

Commissioners:

R. JACK MCKERNAN
Chairman

TONY R. MUSSARE
Vice Chairman

RICHARD MIRABITO
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
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COUNTY of LYCOMING
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**Minutes of the Meeting of
September 22, 2016
Board Room, Executive Plaza
Pine Street, Williamsport**

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

Solicitor Smith - 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. McKernan and passed (2-0), 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 the following were received:

Jim Dunn, Armstrong Township asked about item 2.10, regarding the conflict attorney services.

Solicitor Smith explained the need for conflicts attorney and gave an example of when they are used.

Mr. Dunn also commented that when employees are hired, the county should provide some privacy for them.

Mr. Mussare announced that Comm. Mirabito is at Williamsport High School representing the County at an event where the Lt. Governor is present.

Mr. McKernan recessed the Commissioners' Meeting at 10:07 a.m.

Mr. McKernan opened the Public Hearing for Lycoming County obo South Williamsport Borough FFY 2015 Community Development Block Grant Budget Modification.

Kristin McLaughlin of SEDA COG explained that the county was holding the hearing on behalf of South Williamsport Borough. She then detailed the project.

Mr. McKernan asked if this change was advertised or if the money could be used for other programs.

Ms. McLaughlin explained this money had to be used in the Borough of South Williamsport. It was properly advertised and posted within the Borough.

Mr. McKernan closed the Public Hearing at 10:13 a.m.

Mr. McKernan reconvened the Commissioners' Meeting at 10:13 a.m.

2.0 ACTION ITEMS

2.1 APPROVE SUBMISSION OF BUDGET MODIFICATION FOR SOUTH WILLIAMSPORT BOROUGH. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), approved submission of budget modification for the Community Development Block Grant on behalf of South Williamsport Borough.

2.2 APPROVE CDBG FFY 2013 REVISION. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), approved Lycoming County FFY 2013 Community Development Block Grant budget revision of \$70,881.43, moving it from the Duboistown sewer lateral project to the Montgomery Carnival ground project.

2.3 APPROVE CDBG PROJECT FINALIZATION. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), approved Lycoming County FFY 2016 Community Development Block Grant project finalization as follows:

1. West Branch Regional Authority - Montgomery Laterals \$105,515.
2. STEP, Inc. Homes in Need \$100,000.
3. Meadow Alley Reconstruction (Jersey Shore)* \$ 70,427.
4. Curb Cuts Phase II (Montoursville) \$ 72,167.
5. Church Street Reconstruction (South Williamsport) \$ 84,039.
6. Administration/Planning \$ 94,294.

Mr. Mussare said that the Block Grant is a significant amount of money, and the agencies that receive it are appreciative. This serves low to moderate income people. He then thanked Ms. McLaughlin for her hard work.

2.4 ADOPT RESOLUTION 2016-20. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), approved

resolution 2016-20 for implementing a strike contingency plan.

- 2.5 APPROVE MATP GRANT. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), approved Medical Assistance Transportation Program Grant in the amount of \$1,851,045. Mr. Mussare asked for a report on out of the area trips that cause high costs. Rachelle Abbott of STEP said there are changes being made going forward and this is one area that will be addressed.
- 2.6 APPROVE SUB CONTRACT WITH STEP. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), approved subrecipient monitoring contract with STEP for the Medical Assistance Transportation Program in the amount of \$1,851,045.
- 2.7 APPROVE PSA WITH SUNBURY MOTORS. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), approved professional service agreement with Sunbury Motors for Resource Management Services.
- 2.8 REMOVE FROM TABLE AND APPROVE YOUTH SERVICES AGENCY AGREEMENT. A motion by Mr. McKernan and seconded by Mr. Mussare and passed (2-0), remove action from table. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0) approve the agreement with Youth Services Agency for the Juvenile Probation Office.
- 2.9 AWARD CONTRACT TO SPECTOR MANUFACTURING, INC. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), awarded contract to Spector Manufacturing, Inc., for 2-New 2016 75-Cubic Yard Transfer Trailers in the total amount of \$103,276.
- 2.10 APPROVE PSA WITH TRISHA HOOVER JASPER. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), approved professional service agreement with Trisha Hoover Jasper for conflicts attorney services not to exceed \$17,501.00/annually.
- 2.11 APPROVE AGREEMENT WITH NORTHPOINTE. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), approved agreement with NorthPointe for annual license renewal in the amount of \$15,884. Mr. Mussare commented on the prison overcrowding issue, There is a large effort to reduce this problem, including additional personnel that is part of the current budget process.

