing Remediation Program in the Greater Muncy Area
Project Cost: \$3,235,000
CDBG Request: \$100,000

Description: Non-construction costs, including environmental reviews, asbestos abatement, lead paint assessment, code compliance evaluation and additional soft costs for the flood mitigation program in the Muncy area. This project would be eligible as housing rehabilitation and would be fundable based on the income of the property owner.

*On Wednesday, August 24, 2016, I was notified that STEP has withdrawn this application, and respectfully requests that the Commissioners consider funding their Homes in Need project instead.

4. **Applicant:** West Branch Regional Authority
Activity: Montgomery Sewer Lateral Repair
Project Cost: \$150,000
CDBG Request: \$150,000
Description: This project would repair or replace deficient sewer laterals in Montgomery Borough for income-qualifying property owners. This project is eligible as housing rehabilitation and fundable based on the income of the property owner.

5. **Applicant:** Tiadaghton Valley Municipal Authority
Activity: Railroad Street Pump Station
Project Cost: \$190,000
CDBG Request: \$38,000
Description: Installation of a generator and associated structure for back-up power to the Railroad Street pump station in Jersey Shore Borough. This pump station experiences frequent power outages and does not currently have a backup power system. Approximately 20% of the residents served by the pump station live in Porter Township; therefore, the County's investment would be on behalf of those residents. In addition, this percentage limits the amount of funds the County can invest based on DCED's "Fair Share" policy. This project is eligible as a public facility and fundable based on the outcome of an income survey conducted this year which demonstrated a 56% low- to moderate-income benefit. This project is part of a larger improvement planned for the facility, and an investment by the County would allow the funds to be used to leverage a CDBG Competitive application.

6. **Administration:** 18% of total contract-\$ 94,850
 - County staff time while working directly on CDBG related activities
 - Planning studies related directly to community development in the County
 - SEDDA-COG contract based on Scope of Services discussed
 - This will include the administration of the County's CDBG funds, as well as South Williamsport, Jersey Shore, and Montoursville Boroughs that now will receive their CDBG funds through the County's contract.

IV. Project Finalization

- The Project Finalization meeting, at which time the Commissioners will approve project rankings and funding amounts, will be held on September 22, 2016, at 10:00 a.m.