Mr. Mussare talked about reducing recidivism and prison population, and asked Chief APO McCoy to explain the workload on the staff.

Ed McCoy, Chief APO explained LSIR and how it is used to determine supervision and/or incarceration needs of clients. This is used in coordination with other programs to reduce the prison population. The LSIR system is time consuming but it provides a case management plan specific to each individual.

Mr. Mussare said the judge is advocating for 1-2 additional adult probation officers. The Commissioners need to decide if more money should be spent. There is a concern with the current work load.

Mr. McCoy said the caseload is 113 defendants per officer for the statewide average, but Lycoming County has 120-140 defendants per officer as an average. He said that the 24/7 program will also require additional staff. Another issue that needs to be addressed is the additional funding that is going to the state that should be directed to the counties.

Scott Metzger from APO said that for every nine clients the county has, the state only has one.

Mr. McKernan asked for information regarding the mix of administrative staff to probation officers statewide.

Adrienne Stahl, Court Administrator said that information had previously been provided to the Commissioners, along with a proposal by Judge Butts.

2.12 APPROVE TDA CHANGES. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), approved the following TDA changes: Maintenance - remove one custodial worker I, grade 1 position; add one custodial supervisor, grade 6/7. PCD - change transportation planner grade 10/11 to transportation supervisor, grade 10/11; add one transportation planner, grade 8/9.

2.13 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), approved the following personnel actions:

PCD - reclassification of Mark R. Murawski as full time Transportation Supervisor - Pay grade 11 - \$70,430.60/annually effective 9/25/16.

PCD - Scott R. Williams as full time Transportation Planner - Pay grade 8 - \$39,160.80/annually effective 9/25/16.

Courts - James J. Carey as part time replacement Bailiff - Pay grade 2 - \$10.83/hour effective 9/26/16, not to exceed 1,000 hours annually.

RMS - promotion of Barry J. Steinbacher as full time replacement Resource Recovery Assistant Manager - Pay grade 9 - \$25.26/hour effective 9/25/16.

DA - Melissa Bell to full time Clerk III - Pay grade 4 - \$13.81/hour effective 12/4/16.

DA - Scott J. Werner, Jr. as full time replacement Assistant District Attorney - Union - \$52,250.56/annually effective 10/3/16.

Mr. McKernan recessed the Commissioners' Meeting at 10:59 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 UPDATE SALARY SCHEDULE - A motion by Mrs. Rogers and seconded by Mr. McKernan and passed (3-0), approved update to the salary schedule:
Maintenance - remove one custodial worker I, grade 1 position; add one custodial supervisor, grade 6/7. PCD - change transportation planner grade 10/11 to transportation supervisor, grade 10/11; add one transportation planner, grade 8/9.

3.3 ADJOURN SALARY BOARD. The salary board was adjourned at 11:00 a.m.

Mr. McKernan reconvened the Commissioners' Meeting at 11:00 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Marci Hessert announced that Lycoming County is requesting bids for bunker renovation at White Deer Golf Course.

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

Bob McMahan from Old Lycoming Township commented on the new fee structure for membership at White Deer Golf Course. He said he previously spoke with Chris Strand with regards to the restrictions placed on when seniors can play on weekends and holidays. He said that he was told they are trying to increase pay as you go rounds on weekends and holidays. He feels this isn't right since the seniors are the biggest users. He said he will go elsewhere if he has to pay more. He suggested creating two memberships for seniors to address this.

Mr. McKernan said that the process with the Course is relatively young. County leadership is trying to give Billy Casper Golf (BCG) room to run it as they see fit, but he will address this concern with them.

Mr. Mussare appreciates the comments. He detailed the three year period allotted to see how the Course is turned around. He also explained some advantages to having BCG as managers. Jim Dunn, Armstrong Township thanked Rachelle Abbott and STEP as well as Kristin McLaughlin of SEDA COG for all that they do for our community. Mr. Dunn suggested that zoning amendments need to be looked at, especially the setbacks for compressor stations. He said that the Recreation Authority should be diversified instead of only addressing the golf course. This would help with economic development. There are opportunities available with PA Wilds and the new community outreach person they hired.

8.0 NEXT REGULARLY SCHEDULED MEETING. Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, September 27, 2016.

9.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-0), adjourned the Commissioners' Meeting at 11:18 a.m.

**COUNTY OF LYCOMING
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROJECT FINALIZATION
FFY 2016**

**LYCOMING COUNTY EXECUTIVE PLAZA BUILDING
COMMISSIONERS' MEETING ROOM**

September 22, 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.

Recommendation: \$32,981.43 in FFY 2015 CDBG funds based on a proposed budget modification. No FFY 2016 funds recommended. Construction: \$28,461.43; Environmental Review: \$2,300; DBRA: \$2,220.

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.

Recommendation: Not recommended for FFY 2016 CDBG funds due to expected timeliness issues.

3. **Applicant:** STEP, Inc.
Activity: Homes in Need program
Project Cost: \$100,000
CDBG Request: \$100,000
Description: Housing repairs for low- to moderate-income property owners in non-entitlement communities across the County.

This project is eligible as housing rehabilitation and fundable based on the income of the property owner.

Recommendation: \$100,000 in FFY 2016 CDBG funds. Construction: \$100,000;
Environmental Review: Completed for FFY 2014; DBRA: Not applicable.

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.

Recommendation: \$105,515 in FFY 2016 CDBG funds. Construction: \$102,415;
Environmental Review: \$3,100; DBRA: Not applicable.

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 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.

This project is eligible as a public facility and fundable based on an income survey completed in 2016.

Recommendation: \$37,900 in FFY 2015 CDBG funds based on a proposed budget modification. No FFY 2016 funds recommended. Construction: \$33,380; Environmental Review: \$2,300; DBRA: \$2,220.

The following projects were selected by the "On Behalf Of" Municipalities for FFY 2016 Funds

1. **Municipality:** Jersey Shore Borough
Activity: Meadow Alley Reconstruction
Description: Stormwater and roadway improvements to Meadow Alley area.

This project is eligible as a public improvement; it is fundable based on the outcome an income survey (currently underway).

\$70,427 in FFY 2016 funds were allocated to this project. Construction: \$63,787; Environmental Review: \$3,100; DBRA: \$3,540

- 2. Municipality:** Montoursville Borough
Activity: Curb Cuts Phase II
Description: Reconstruct deficient curb cuts and handicap ramps at intersections throughout the Borough.

This project is eligible as a public improvement; it is fundable as a presumed benefit to low- to moderate-income persons.

\$72,167 in FFY 2016 funds were allocated to this project. Construction: \$69,947; Environmental Review: completed in prior FFY; DBRA: \$2,220

- 3. Municipality:** South Williamsport Borough
Activity: Church Street Reconstruction
Description: Reconstruct Church Street between East Second Avenue and East Central Avenue.

This project is eligible as a public improvement; it is fundable as benefit to low- to moderate-income based on a survey of the service area.

\$84,039 in FFY 2016 funds were allocated to this project. Construction: \$84,039; Environmental Review: completed in prior FFY; DBRA: completed in prior FFY.

- 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
 - SEDA-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.